



Certible®

# Code of Conduct

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At Certible®, a certification body dedicated to promoting excellence in the IT field, we recognize the significant responsibility that comes with certifying professionals who have specialized knowledge and skills. This Code of Ethics outlines the principles and standards that Certible®, our employees, our certified professionals and our accredited training providers (denoted as “We”) must uphold, ensuring that our collective actions contribute to the betterment of society, safeguard the rights and well-being of individuals and organizations, actively support efforts to combat climate change and protect the environment, and uphold the fundamental human rights of all individuals.

## **1 Ethical Conduct and Professional Integrity**

We shall maintain the highest standards of ethical conduct, honesty, and integrity in all professional endeavors. We will act with due diligence, objectivity, and fairness, avoiding any actions that could bring discredit to the profession or Certible®’s certification program.

## **2 Compliance with Laws and Regulations**

We shall comply with all applicable laws, regulations, and industry standards pertaining to professional activities. We will respect intellectual property rights and will not engage in any illegal or unauthorized activities, or any activities that could compromise the security, privacy, or integrity of systems, data, or individuals.

## **3 Protection of Privacy and Confidentiality**

We shall respect and safeguard the privacy and confidentiality of individuals and organizations, ensuring the responsible handling and protection of sensitive information, including personal data, trade secrets, and proprietary information. We will adhere to applicable data protection laws and regulations, such as the General Data Protection Regulation (GDPR), and implement appropriate security measures to prevent unauthorized access, disclosure, or misuse of confidential information.

## **4 Responsible Use of Knowledge and Skills**

We shall use our knowledge and skills responsibly and ethically, for the benefit of society and the advancement of the IT profession. We will not engage in any activities that could intentionally cause harm, damage, or disruption to systems, networks, or individuals. We will refrain from using expertise for malicious purposes, such as developing or deploying malware, engaging in cyber-attacks, or compromising the security and integrity of information systems.

## **5 Commitment to Professional Development**

We shall continuously strive to enhance knowledge and skills, keeping aware of the latest developments, best practices, and ethical considerations within our field of expertise. We will seek opportunities for professional growth and stay updated with relevant laws, regulations, and industry standards to ensure the responsible and ethical application of knowledge.

## **6 Respect for Diversity and Inclusion**

We shall respect and promote diversity, equity, and inclusion within the IT profession and the broader community. We will treat all individuals with dignity and respect, regardless of their ethnicity, gender, age, disability, or any other personal characteristics. We will foster an inclusive and supportive environment that encourages diverse perspectives and collaboration.

## **7 Conflict of Interest Disclosure**

We shall disclose any potential conflicts of interest that may arise in professional activities and take appropriate measures to address or mitigate such conflicts transparently and ethically. We shall act impartially and avoid situations where personal interests could compromise our professional integrity or the interests of their clients or employers.

## **8 Management of Impartiality**

We shall be committed to impartiality in our certification activities, ensuring fairness and objectivity for all applicants and certified individuals. Our top management fully supports this commitment, and we actively manage and mitigate any conflicts of interest. We maintain transparency and balance in our processes to prevent undue influence. This ensures trust and confidence in our certifications.

## **9 Comply with requirements for Use of certificates, logos and marks**

We shall manage and document the conditions for the use of our certification marks and logos, ensuring appropriate representation. Certified individuals must sign an agreement to comply with certification provisions, make accurate claims, avoid disrepute, discontinue use upon suspension or withdrawal, and not misuse the certificate. Misuse of our marks or logos will be addressed with corrective measures to maintain the integrity of our certifications.

## 10 Environmental Responsibility and Climate Action

We shall prioritize environmental responsibility and actively contribute to efforts to mitigate climate change and reduce the carbon footprint of the IT industry. We will strive to incorporate sustainable practices in all aspects of our professional activities, from the design and development of systems to the execution of projects and daily operations.

We are committed to:

- Promoting sustainable travel options and leveraging remote collaboration tools to minimize unnecessary travel emissions.
- Encouraging the adoption of energy-efficient computing solutions, optimized algorithms, architectures, and hardware to reduce energy consumption.
- Supporting and contributing to green IT initiatives, including reducing electronic waste, implementing renewable energy sources, and adopting sustainable data center practices.
- Understanding and minimizing the carbon footprint associated with the projects and systems we work on, conducting lifecycle assessments, and implementing carbon offsetting measures.
- Promoting environmental awareness and education within the IT community, encouraging sustainable practices and consideration of environmental implications.

## 11 Human Rights and Non-Discrimination

We shall respect and uphold the fundamental human rights of all individuals, regardless of their ethnicity, gender, age, disability, or any other personal characteristics. We will actively promote an environment of inclusion, diversity, and equal opportunity within the IT profession and broader society.

We are committed to:

- Ensuring non-discrimination and equal treatment of all individuals, free from bias or marginalization based on personal characteristics or beliefs.
- Treating all individuals with dignity and respect, fostering an environment that values diversity, empathy, and open-mindedness.
- Advocating for human rights and speaking out against any form of abuse, exploitation, or violation of fundamental freedoms.
- Ensuring that the technologies we develop or work with are not used to infringe upon human rights or enable oppression, surveillance, or other unethical practices.

- Creating accessible and inclusive solutions that cater to the needs of individuals with disabilities or diverse backgrounds, empowering and uplifting marginalized communities.

## **12 Reporting Ethical Violations, Environmental Concerns, and Human Rights Issues**

We shall report any observed or suspected ethical violations, misconduct, illegal activities, environmental concerns, or human rights issues related to the IT profession to the appropriate authorities or governing bodies. We will cooperate with investigations and provide truthful and accurate information to uphold the integrity of the profession, protect the public interest, support efforts to combat climate change and promote environmental sustainability, and safeguard the fundamental rights and dignity of all individuals.

We are committed to upholding the highest standards of professional conduct, promoting the responsible and ethical use of technology, actively contributing to the development of a sustainable and environmentally-conscious IT industry, and upholding the fundamental human rights of all individuals. We will strive to be stewards of the environment, champions of social justice, and advocates for inclusion and diversity, leveraging our knowledge and skills to drive positive change and create a more equitable and sustainable world.

### 13 For Candidates:

By accepting a Certible® certification, you agree to abide by this Code of Ethics and Professional Conduct. Failure to adhere to these principles, including neglecting your responsibility to human rights and the environment, may result in disciplinary action, including suspension or revocation of your certification.

Date:

Name:

Signature:

*(For digital signature, please use appropriate PDF signing software)*

## 14 For Trainers:

By accepting a Certible® training accreditation, you agree to abide by this Code of Ethics and Professional Conduct. Failure to adhere to these principles, including neglecting your responsibility to human rights and the environment, may result in disciplinary action, including suspension or revocation of your accreditation.

Date:

Name:

Signature:

*(For digital signature, please use appropriate PDF signing software)*

## 15 For Employees:

You agree to abide by this Code of Ethics and Professional Conduct. Failure to adhere to these principles, including neglecting your responsibility to human rights and the environment, may result in disciplinary action etc TODO include legal stuff from HR

Date:

Name:

Signature:

*(For digital signature, please use appropriate PDF signing software)*