

## Confidential and impartiality 保密協定與公正性聲明

I, ..... of Best ISO Certification ICB Member/Employee/Auditor/Auditor agent hereby agree that I shall not at any time during my association with BEST ISO Certification, or any time thereafter, directly or indirectly use, record or disclose any confidential information except as may be necessary for the proper performance of my duties or as may be specifically authorised in writing by you.

For the purposes of this Undertaking, I acknowledge that confidential information means all technical and business information of BEST ISO Certification and its Clients which is of a confidential, trade secret and/or proprietary nature.

I guarantee that in the past 24 months and the next 13 months, I have not/will not provide any kind of consultant service or any personal interest related services to the clients I want to audit. Any audit assigned to me will immediately report to the Supervisor of Best ISO in any situation that has a potential impact on my auditor's role and creates a conflict of interest. I certify that I will not give customers/potential customers the impression that consultant and certification are relevant, or that the services at the same time can bring business benefits. I also never convey the impression that it is easier to pass certification if it is coached or educated by a company.

I follow the following code of conduct:

1. Demonstrate professional, correct and fair behaviour
2. Do not represent conflicts or competition or expose any relationships to customers or employees to avoid affecting their judgment.
3. Do not discuss or disclose any information related to certification, except as required by regulatory requirements or written by the customer.
4. Don't deliberately make wrong contacts or mislead customers, which will endanger the audit and cause unfair results.
5. Proactively inform the "Best ISO" that I have any existing or previous relationship with any organization that has been assigned to audit.

I accept the above requirements and I follow the above requirements even after I finish my work.

本人身為國際品質驗證股份有限公司的獨立委員會委員/工作人員/稽核員/合約稽核員，於工作期間所接觸到的公司的或客戶的任何資訊，我必定嚴守**保密協定聲明**，絕不對第三者提及，我將不會因為職務的關係將公司的或客戶的資料洩露給任何個人/團體，除非是工作有關的公司內部人員。我將不會，除非得到公司的字面許可，在我工作時拿走任何公司的/客戶的/任何第三者的資料，除非是稽核工作的一部份。我將不會揭露任何客戶的資料，除非得到公司的字面許可，任何我在工作中得知的客戶的或公司的系統、方法、過程、構想、計劃、數據、信息、圖表、論據、數字或任何其他其他的資訊。

我保證在過去的 24 個月及未來的 13 個月，我並未/不會提供以任何方式的輔導服務或有任何的個人利益有關的服務給我要稽核的客戶。任何指派給我的稽核，對有潛在影響我稽核員的角色、產生利益衝突的任何情況，我將立即報告國際品質驗證股份有限公司的主管。我保證我將不會給客戶/潛在客戶有輔導及驗證是相關的、或同時服務可以帶來業務上的利益等的印象。我也絕不傳達出如果經由某家公司輔導或教育訓練可以較容易通過驗證等的印象。

我遵守以下的行為規範:

- 1、表現出專業、正確及公平的行為
- 2、不以衝突或競爭，或揭露給客戶或職員任何的人際關係，避免影響他們的判斷。
- 3、不要討論或揭露任何與驗證有關的資訊，除非是應法規要求或客戶書寫的授權。
- 4、不要故意做錯誤的聯絡或誤導客戶，以致危及稽核，造成不公正的結果。
- 5、主動告知「Best ISO」，本人與被指派稽核之任何組織現存或先前曾存在的任何關係

我接受上述的要求，並且我遵守上述要求，即使在我結束我的工作之後。

Signed 同意者(簽名) .....

Name 同意者姓名(printed) .....

Date: .....