API AUDITOR CODE OF ETHICS

In performing auditing services on behalf of API, you agree that you will at all times:

• Conduct your business in accordance with all applicable laws, regulations, auditing standards and ethical standards of conduct.
• Maintain control of API intellectual property and do not distribute it by any means.
• Adhere to facility safety standards and general industrial safety standards to protect your health and well-being.
• Conduct yourself in a professional manner at all times during the course of the contracted assignment.
• Avoid any personal relationships, activities, or financial affairs that may influence your performance or create the appearance of a conflict of interest or an actual conflict of interest.
• Use adequate safeguards to prevent the disclosure of any confidential information.
• Observe high ethical standards of conduct to ensure that the integrity of API’s programs is protected.
• Immediately disclose to API any actual, potential or perceived conflicts, and
• Immediately disclose to API any offers of bribes or other improper or unethical attempts to influence your decision-making.

To prevent any potential or perceived conflict of interest, you, your immediate family, or other members of your household shall not use your position as an auditor to:

• Offer any services to a facility or a company affiliated with a facility that you have audited in the past 24 months or that you have been assigned to audit, where such services would be provided by yourself, your immediate family members, or a company that you or your immediate family members work for, with or otherwise have a direct or indirect financial interest in, or any affiliate of such a company. For purposes of this code, your immediately family includes, but is not limited to, any member of your household, your spouse, your parents, your children, or your siblings.

• Licensees, certified organizations and applicants shall not violate any program-related API policy or any term or condition of the license agreement.
• Licensees, certified organizations and applicants shall not use a false identity for the purpose of misleading others.
• Licensees, certified organizations and applicants shall not imply that API is endorsing their products.
• Licensees, certified organizations and applicants shall not misrepresent their relationship with API, its members, officers or directors.
• Licensees, certified organizations and applicants shall not allow, either orally or in written correspondence, API auditors, and other API representatives to accept, local ground transportation or standard hotel accommodations for lodging and travel expenses or for any other costs associated with conducting an audit.

A failure by a licensee, certified organization or applicant to comply with the following requirements could result in a delay in the licensing and/or certification process, cancellation of an application, or termination of a license and/or certificate.

• Licensees, certified organizations and applicants shall conduct themselves in a professional manner during an audit.
• Licensees, certified organizations and applicants shall observe high ethical standards of conduct to ensure that the integrity of the program is protected.
• Licensees, certified organizations and applicants shall not slander, insult, abuse, harass, or threaten API, its staff members, its auditors, or its other representatives, either verbally or in written correspondence.
• Licensees, certified organizations and applicants shall not engage in any conduct that is designed to prevent or frustrate API employees or representatives, including auditors, from performing an evaluation of the licensees’ qualifications.
• Licensees, certified organizations and applicants shall not make false claims of API certification or approval or otherwise infringe upon or misuse any intellectual property or other property right of API, including, but not limited to, copyrights, trademarks, or confidential information.
• Licensees, certified organizations and applicants shall not assist a third party in making false claims of API certification or approval or otherwise infringe upon or misuse any intellectual property or other property right of API, including, but not limited to, copyrights, trademarks, or confidential information.
• Licensees, certified organizations and applicants shall not provide API or its representatives, including auditors, with false or misleading information.
• Licensees, certified organizations and applicants shall not violate any program-related API policy or any term or condition of the license agreement.

• Discuss future employment opportunities with any facility or a company affiliated with a facility that you have audited in the past 24 months or that you have been assigned to audit.
• Accept or solicit from any facility, which you or your company have audited or been assigned to audit, any money or anything else of value for yourself, your family, your friends, any company or organization in which you or your immediate family member has a direct or indirect financial interest, or any affiliate of such a company or organization.
• “Anything else of value” includes, but is not limited to, cash, gifts, hospitality, services, commission, rebates, discounts, loans, vacations, event tickets, entertainment, trips, or other items of value. A “financial interest” includes any ownership stake, employment agreement, or independent contracting or consulting arrangement. Ownership of publicly traded securities does not itself constitute a “financial interest” in a company under this policy.
• Give any gifts, money or anything else of value to any API employee or their immediate family members.
• Otherwise use your position as an auditor to seek an improper benefit from a facility or company affiliated with a facility.