
CODE OF CONDUCT

Certification of Persons



PSB Singapore

1.0 Abide and Obey the Law

I will abide and obey the law in all matters and be accountable of my actions.

Examples of this code of conduct includes, but not limited to:

- I do not work in foreign countries without authorization such as valid visa.
- I respect and obey the given regulations about maximum working hours.
- I must comply with all applicable data privacy laws when handling personal data.
- Expenses are accurately reflected on the report reports and complies with the agreed policies.
- I obey the traffic rules and drives with caution.

2.0 Avoid Conflict of Interest

I must avoid any conflicts of interest in my work, irrespective of the location of my business activities.

Examples of this code of conduct includes, but not limited to:

- I will avoid conflicts of interest and immediately inform the client of any risk of familiarity that may influence his or her decision during the consulting project.
- When I realize that I have a real or potential conflict of interest, I refrain from engaging in the decision making process or otherwise attempting to influence outcomes, unless or until: I have made full disclosure to the affected stakeholders; I have an approved mitigation plan; and I have obtained the consent of the stakeholders to proceed.
- I will not take opportunities that are discovered using client's information for my personal gains.

3.0 Do not tolerate Corruption

I do not tolerate any corruption or bribes and/or do not accept anything that may impair or be presumed to impair my professional judgment in my work, irrespective of the location of my business activities.

Examples of this code of conduct includes, but not limited to:

- I stay away from any activity or benefit offered by the client for which I have to be grateful - even if it is a custom in the country/area. I refuse such offerings firmly but politely and as low-key as possible.
- I do not influence or manipulate the decision of others.

4.0 Play Fair

I play fair with colleagues, clients and other parties in my work.

Examples of this code of conduct includes, but not limited to:

- Making objective decisions and/or evaluations without being influenced by my own interest or external factors.
- Keeping an open mind.
- Respecting the opinions and decisions of others.
- I follow all agreed times and actions

5.0 Data Protection

I should not disclose any confidential information received during my work without obtaining appropriate authorization/consent, unless there is a legal or professional obligation to do so.

Examples of this code of conduct includes, but not limited to:

- Properly dispose of confidential documents received from the client.
- I shall not remove information or data from customer premises.
- I will be prudent in the use and protection of information acquired during my duties, example using safe web browser to prevent cyber criminals from stealing any information

6.0 Act with Competency

To maintain professional skills and knowledge to ensure that employers or clients receive competent work/service, I will continue to strive for excellence, learn and expand my skill-sets to deliver high quality service.

Examples of this code of conduct includes, but not limited to:

- I try to avoid unprofessional work by working only in scopes in which I have enough knowledge, skills, and experience, to provide customers added value.
- I continually improve my proficiency and the effectiveness and quality of my skills.
- I must complete any necessary assignments in a timely manner needed to maintain my competency.

7.0 Comply to Occupational Health and Safety (OSH) Standards

I will follow the best practices in OSH and ensure that I am aware of the Health and Safety due diligence of the workplace.

Examples of this code of conduct includes, but not limited to:

- I keep myself informed before an assignment regarding site-specific health and safety standards and follow them strictly – as I also do in my office environment.
- I request and use all personal protective safety equipment required when performing onsite visit.
- I will take any health and safety training assigned to me including any training required by customers.

8.0 Managing Assets and Equipment

I handle all assets and equipment carefully, irrespective of the location of my business activities.

Examples of this code of conduct includes, but not limited to:

- I use all assets whether personal or provided by others with due care regardless of condition.
- I make sure I have been properly trained before handling any equipment.
- I make sure that equipment is properly stored and protected while travelling.

9.0 Do not tolerate Discrimination

Treat all my colleagues and business partners fairly, without inappropriate discrimination while delivering quality professional services to the clients.

Examples of this code of conduct includes, but not limited to:

- When dealing with customers and colleagues, I do so in a respectful, unbiased and professional manner.
- I treat all fairly – colleagues & customers without discrimination or bias.
- I do not base my behavior on the race, religion, world view, age, disability, gender or sexual identity of the customer representative as well as in any interaction with customer and colleagues.