



Confidentiality and Non-disclosure Declaration
F-24-02

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To protect all clients, BVE has established the following policies:

1. It is understood that all employees and representatives of BVE will see information concerning BVE clients that must be kept confidential. In agreeing to act as a BVE representative at a client company, I agree to keep all information obtained confidential. I further state that I will not discuss or disclose any information concerning the client company other than in the performance of my assigned activity as a representative of BVE.
2. It is the policy of BVE to disqualify any representative from the responsibility of performing assessment or registration audit activity for any company in which the representative has a prior interest.

To the best of my knowledge, I will **not accept assignments** in which I:

- a) have a vested interest in the assigned client
- b) have been employed by the client in some capacity within the past two years
- c) have provided consulting services to the client within the past two years (excluding pre audit and other training rather the one for the management system and product conformity)
- d) am employed by the organization providing consulting or specific and tailored training services. If during the course of an assignment I identify a situation in which I believe the impartiality of the audit has been compromised, I will notify the QA manager immediately.

3. While performing audits, I shall identify and report opportunities for improvement without recommending specific solutions for correcting the opportunity.

By affixing my signature below I certify that I have read, understood and agreed to abide with all parts of the above policies.

Signature

First and last name (printed)

Name of the company audited (auditee)

Date (yyyy/mm/dd): ____ / ____ / ____