

Policy

PL – 02

CODE OF CONDUCT FOR SNAS EMPLOYEE

Approved by: **Ing. Štefan Král, PhD.**
Director SNAS

Effective from: 20.05.2025	Edition: 3 Updating: 1	Document label: PL - 02
-------------------------------	---------------------------------	----------------------------

- This document was created electronically -

PURPOSE:

This document determinates the Code of conduct for SNAS employee.

Elaborated by: **Ing. Juraj Randus**
PhDr. Ivona Mesíková, PhD.

Date of elaboration: 07.05.2025

Verifies by: **Ing. Jaroslav Remža, PhD.**
RNDr. Livia Kijovská, PhD.

By coming into force of this PL - 02 expired the validity of PL - 02 from 01.07.2019.

Effective from: 20.05.2025	Edition: 3 Updating: 1	Document label: PL - 02
-------------------------------	---------------------------------	----------------------------

Content

1	CODE OF CONDUCT FOR SNAS EMPLOYEE.....	4
1.1	COMPETENCE.....	4
1.2	CUSTOMER SATISFACTION	4
1.3	IMPARTIALITY AND OBJECTIVITY	4
1.4	CONFIDENTIALITY	4
1.5	TRANSPARENCY TOWARDS THE EMPLOYER	4
1.6	LOYALTY.....	4
1.7	HONESTY AND ACCOUNTABILITY	4
1.8	FAIRNESS.....	4
1.9	PROFESSIONALISM	4
1.10	PROTECTION OF SNAS GOOD NAME.....	5
2	RELATED DOCUMENTS	5

Effective from:
20.05.2025

Edition:
3
Updating:
1

Document label:
PL - 02

1 CODE OF CONDUCT FOR SNAS EMPLOYEE

1.1 COMPETENCE

Consistently follow relevant policies, policies and procedures defined by SNAS and apply them in practice.

1.2 CUSTOMER SATISFACTION

Never at the cost of violating ethical or legal standards.

1.3 IMPARTIALITY AND OBJECTIVITY

In the performance of his work in SNAS to act and decide impartially, abstain from everything that could jeopardize the confidence in the impartiality and objectivity of the SNAS worker's conduct.

1.4 CONFIDENTIALITY

To maintain confidentiality of confidential information obtained during performance of work in accordance with the relevant SNAS regulations and also for an unlimited period from the end of employment in SNAS. Do not use the confidential information obtained for your benefit or for the benefit of a third party.

1.5 TRANSPARENCY TOWARDS THE EMPLOYER

Inform SNAS in a timely manner of any existing, previous or foreseeable relationships that may threaten impartiality and report any potential conflict of interest.

1.6 LOYALTY

Abstain from any action that would conflict with or may lead to SNAS interests.

1.7 HONESTY AND ACCOUNTABILITY

Perform the agreed work in SNAS responsibly, honestly and at the required professional level.

1.8 FAIRNESS

To refrain from proceedings that result or could result in unauthorized promises or commitments to SNAS.

1.9 PROFESSIONALISM

Do not accept any financial or other remuneration from SNAS Customer for services and work performed on behalf of SNAS.

Cooperate with SNAS bodies or relevant state authorities in case of investigation of violation of the above principles.

1.10 PROTECTION OF SNAS GOOD NAME

Carry out activities that do not harm the reputation of SNAS.

2 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies
IAF PL 1	Code of Conduct for Members of the IAF
PL-03	SNAS Policy on Non-discriminatory Access to Accreditation
MSA-04	Procedure for the Accreditation
MSA-06	Responsibility of SNAS and CAB

Effective from:
20.05.2025

Edition:
3
Updating:
1

Document label:
PL - 02