

	<b>QUALITY PROCEDURE- PROFESSIONAL SKILLS &amp; EMPLOYMENT BOARD</b>	DOC : SOP-PSEB-01 Issue NO-01 DATE :01/05/2017
	<b>PROCEUDRE FOR IMPARTIALITY</b>	

1. **PURPOSE**

To be committed to impartiality in our Management system Certification Activities

2. **SCOPE**

This procedure covers the importance of Impartiality.



3. **RESPONSIBILITY**

Head Authority ( President ) is responsible to maintain impartiality in management system Certification Activities

Manager HR is responsible to identify, analyze, and record those cases where there arises a risk of conflict of interest, and also perform periodic reviews.

4. **DESCRIPTION**

S.No.	Activity	Responsibility	Ref. Doc
4.1	<b>Professional Skills &amp; Employment Board</b> is fully committed to impartiality in management system certification activities	President	
4.2	Understand the importance of impartiality; we manage conflicts of interest and ensure the objectivity of our system certification activities	Operations Team	
4.3	Identify, analyze, and record those cases where there arises a risk of conflict of interest, and also perform periodic reviews.	Operations Team	
4.4	Record these reviews and present them, along with issues of principle and detailed queries, to the Committee for Safeguarding of Impartiality, an independent advisory board, for whatever action they deem necessary.	President	
4.5	Withhold certification in cases where lack of objectivity or conflict of interest is suspected.	President	
4.6	Will not provide certification in cases of unacceptable threat to impartiality	President	
4.7	No offering of certification when relationships that threaten impartiality cannot be eliminated or minimized.	President	

<b>PREPARED BY</b>	<b>APPROVED BY</b>
	



**QUALITY PROCEDURE- PROFESSIONAL SKILLS &  
EMPLOYMENT BOARD**

**PROCEUDRE FOR IMPARTIALITY**

DOC : SOP-PSEB-01  
Issue NO-01  
DATE :01/05/2017

4.8	Will make sure that all our personnel act impartially and not allow commercial, financial or other pressures to compromise impartiality	Operations Team	
4.9	<p>Professional Evaluation &amp; Certification Board is fully committed to Threats arise from Ownership:</p> <p>a) Loss of autonomy: the challenge of shared decision - making processes; the need for building consensus with partners before action can be taken and the implications of wider accountability (to other partners and to wider beneficiaries).</p> <p>b) Conflicts of interest: where a decision or action that is right for the interests of the partnership but may be at odds with the individual organization's interests.</p> <p>c) Negative reputation impact: when partnerships go wrong causing damage to the reputation or track record of individual partners by association.</p> <p>d) Drain on resources: commitment (often significantly greater than anticipated) of time and energy of key staff in partnership building and project development in addition to any additional financial or other resource contributions.</p> <p>e) Implementation challenges: the day-to-day demands of delivering a partnership programmed as a collaborative venture, with all the additional management, tracking, reporting and evaluation requirements that entails.</p>	President / Operations Team	
4.10	<p><b>Professional Skills &amp; Employment Board</b> is fully committed to Threats arise from Personnel:</p> <p>From Invigilators on Examination Centers:</p> <p>a) Loss of information related to Question banks</p> <p>b) Potential Conflict of Interest arises with the candidates</p> <p>c) Impartiality with Candidates</p> <p>d) Chances of Malpractice on examination centre</p> <p>e) Allow the candidates to take seats without identifying their Identity</p> <p>f) Can allow the candidates to take electronic Communications or storage devices inside the examination centre</p> <p>g) Can take electronic devices like Tabs with them and never reach the centre on the day of examination</p> <p>h) Can threatens the integrity of the examination process</p> <p>i) Can also take electronic communication of their own along with them</p>	President/ Operations Team	PECB/D/ 02

**PREPARED BY**

**APPROVED BY**





**QUALITY PROCEDURE- PROFESSIONAL SKILLS &  
EMPLOYMENT BOARD**

**DOC : SOP-PSEB-01**

Issue NO-01

DATE :01/05/2017

**PROCEUDRE FOR IMPARTIALITY**

	<p>Sector will be:</p> <ul style="list-style-type: none"><li>a) Undesired disclosure of confidential customer and account data – jeopardizing an organizations most valuable relationship</li><li>b) Fraud</li><li>c) Loss of intellectual property</li><li>d) Disruption to critical infrastructure</li><li>e) Monetary loss</li><li>f) Regulatory</li><li>g) Embarrassment Public relations</li></ul>		
--	---	--	--

**PREPARED BY**

**APPROVED BY**