



**SNAS**

**SLOVAK NATIONAL ACCREDITATION SERVICE**  
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Copy No.:

**Decision of the Director**  
**RR-P2**

**CODE OF CONDUCT OF A SNAS STAFF MEMBER**

Approved by: **Ing. Jozef Obernauer**  
**Director**

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Signature

Date: **July 9, 2009**

Bratislava July 2009

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**PURPOSE:**

**This document determinates the Code of Conduct of a SNAS Staff Member.**

Elaborated by: **Ing. Dagmar Bočanová**

Date of elaboration: **July 9, 2009**

Verified by: **Ing. Jozef Obernauer**

By coming into force of this RR expired the validity of **RR-P12** from July 16, 2007.

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## 1 CODE OF CONDUCT OF A SNAS STAFF MEMBER

- 1) To follow consistently the provisions of the Quality Manual and SNAS internal controlled documents. To apply them to the best of one's knowledge and belief.
- 2) To perform agreed work responsibly, honestly and on the required professional level. To accept assigned work only when the qualifications required can be demonstrated.
- 3) When performing one's work at SNAS, to do it and decide impartially, to refrain from anything that could jeopardize confidence in the impartiality and objectivity of a SNAS staff member.
- 4) Not to perform any activity related to the function performed that could seriously threaten one's dignity and could bring SNAS into disrepute.
- 5) To maintain secrecy on confidential information gained performing work at SNAS, in compliance with relevant SNAS precepts, at least 5 years after termination of employment at SNAS.  
Not to use information gained to one's own profit or to the profit of a third person.
- 6) To refrain from any action that could be in conflict with the interests of SNAS or could lead to such a conflict.  
To notify in time the SNAS management of all matters that involve a conflict of interests or could lead to it.
- 7) To refrain from any action from which any unjustified promises or commitments for SNAS could arise.
- 8) Not to accept any financial or other rewards from the SNAS client for services or works done on SNAS behalf.
- 9) In the case of an investigation into the infringement of the above mentioned principles, to cooperate with SNAS bodies or relevant governmental bodies.
- 10) To protect the good name of SNAS.

## 2 RELATED DOCUMENTS

ISO/IEC 17011: General requirements for accreditation bodies accrediting CABs

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## SNAS Quality Manual

- RR-P3: SNAS policy on non-discriminatory access to accreditation  
RR-Š5: SNAS Evaluation Commissions  
RR-Š7: SNAS Committee for GLP  
RR-Š8: Commission for Nomination of Assessors  
IP-1: Document Control  
IP-2: Preparation and Control of the Assessment  
IP-6: Monitoring in SNAS

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