

2019

SADCA CODE OF ETHICS

**SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

*This document sets out the Code of Ethics (“the Code”) that are
binding on all SADCA Members.*

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1. PURPOSE

- 1.1 This document sets out the Code of Ethics (“the Code”) that are binding on all SADCA Members (Arrangement, Ordinary, Associate and Stakeholder. It is a statement of the way in which SADCA members are to conduct themselves in an ethical manner. Accreditation bodies should recognise this code as a set of principles guiding their professional conduct.
- 1.2 The underlying principle of the Code is that SADCA members will strive to perform their duties in accordance with the highest ethical standards of honesty, integrity, fairness, confidentiality and independence, and will actively seek to prevent the development or acceptance of unethical practices.
- 1.3 SADCA members will strive to act in accordance with the highest standards of personal and professional integrity, in the course of their association with SADCA, and while representing SADCA at all levels.

2. APPLICATION

This Code of Ethics is binding on all SADCA Members.

3. CODE OF ETHICS

- 3.1 The SADCA Members shall at all times comply with the policies, procedures and operational rules of SADCA, and with those of SADCA as set in the SADCA Bylaws and this Code of Ethics.
- 3.2 Signatories to the SADCA Mutual Recognition Arrangement (MRA) shall comply with the additional requirements of the MRA and the related MRA documents.
- 3.3 Each Member of SADCA shall conduct themselves in a manner that will reflect positively upon itself, SADCA and the SADCA MRA. A SADCA Member shall not actively solicit clients from other accreditation body members by offering inducements or advantages not available to all its clients, or by disparaging or misrepresenting the accreditation processes of those other members.
- 3.4 A SADCA Member that is not a signatory to the SADCA MRA shall not use its self-declaration of compliance with relevant international standards as recognition by SADCA of any such compliance. A SADCA member that is not a signatory to the SADCA MRA shall not take any actions that state or imply that membership is equivalent to SADCA MRA signatory recognition.
- 3.5 A SADCA MRA signatory shall make statements only in accordance with the scope of the purpose or scope of the MRA.
- 3.6 When SADCA Members use the SADCA logo they shall comply with the Guidelines for the use of the SADCA logo Procedure A004.

4. BREACHES OF THE CODE

- 4.1 Alleged breaches of the Code have to be reported to the SADCA Secretariat and dealt with by SADCA in accordance with SADCA’s relevant Appeals and Complaints Procedure P002.



ANNEX A: AMENDMENT RECORD

Proposed by	Section	Change
Secretariat	Annex A	Added the Amendment record
Secretariat	3.1	Deleted "rules" replaced it with Bylaws