



Auditor Code of Professional Conduct

1. Professional Communication

Medina Quality Auditors shall demonstrate excellent written and oral communication skills in English, shall communicate effectively using clear, friendly, courteous, respectful, receptive, co-operative and diplomatic language; and shall produce clear and concise written documents (including audit reports) that are free of typographical or formatting errors

2. Professional Auditing Methods

Medina Quality Auditor shall be observant, communicative, instructive, objective and impartial while conducting an Audit, shall make compliance assessments and observations objectively and impartially using all relevant and applicable information collected or received during the Audit and shall be knowledgeable on and demonstrate an understanding of the assessments and observations detailed in the particular Audit's associated Audit Report

3. Standards and Interpretation Guidelines

Medina Quality Auditors shall be knowledgeable on, behave in accordance with and demonstrate an understanding of the content and purpose of the Standards & Interpretation Guidelines applicable to the Audit conducted and only make compliance assessments and observations that are within the scope of such Standards & Interpretation Guidelines



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4. Confidentiality

Auditors shall take all reasonable precautions to only disclose confidential material, data or information to persons who have a “need to know” the material, data or information or that is necessary to provide the services requested by Medina Quality, its clients and collaborating organizations. Confidential material, data or information includes material, data or information concerning Medina Quality its clients, collaborating organizations and audited facilities and their respective businesses and anything that Medina Quality Auditors create in connection with Medina Quality or its business or based on any of the Confidential material, data or information (e.g. Audit Report or Result)

5. Cultural Sensitivity & Discrimination

Medina Quality Auditors Shall easily adapt to new environments, cultures, shall not intentionally, directly or indirectly behave in a way that communicates cultural bias, discrimination or prejudice and shall demonstrate sensitivity towards and a basic understanding of the cultural context within which they are conducting an Audit

6. Professionalism and Conflicts of Interest

Medina Quality Auditors shall have a professional appearance, be honest, punctual, meet all stated deadlines and commitments and shall avoid or if unavoidable, immediately disclose to Medina Quality any situation that may influence or appear to influence Audit related compliance assessments and observations or the Auditors general objectivity and impartiality



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Objectives

- To promote and contribute to Medina Quality's mission
- To satisfy and exceed Medina Quality's, it's clients and collaborating organizations' performance and service expectations
- To honor Medina Quality's commitments to its clients, collaborating organizations and audited facilities
- To protect, promote and strengthen Medina Quality's, its clients and collaborating organizations professional image