

## NCAfE Board of Examiners - Code of Ethical Standards

### Rules of Conduct

The following Rules of Conduct are established to maintain the confidentiality of NCAfE Award Program application information, including the identity of applicants. In addition, these rules preserve fairness in the examination process. The rules pertain to the entire Board of Examiners, including judges, team leaders, and master examiners.

Examiners must agree to a standard code of conduct and non-disclosure, and

- › will conduct themselves professionally, guided by truth, accuracy, fairness, respect, and responsibility in all their interactions
- › will maintain and safeguard fairness in the examination process and the confidentiality of all Award application information, including the identity of applicants
- › will treat as confidential all information about the applicant and the applicant's operation gained through the evaluation process
- › will encourage and maintain a professional working environment that promotes respect for the Award applicants, their employees, and all members of the Examiner team
- › will respect the climate, culture, and values of the organization being evaluated
- › will not intentionally communicate false or misleading information that may compromise the integrity of the Award process or decisions therein
- › will not at any time (during or after the evaluation cycle) independently give feedback to applicants regarding scoring or overall performance
- › for a period of three years after the evaluation, will not approach an organization they have evaluated for their personal gain, including the establishment of an employment or consulting relationship
- › if approached by an organization they have evaluated,

will not accept employment or a consulting arrangement from that organization for a period of three years after the evaluation.

### Code of Ethical Standards – Declaration of Principles

Members of the NCAfE Board of Examiners pledge to uphold their professional principles in the fulfillment of their responsibilities.

In promoting high standards of public service and ethical conduct, examiners:

- › will avoid representing conflicting or competing interests, or placing themselves in such a position where their interest may be in conflict - or appear to be in conflict - with the purposes and administration of the NCAfE Award Program
- › will not review an organization with which they or their family members have an employment relationship
- › will not serve as examiners of a primary competitor or customer or supplier of any organization (or subunit of an organization) that employs them, that they have a financial interest in, or with which they anticipate a consulting arrangement
- › will not review an organization that represents more than 5% of their investments
- › may review an organization they have previously reviewed only after three years.

### Disclosure of Conflict of Interest

Those selected to serve on the Board of Examiners must sign and agree to adhere to NCAfE's Conflict of Interest and Non-Disclosure Agreement immediately upon receiving their application assignment(s). Conflict of Interest takes into account employers, significant ownership, client relationships and affiliations that may present or seem to present a conflict of interest to the examiner's ability to impartially fulfill his/her NCAfE duties. Such information will be kept confidential. A Conflict of Interest/Non-Disclosure Agreement must be completed for each application assigned.