SMALL EMPLOYER CERTIFICATE OF RECOGNITION
(SECOR) ASSESSOR CODE OF ETHICS

1.1 Professionalism and Integrity
(a) SECOR assessors are expected to hold themselves to the highest standards of
honesty and professionalism in conducting audits. The behavior of a SECOR
assessor should not call into question their good faith and integrity. SECOR
assessors are prohibited from using the intellectual property or information
obtained from either Energy Safety Canada or the employer for personal gain.

2.1 Assessor Conduct
In conducting SECOR audits, Energy Safety Canada SECOR Assessors are expected:
(a) To maintain confidentiality.
   (i.) Assessors should ensure that information provided in confidence in the
   audit interview process is respected as such and to protect the
   anonymity of interviewees in audit reporting.
(b) To be diligent.
   (i.) Assessors must act in good faith, with due care and competence,
   without misrepresenting material facts or allowing their independent
   judgment to be compromised.
(c) To be objective.
   (i.) Assessors must be objective in the assessment of their workplace health
   and safety management systems and base their evaluations on objective
   and measurable data, and not subjective opinions or assumptions.
(d) To be accurate.
   (i.) Assessors must strive for accuracy and consistency in compiling
   documentation, and in the delivery of interview and observation results
   in their audit report documents.
(e) To be complete.
   (i.) Assessors must ensure their evaluations are complete and avoid any
   omissions relevant to the scope of the audit.
(f) To be relevant.
   (i.) Assessors must ensure their action items and suggestions for
   improvement in the SECOR audit report are relevant and are intended
   to improve the health and safety management system.
(g) To be clear.
(i.) Assessors must ensure their notes and documentation are clear, concise, reflect their findings, and written in plain language.

(h) To be timely.
(i.) Assessors must comply with the required timelines for audit completion, submission, and correction.

(i) To report.
(i.) Assessors must report to Energy Safety Canada a situation where an auditor or another assessor may have violated the Code of Ethics or engaged in unethical audit practices.

3.1 Compliance
(a) Energy Safety Canada SECOR assessors must follow all of the audit quality assurance standards as established by Energy Safety Canada and its provincial partners, and any applicable legislated requirements while conducting and completing the audit.
CODE OF ETHICS DECLARATION

As an Energy Safety Canada SECOR Assessor, I agree to comply with the Small Employer Certificate of Recognition audit protocol currently sanctioned by Energy Safety Canada without additions or deletions thereto, and to conduct myself at all times in a professional manner and in accordance with the Energy Safety Canada SECOR Assessor Code of Ethics. In addition, I have read the Outline of Roles and Responsibilities document (SAC-GDL-003). As the SECOR Assessor, I also agree to use only current Energy Safety Canada audit materials and to comply with all of the Energy Safety Canada audit procedures and guidelines.

I further acknowledge that Energy Safety Canada has the authority to suspend my ability as SECOR Assessor to conduct further audits pending a full review by Energy Safety Canada.

By signing this letter, I acknowledge that this document accurately defines the relationship between myself as a SECOR Assessor and Energy Safety Canada.

________________________________________
SECOR Assessor (Print Name)

________________________________________  _______________________
Signature of SECOR Assessor               Date

________________________________________  _______________________
Juliet Goodwin, CRSP                       Date
Manager, Safety Audits and Certifications