



## ADVISORY 7 指引7

### CODE OF CONDUCT FOR API MONOGRAM LICENSEES, APIQR CERTIFIED ORGANIZATIONS AND PROGRAM APPLICANTS

#### API会标被许可人、APIQR认证组织及项目申请人行为规范

API is committed to maintaining the integrity of its licensing and certification programs. All licensees, certified organizations and applicants are required to act in a professional manner in accordance with high ethical standards, and to comply with all licensing and program requirements at all times.

API致力于保持其许可和认证项目的诚信。所有被许可人、认证组织和申请人须根据较高的道德标准以专业的态度行事，并始终遵守所有许可和项目要求。

For the purpose of this Advisory, the term “Program Participants” includes all organizations licensed, registered, certified or under application with the API Monogram Program and/or APIQR, as well as those organizations’ employees, consultants, and other representatives involved in the API licensing and certification process.

就本指引而言，“项目参与者”包括被许可、注册、认证或申请API Monogram会标项目和/或APIQR的所有组织，以及上述组织的员工、顾问和其他参与API许可和认证程序的代表。

A failure by a Program Participant 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 an existing license and / or certificate:

项目参与者未遵守下列要求可能导致许可和/或认证程序的延迟、申请取消或现有许可和/或认证的终止：

- Program Participants shall conduct themselves in a professional manner during an audit.  
项目参与者在审核期间应以专业的态度行事。
- Program Participants shall observe high standards of ethical conduct to ensure that the integrity of the program is protected.  
项目参与者应遵守较高的道德行为准则，以确保项目的诚信得到保障。
- Program Participants shall not slander, insult, abuse, harass, or threaten API, its staff members, its auditors, or its other representatives, either verbally or in written correspondence.  
项目参与者不得以口头或书面函件的方式诽谤、侮辱、辱骂、骚扰或威胁API、其员工、审核员或其他代表。

This advisory supersedes any previous version. It is considered part of API’s Program Requirements and is compulsory.

本指引取代任何之前的版本。本指引被视为API项目要求的一部分，且具有强制性。

- Program Participants 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 Program Participants' qualifications.  
项目参与者不得从事旨在阻止或阻挠API员工或代表（包括审核员）对项目参与者资质进行评估的任何行为。
- Program Participants 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.  
项目参与者不得对作出虚假的API认证或批准主张或以其他方式侵犯或滥用API的任何知识产权或其他产权，包括但不限于著作权、商标或保密信息。
- Program Participants shall not assist a third party in making false claims of API certification or approval or otherwise infringing upon or misusing any intellectual property or other property right of API, including, but not limited to, copyrights, trademarks, or confidential information.  
项目参与者不得协助第三方作出虚假的API认证或批准主张或以其他方式侵犯或滥用API的任何知识产权或其他产权，包括但不限于著作权、商标或保密信息。
- Program Participants shall not provide API or its representatives, including auditors, with false or misleading information.  
项目参与者不得向API或其代表（包括审核员）提供虚假或误导信息。
- Program Participants shall not violate any program-related API policy or any term or condition of the license agreement.  
项目参与者不得违反任何与项目相关的API政策或许可协议的任何条款或条件。
- Program Participants shall not use a false identity for the purpose of misleading others.  
项目参与者不得使用虚假身份以误导他人。
- Program Participants shall not imply that API is endorsing their products.  
项目参与者不得暗示API认可其产品。
- Program Participants shall not misrepresent their relationship with API, its members, officers, or directors.  
项目参与者不得对其与API、API会员、高管或董事的关系作虚假陈述。
- Program Participants shall not distribute false information about API, its activities, or its members.  
项目参与者不得发布关于API、其活动或其会员的虚假信息。
- Program Participants shall not contact or otherwise communicate with auditors after the closing meeting of an audit. All post-audit communications will be between the client and API.  
项目参与者在审核结束会议后不应联系审核员或以其他方式与审核员沟通。所有审核后沟通应发生在客户与API之间。

This advisory supersedes any previous version. It is considered part of API's Program Requirements and is compulsory.

本指引取代任何之前的版本。本指引被视为API项目要求的一部分，且具有强制性。

- Program Participants shall not offer or provide any form of bribe or anything else of value to any API staff member, API auditor, other API representative, or API staff member's, auditor's or other representative's family or friends, directly or indirectly, for the purpose of obtaining favorable treatment, securing an improper advantage, or for any other improper purpose. "Anything else of value" includes, but is not limited to, cash, gifts, hospitality, services, commissions, rebates, discounts, loans, vacations, event tickets, entertainment, trips, and other items of value.  
项目参与者不得向任何API员工、API审核员、其他API代表或API员工、审核员或其他代表的亲属或朋友直接或间接地提出给予或提供任何形式的贿赂或任何其他有价之物，以取得有利待遇、获得不当利益或实现任何其他不当目的。“任何其他有价之物”包括但不限于现金、礼品、招待、服务、佣金、回扣、折扣、贷款、假期、活动门票、娱乐、旅行及其他有价值的物项。
- Program Participants must promptly report to API any (1) solicitation of a bribe or anything else of value in connection with an API audit or (2) offer by an API auditor to provide any services to an audited facility within 24 months of conducting an API audit, whether such services are related to API or not. Reports may be made by contacting the Audit Program Manager at [audits@api.org](mailto:audits@api.org) or by contacting any of API's offices or any API staff member in person, by phone, or by email.  
项目参与者须及时向API报告下列情况：(1)就某项API审核索取贿赂或任何其他有价之物或(2)某API审核员在进行一项API审核后的24个月内提出向被审核设施提供任何服务（无论该等服务是否与API相关）。提交报告可通过电邮 [audits@api.org](mailto:audits@api.org) 联系审核项目经理或通过电话或电邮联系任何API办公室或任何API员工本人。
- Program Participants shall not discuss future employment opportunities with any API staff member, API auditor or other API representative, or an immediate family member of an API staff member, API auditor, or other API representative while that API staff member, API auditor, or other API representative is involved in evaluating a license application or renewal.  
在任何API员工、API审核员或其他API代表参与评估某项许可申请或续展期间，项目参与者不得与该API员工、API审核员或其他API代表或该API员工、API审核员或其他API代表的直系亲属讨论未来的就业机会。
- Program Participants shall not reimburse API staff members, API auditors, or other API representatives for lodging and travel expenses or for any other costs associated with an audit. Program Participants shall not provide lodging or travel directly to API staff members, API auditors, or other API representatives, except that a Program Participant may provide, and API staff members, API auditors, and other API representatives may accept, local ground transportation and standard accommodations on the Program Participant's premises when alternative lodging is not readily available.  
项目参与者不得报销API员工、API审核员或其他API代表的住宿和旅行费用或任何其他与审核相关的费用。项目参与者不得直接向API员工、API审核员或其他API代表提供住宿和旅行，但在不易寻找其他住宿的情况下项目参与者可提供且API员工、API审核员及其他API代表可接受当地地面交通和位于项目参与者场地内的标准住宿。

This advisory supersedes any previous version. It is considered part of API's Program Requirements and is compulsory.

本指引取代任何之前的版本。本指引被视为API项目要求的一部分，且具有强制性。