

OCIA IMPARTIALITY COMMITTEE WORK INSTRUCTIONS

1. PURPOSE

The purpose of this document is to set out instructions for work to be conducted by the Impartiality Committee.

2. INSTRUCTIONS

2.1 At least twice a year, the Executive Director will call meetings of the Impartiality Committee. As the committee shall be reviewing the certification process, the committee members will sign OCIA confidentiality agreements and provide an annual Conflict of Interest declaration.

2.2 The members of the committee will receive the approved Board of Directors minutes immediately after they are approved by the Board. Prior to the meeting, the Committee members must review the minutes to flag any issues related to:

- any failures or challenges to maintaining impartiality in certification activities;
- allowance of commercial interests or other considerations preventing impartial certification decisions; and
- any matters that would affect impartiality and confidence in certification, including openness.

2.3 At the bi-annual meetings, the committee will discuss any concerns found in the minutes with regard to the aforementioned issues. Additionally, the committee will interview Board members, staff, and any other parties related to OCIA necessary to investigate whether there are any impartiality issues.

2.4 The committee will have access to all information necessary for them to fulfill these responsibilities, so additional documents or information may be requested by the committee through the Executive Director.

2.5 After the review of minutes and interviews, the committee will provide feedback to the Board of Directors or staff and take action to respond to risks to impartiality.

2.6 If the Board of Directors and/or management staff do not follow the input of the committee, the committee has the authority to take independent action while adhering to all confidentiality provisions of certification clients and of OCIA. If input by the committee is in conflict with policies and procedures prescribed by OCIA or other regulatory requirements, the Board of Directors and/or Management Staff will document any reasoning behind the decision not to following the input of the committee.