



CODE OF CONDUCT FOR TESTING PERSONNEL

Individuals who are certified or individuals who are in process of being certified by NRCan must recognize that personal integrity and professional competence are the fundamental principles on which their testing activities are founded. Accordingly, it is a condition of NRCan certification that these individuals shall:

1. Comply with the relevant provisions of the applicable NRCan certification scheme(s);
2. Comply with the regulations, codes and standards under which they are working;
3. Immediately report to NRCan any perceived violation(s) of this Code of Conduct or any attempt to pressure or force a certified individual to violate this Code of Conduct;
4. Verify the information on their certificates and/or wallet card. If the information is incorrect, it is their responsibility to inform NRCan as soon as possible so that a new, corrected certificate and/or wallet card can be issued;
5. Not attempt to cheat on NRCan examinations, attempt to bribe or threaten NRCan invigilators or examiners, falsify documents, falsely claim, misrepresent or permit misrepresentation or misuse of their own or their associate's academic or professional qualifications, knowledge, training, experience, work responsibilities or certifications;
6. Discontinue all claims to certification upon expiry, suspension or withdrawal of certification, and upon request return to NRCan any certificates and/or wallet cards issued by NRCan;
7. Inform their employer in the event that their certification has expired, was suspended or withdrawn;
NOTE: To protect certified individuals, employers, regulators and the public, NRCan maintains a publicly available listing of all currently certified testing personnel.
8. Only sign documents for which they have personal professional knowledge and/or direct supervisory control;
9. Undertake only those testing activities for which they are competent by virtue of their training, experience, qualification and certification;
10. When required, engage or advise the engagement of specialists to enable testing activities to be properly completed;
11. Indicate to the employer or client any adverse consequences that may result from an overruling of their technical judgment by a non-technical authority;
12. Perform their testing activities with proper regard for the environment and the safety, health and well-being of the public;
13. Consistent with the provisions of this Code of Conduct and the well-being of the public, respect the confidentiality of information provided by an employer, colleague or member of the public;
14. Conduct themselves in a responsible manner and utilize fair and equitable business practices in dealing with employers, colleagues, clients and associates; this includes disclosing any potential conflicts of interests;
15. Maintain their proficiency by updating their technical knowledge in their certified methods, levels and sectors;
16. Refrain from performing unethical acts that would discredit the NRCan certification schemes or bring NRCan into disrepute, and refrain from making statements that NRCan could consider as misleading or unauthorized.

Failure to comply with this Code of Conduct shall be dealt with under arrangements for handling complaints/appeals and may necessitate corrective measures such as the termination of the certification process, the suspension or withdrawal of certification, publication of the violation, notification of the employer(s), union(s) and appropriate regulatory authorities, and, if appropriate, additional legal action.

I agree to abide by this Code of Conduct.

If I violate this Code of Conduct:

- **I accept the right of NRCan to suspend or withdraw any and all certifications granted to me by NRCan and/or terminate the certification process.**
- **I accept the right of NRCan to notify my employer(s), union(s) and appropriate regulatory authorities and to publish the details of the violation.**

Name (Please Print)

Signature

Date