

#### PROCEUDRE FOR IMPARTIALITY

DOC : SOP-PSEB-01 Issue NO-01

DATE:01/05/2017

### 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	Professional Skills & Employment Board 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	

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4.8	Will make sure that all our personnel act impartially and not allow	Operations Team	
	commercial, financial or other pressures to compromise	·	
	impartiality Professional Evaluation & Certification Board is fully committed to Threats	D :1 . /	
4.9	arise from Ownership:	President /	
	a) Loss of autonomy: the challenge of shared decision -	Operations Team	
	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).		
	belieficiaries).		
	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.		
	odds will die marvidual organization s interests.		
	c) Negative reputation impact: when partnerships go		
	wrong causing damage to the reputation or track record		
	of individual partners by association.		
	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.		
	a) Implementation shallowers the day to day		
	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.		
4.10	<b>Professional Skills &amp; Employment Board</b> is fully committed to Threats arise from Personnel:	President/	PECB/D/
	From Invigilators on Examination Centers:	Operations Team	02
	a) Loss of information related to Question banks		
	b) Potential Conflict of Interest arises with the candidates		
	c) Impartiality with Candidates		
	d) Chances of Malpractice on examination centre		
	e) Allow the candidates to take seats without identifying		
	their Identity		
	f) Can allow the candidates to take electronic Communications or storage devices inside the		
	examination centre		
	g) Can take electronic devices like Tabs with them and		
	never reach the centre on the day of examination		
	h) Can threatens the integrity of the examination process		

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	j) Can do tampering with the Marks  From Examiners on Examination centers:  a) Not abiding the checklist as laid down by society in which it mentions what the examiners have to do on examination centre  b) Potential Conflict of Interest with the candidates c) Impartiality with Candidates d) Chances of Malpractice on examination center e) Candidate should be awarded higher Marks than deserved without checking performance during practical tasks f) Not abiding the checklist as laid down by society in which it mentions what the examiners have to do on examination centre.  From Employees of Society:- a) Loss of information through Downloading unauthorized software b) Use of personal computing devices for business purposes c) Use of unauthorized copying of files to portable storage devices d) Using P2P Programs may introduce Malware into the organization leading to theft of information e) Use of personal email accounts from within the		PECB/D/ 01 PECB/D/ 06
	corporate network to be moderate or major threats f) An employee using his own laptops or drives for business purposes may inadvertently take confidential information home at night or retain the information when he leaves the organization g) Not following the procedure laid down by the society as per society rules		
4.11	Threats related to the Impartiality From Its Related Bodies (Testing Centers):  a) Do not provide the correct statistical data related to the equipment b) Don't have proper working stations where practical tasks are to be performed c) Don't provide the correct background of its organization d) Chances of potential conflict of interest between the examiner/Invigilator and the testing centre e) Moving the time or Date of fixed examination without the permission from awarding body f) Promoting candidates by providing the Answers g) Try to obtain unauthorized access to assessment materials prior to or following an Examination	President/ Operations Team	
4.12	<b>Professional Skills &amp; Employment Board</b> is fully committed to Threats arise from Finances:- Some of the risks posed from Insider Threats in the Financial	President/ Operations Team	

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Sector will be:			
a) Undesired disclosure of confidential cus	stomer and		
account data – jeopardizing an organizations	s most		
valuable relationship			
b) Fraud			
c) Loss of intellectual property			
d) Disruption to critical infrastructure			
e) Monetary loss			
f) Regulatory			
g) Embarrassment Public relations			

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