



# NORTH EAST CHRISTIAN UNIVERSITY

Govt. of Nagaland. Act Gazette No. LAW/NECU-10/2012 (Act No. 4 of 2013)

Anchor Complex, Burma Camp East Block, Post Box-109  
Dimapur-797112, Email: [necuvarsity@gmail.com](mailto:necuvarsity@gmail.com) Website – [www.necu.ac.in](http://www.necu.ac.in)

## CODE OF CONDUCT

NECU CB, through the evaluators and employees, has the responsibility for the quality and integrity of the certification services provided by it. As such, NECU CB is committed to maintaining the trust and respect of our clients and the public at large through unquestionable integrity, honesty and ethical business conduct. NOTE - In the following text, “employees” also include Board members, evaluators, employees and Impartiality Committee members.

All NECU CB employees shall uphold dedication to the basic corporate ethics. In addition to the requirements of conduct created by this code, NECU CB employees shall comply with applicable national and state laws and regulations. The key to the corporate integrity of NECU CB lies with all of us as follows:

The employees shall act impartially ensuring that he/she is independent in judgment and actions and takes all reasonable steps to be satisfied as to the soundness of all decisions taken. The employees shall act honestly, in good faith and in the best interests of NECU CB, not engaging in conduct likely to bring discredit upon NECU CB.

The employees shall use due care and diligence in fulfilling the functions of an evaluator and exercising any powers attached therewith. The employees shall inform the VC, NECU CB of any conflicts, or potential conflicts of interest, arising out of the fulfilment of his / her duties and the responsibilities as an evaluator

The employees shall treat as confidential all information which is i) obtained through professional access to conformity assessment bodies subject to certification and their clients; and ii) Identified by the source from which it was obtained as confidential. Such confidential information remains the property of the source from which it was obtained; NECU CB employees shall not disclose it, or allows it to be disclosed to a third party or parties, unless that disclosure is required by law or has been authorized by the person from whom the information was received.

The employees shall remain bound by confidentiality even after opting out/retiring from NECU CB’s panel of employees. The employees shall contact the VC, NECU CB if he/she in doubt with regard to a specific business conduct question or would like to report an infraction. The NECU CB employee shall not accept valuable gifts from anyone.

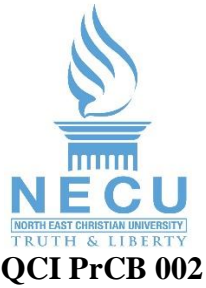
NECU CB will promptly investigate, in accordance with the NECU CB Complaints’ Procedure, any alleged non-compliance with the Code.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## CONFIDENTIALITY AGREEMENT

NECU (CB) employee/ Assessors and subcontractor hereby agrees to use all confidential information received from client, its directors, officers, employees or agents including, without limitation, any confidential operational methods, marketing plans or strategies, product development techniques or plans, methods of preparation, technical processes, designs and design projects, invention and research projects, formulations, components, ingredients, identity of suppliers, or any confidential business matters relating to the projects subject to this Agreement (collectively, the “Data”), for internal purposes only in connections of the required evaluations and documentation to be performed under this Agreement.

The employee and subcontractor shall maintain the Data in strictest confidence and shall not disclose the Data to any person (the term “person” to be constructed to the broadest sense) other than Organization, of Client, and respective directors, officers, employees, and agents unless given the express prior written consent of Client or as may be required by any applicable laws or regulations, or other court order or decree.

For purposes of this Agreement, the term Data does not include any information which (i) becomes generally available to the public other than as a result of a disclosure by Organization, (ii) was available to Organization on a non-confidential basis prior to its disclosure to Organization by Client, its directors, officers, employees or agents, or (iii) becomes available to Organization on a non-confidential basis from a source other than client, its directors, officers, employees or agents, provided that such source is not bound by a confidentiality agreement with client or otherwise prohibited from transmitting the Data to Organization by contractual, legal or fiduciary obligation.

**CB employee/ Assessor/ subcontractor**

**By** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Tick one:**

**Employee**

**Assessor Or subcontractor**



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## CONFLICT OF INTEREST

The following TCHPs Assessors or subcontractor or other affiliates agrees to comply with the rules defined by NECU as Personnel certification Body including those related to confidentiality and independence from commercial and other interest.

Such individual shall declare herewith any prior or present association on their own part, or on the part of their employer, with the TCHPs for which they are to be assigned. Such individual shall also declare herewith any prior or present association on their own part, or on the part of their employer with any other TCHP Certification Body. Such individual shall not be assigned to do assessment for a period of two years after the conclusion of such association with the TCHP.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tick One:**

- Employee**
- Subcontractor**



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## IMPARTIALITY STATEMENT

The following NECU CB employees, TCHPs assessors or subcontractors or other affiliates shall act impartially ensuring that he/she is independent in judgement and actions and takes all reasonable steps to be satisfied as to the soundness of all decisions taken.

Such individual is responsible to ensure impartiality of its certification activities and they are committed at the highest level within the organization to safeguard impartiality. They shall not allow commercial, financial or other pressures to compromise impartiality.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tick One:**

- Employee**
- Subcontractor**