
	<b>Energy Distributor Lab</b> <b>For Measurement And Calibration</b> <b>Impartiality policy</b>	No.	E/INC/01
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<b>1.0 Impartiality assurance committee</b>			
<b>Name</b>		<b>Position / Designation</b>	
Mr. Monther Waleed		General Manager	
Mr. Marwan Darwish		Quality Manager	
Mr. Jamsheed KP		Inspection Manager	
<b>2.0 Role of impartiality assurance committee</b>			
<ul style="list-style-type: none"> <li>• Ensuring impartiality in each stages of inspection operation,</li> <li>• Review and updating the risk assessment and opportunity sheet,</li> <li>• Conduct the periodic impartiality check,</li> <li>• Preventing threats to the impartiality,</li> <li>• Initiate action on the impartiality issues.</li> </ul>			
<b>3.0 Impartiality policy</b>			

**Energy Distributor Lab for Measurement and Calibration – Inspection Department** is the legal entity responsible for inspection activities; reference to **Energy Distributor Lab for Measurement and Calibration – Inspection Department** in this Policy and Public Statement refers to these legal entities.

**Energy Distributor Lab for Measurement and Calibration – Inspection Department** is a department in the above legal entity responsible for inspection activities. **Energy Distributor Lab for Measurement and Calibration – Inspection Department** its Top Management, Staff and Sub-contractors fully understand the importance of impartiality in undertaking its Inspection activities. **Energy Distributor Lab for Measurement and Calibration – Inspection Department** will therefore ensure that, in all its dealings with clients or potential clients, all employees or other personnel are and will remain impartial. To ensure that impartiality is both maintained and can be demonstrated the following principals have been established.

- Inspection report is only issued after approval of authorized person, to ensure that no interest shall predominate.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** does not have (and will not form) any relationships with companies who manufactures the product under inspection or testing the product under inspection or other services that can be construed as having an impact on the inspection activities provided by **Energy Distributor Lab for Measurement and Calibration – Inspection Department**. Any proposed relationship between **Energy Distributor Lab for Measurement and Calibration – Inspection Department** and any other company will undergo a risk assessment by the Top Management for Impartiality prior to that relationship being formalised. Any current relationships with companies, organisations and individuals will be assessed on a regular basis to ensure that the relationship does not impact upon the impartiality of the inspection activities.
- Individuals employed by or otherwise contracted to **Energy Distributor Lab for Measurement and Calibration – Inspection Department** are required to document and record their current and past relationships with all manufacturer / testing laboratories / other where there are chances of conflict of interest considering the nature of activities. Any situation past or present, which may present a potential conflict of interest, is required by **Energy Distributor Lab for Measurement and Calibration – Inspection Department** to be declared. **Energy Distributor Lab for Measurement and Calibration – Inspection Department** will use the information to identify any


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threats to impartiality and will not use that individual in any capacity unless they can demonstrate that there is no conflict of interest.

- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** does not and will not offer any commission, ('finders fees' or other inducements) to any individual or company in respect of referrals of clients unless:
  1. The terms and conditions of any such referral are clearly established and can be demonstrated and it can also be demonstrated that the fee is for a referral and the fact that a commission has been paid will in no way effect the outcome of inspection activities.
  2. A risk assessment (to establish the potential for an unacceptable threat to impartiality) has been carried-out on the process through which any such payment is made to an individual or organisation (normally a consultant) requesting the commission for referrals.
  3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.
- Inspection personnel and others involved in the inspection activities are not and will not be put under any pressure and will not be influenced in any way to come to a particular conclusion regarding the result of inspection activities.

**Energy Distributor Lab for Measurement and Calibration – Inspection Department Impartiality Norms:**

- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** shall not recruit any person, whose relative are working at permanent client's place.
- Adherence to all accreditation and other **Energy Distributor Lab for Measurement and Calibration – Inspection Department** policies.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** shall not employ any professional conflicting its ethical policies.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** shall not allow any of its inspection personnel to market the services offered by organization.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** shall not allow any of its inspectors and examiners to carry out financial transactions with clients / sub-contractors.
- All employees of **Energy Distributor Lab for Measurement and Calibration – Inspection Department** shall disclose any situation impairing the business ethics.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** will allocate the inspection work to its inspection personnel considering the defined time period of Inspection. No over work / load will be given, which can cause chances of compromising the inspection activities.
- Any unethical practice observed should be notified to the management at the earliest.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** shall not allow any of its personnel to accept any gifts from client / sub-contractor.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** shall not allow any Inspection personnel to conduct Inspection for the organization where any of its family members / close relatives are involved at a decision making position.

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- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** direct employees are prohibited from engaging in activities, which involve the active design / manufacture / supply / installation / servicing / maintenance.
- **Energy Distributor Lab for Measurement and Calibration – Inspection Department** recognizes that the source of revenue is the client paying for inspection activities, and that this is a potential threat to impartiality. Therefore, **Energy Distributor Lab for Measurement and Calibration – Inspection Department** is a self financed independent organization, with a number of controls to ensure that impartiality is retained. To obtain and maintain confidence, it is essential that **Energy Distributor Lab for Measurement and Calibration – Inspection Department** inspection decisions are based on objective evidence of conformity or nonconformity, and that any decisions made are not influenced by other interests or by other parties. Decision on Inspection and issue of inspection report are made and signed for by an Authorized person, who was not responsible for such activities, where there are chances of potential conflict of interest. **Energy Distributor Lab for Measurement and Calibration – Inspection Department** recognizes that threats to impartiality include the following.
  - Self-interest threats arising from a person acting in their own interest.
  - Self-review threats arising from a person reviewing the work that they have conducted themselves.
  - Familiarity (or trust) threats arising from a person becoming too familiar with or too trusting of another, instead of seeking audit evidence.

**Public Statement (as it incorporated in Energy Distributor Lab for Measurement and Calibration – Inspection Department quotations)**

**Energy Distributor Lab for Measurement and Calibration – Inspection Department**, its Top Management, Quality Manager and Inspection Manager, Staff and others involved in the inspection activities of Organization fully understand the importance of impartiality in undertaking its Inspection activities.

**Energy Distributor Lab for Measurement and Calibration – Inspection Department** will therefore ensure that in its dealings with clients or potential clients, all employees or other personnel involved in Inspection activities are, and will remain, impartial.

To ensure that impartiality is both maintained and can be demonstrated, **Energy Distributor Lab for Measurement and Calibration – Inspection Department** has identified and risk assessed all relationships which may result in a conflict of interest or pose a threat to impartiality.



**Monther Waleed  
General Manager (Top Management)**