

## ASSE INTERNATIONAL

# Code of Conduct

*Policy for certification and committee activities*

## 1. Purpose

ASSE International is committed to conducting all certification, accreditation, and standards-development activities in a fair, impartial, ethical, professional, and respectful manner. The purpose of this Code of Conduct is to establish expectations for the behavior and responsibilities of all individuals and organizations participating in ASSE certification and committee activities.

All individuals covered by this Code are expected to conduct themselves with integrity, honesty, professionalism, and respect for others while supporting the credibility and impartiality of ASSE programs.

## 2. Scope

This Code applies to:

- Applicants
- Candidates
- Certified individuals
- Schools and training providers
- Program administrators
- Instructors
- Practical examination proctors
- Written examination facilitators
- Committee members
- Subject matter experts
- Volunteers participating in ASSE certification activities

Participation in any ASSE certification or committee activity constitutes agreement to comply with this Code of Conduct.

## 3. General Standards of Conduct

Individuals and organizations subject to this Code shall:

- Place public health, safety, and welfare above personal, employer, or commercial interests while performing activities related to my profession.
- Treat all participants with professionalism, dignity, courtesy, and respect.
- Act honestly and ethically in all ASSE-related activities.
- Support a safe, professional, and inclusive environment.
- Comply with applicable laws, regulations, ASSE policies, procedures, and program requirements.
- Conduct themselves in a manner that promotes confidence in the integrity and impartiality of ASSE certification programs.
- Cooperate with investigations, audits, reviews, and inquiries conducted by ASSE.
- Avoid actions that could damage the reputation, credibility, or integrity of ASSE programs.

## 4. Prohibited Conduct

### Professional Misconduct

- Harassment, intimidation, bullying, or threatening behavior.
- Discrimination based on any protected characteristic such as; race, color, religion, sex, nationality, age, disability, etc.
- Offensive, abusive, or disruptive conduct.
- Retaliation against any individual who raises a concern or participates in an investigation.
- Deliberate misrepresentation of facts.

### Ethics Violations

- Fraudulent, deceptive, or dishonest conduct.
- Falsification of applications, records, logs, forms, reports, or other documentation.
- Misrepresentation of qualifications, experience, training, certification status, or examination results.
- Misuse of ASSE's protected marks or logos
- Providing false information to ASSE or its representatives.

### Examination Misconduct

- Cheating or attempting to cheat on any examination.
- Possessing, sharing, reproducing, distributing, or disclosing confidential examination content.
- Providing or receiving unauthorized assistance during an examination.
- Allowing another person to take an examination on one's behalf.
- Facilitating examination fraud or misconduct.
- Compromising the security of examination materials or processes.

### Confidentiality Violations

- Unauthorized disclosure of confidential ASSE information.
- Improper sharing of examination materials.
- Unauthorized disclosure of candidate records, committee discussions, examination development information, or proprietary materials.

## 5. Impartiality and Conflict of Interest

All individuals participating in ASSE certification activities shall:

- Act objectively and without bias.
- Disclose actual, potential, or perceived conflicts of interest.
- Avoid situations that compromise impartiality or create the appearance of favoritism.
- Refrain from participation in decisions where a conflict of interest exists.
- Protect the integrity of certification and committee activities from undue influence.

Failure to disclose a conflict of interest may constitute a violation of this Code.

## 6. Requirements for Applicants, Candidates, and Certified Individuals

Applicants, candidates, and certified individuals shall:

- Provide complete, accurate, and truthful information.
- Meet all eligibility requirements honestly and without misrepresentation.
- Comply with examination security requirements.
- Protect the confidentiality of examination content.

- Refrain from any form of examination misconduct.
- Promptly report known or suspected violations of ASSE policies or examination security.
- Maintain professional and ethical conduct consistent with the responsibilities of certification.
- Properly represent certification credentials and status.
- Use ASSE certification marks, logos, and designations only as permitted by ASSE policies.
- Comply with recertification requirements and continuing education requirements where applicable.

Certified individuals shall not:

- Misrepresent the scope or status of certification.
- Use a suspended, expired, revoked, or inactive certification designation.
- Make false or misleading claims regarding certification.

## 7. Requirements for Schools and Examination Personnel

Schools, instructors, proctors, facilitators, training providers, and other examination personnel shall:

- Administer examinations fairly, consistently, and according to ASSE requirements.
- Maintain examination security before, during, and after testing.
- Protect candidate records and confidential information.
- Follow all approved procedures and policies.
- Conduct training and examinations without favoritism or bias.
- Avoid conflicts of interest that could compromise examination integrity.
- Report suspected misconduct, irregularities, or security breaches to ASSE.
- Cooperate with audits, monitoring activities, and investigations.

Schools and examination personnel shall not:

- Alter examination results.
- Provide candidates with unauthorized assistance.
- Disclose confidential examination materials.
- Permit unauthorized access to examinations or examination records.
- Engage in any activity that could compromise examination validity or fairness.

## 8. Requirements for Committee Members and Subject Matter Experts

Committee members, subcommittee members, task group participants, and subject matter experts shall:

- Act in the best interest of ASSE and its certification programs.
- Exercise independent professional judgment.
- Maintain confidentiality of committee discussions, examination content, item banks, draft documents, and related materials.
- Disclose conflicts of interest promptly.
- Base recommendations and decisions on objective evidence and technical merit.
- Support fair, transparent, and impartial development and maintenance of certification schemes.
- Protect examination security and the integrity of certification content.

Committee members shall not:

- Use committee participation for personal, commercial, or competitive advantage.
- Share confidential committee or examination materials.
- Attempt to improperly influence decisions for personal benefit.
- Exploit access to confidential information.

## 9. Reporting Violations

Any individual who becomes aware of actual or suspected misconduct, unethical behavior, examination irregularities, security concerns, conflicts of interest, or other violations of this Code should report such concerns to ASSE.

Reports may be submitted by candidates, certified individuals, schools, committee members, staff, volunteers, or other stakeholders, including the public.

ASSE will review reported concerns and determine appropriate next steps, including investigation when warranted.

## 10. Investigation Process

ASSE may investigate alleged violations of this Code.

Individuals involved in an investigation are expected to:

- Cooperate fully and honestly.
- Provide complete and accurate information.
- Preserve relevant documentation and records.
- Maintain confidentiality during the investigation process when appropriate.

Failure to cooperate with an investigation may constitute a violation of this Code.

## 11. Corrective and Disciplinary Actions

When a violation is substantiated, ASSE may take one or more actions, including:

- Verbal or written warning.
- Required corrective actions.
- Additional monitoring or oversight.
- Removal from committee service.
- Suspension of examination personnel privileges.
- Removal of school approval.
- Invalidation of examination results.
- Suspension of certification.
- Revocation of certification.
- Restriction of participation in ASSE programs.
- Any other action deemed appropriate to protect the integrity of ASSE programs.

The severity of the action will depend on the nature and seriousness of the violation.

## 12. Acknowledgement

Individuals and organizations subject to this Code acknowledge their responsibility to comply with these requirements and to support the integrity, impartiality, and credibility of ASSE certification and committee activities.

Failure to comply with this Code may result in disciplinary action as outlined herein.