



SAI Social Consultant Registry Code of Conduct V 1.2

*Note: Consultant refers to both applicants and fully registered consultants.

1.0 COMPLIANCE

- 1.1 Consultant shall comply with all relevant legislation and comply with this Code.
 - 1.1.1 Consultant shall obtain and maintain all statutory consents, licenses and permissions required to perform social accountability consulting services in all jurisdictions in which services are performed.
 - 1.1.2 Consultant shall ensure that they:
 - 1.1.2.1 do not engage in any form of bribery, corruption, extortion or embezzlement, or any other unlawful conduct;
 - 1.1.2.2 comply with all applicable laws, regulations, codes and sanctions, including those relating to anti-bribery and anti-corruption.

2.0 INDEPENDENCE AND INTEGRITY

- 2.1 Consultant providing social accountability consulting services must be independent and avoid conflicts of interest that, in fact or in appearance, may create an incentive to falsify client performance/understanding or social requirements.
 - 2.1.1 Not have an immediate financial incentive in results of social audits related to consulting services.
 - 2.1.2 Not conduct audits or SA8000 certification services in the same facilities where the consultant previously provided consulting services.
- 2.2 Consultant, in providing social accountability consulting services, shall not solicit, accept, offer or facilitate any form of bribe or inducement.
 - 2.2.1 Shall not bribe or induce auditors or auditing companies to effect the outcome of audit activities
 - 2.2.2 Shall not bribe or induce government officials to effect client legal status, compliance, or benefits
 - 2.2.3 Shall not bribe or induce client personnel to deceive or coerce workers or management
- 2.3 Consultant shall conduct pre-contract screening of potential clients for corruption, unethical practices, and/or conflicts of interest.
- 2.4 Consultant shall contract for ceasing of operations where corruption is identified

- 2.5 Consultant shall uphold SAI's integrity and good standing, and refrain from conduct which detracts from its reputation, whether written or verbal
- 2.6 Consultant shall act only within their level of competence and advise the client when asked to act beyond it
- 2.7 Consultant shall be accountable for achieving the objectives, projects and tasks that they undertake to deliver

3.0 KNOWLEDGE AND IMPACT

- 3.1 Consultant shall measure and evaluate impact/performance
- 3.2 Consultant shall seek continuing education and growth of knowledge
- 3.3 Consultant shall keep record of consultant activities and outcomes
- 3.4 Consultant shall seek the continuous improvement and growth of clients social performance and management systems

4.0 CONFIDENTIALITY

- 4.1 Consultant shall maintain confidentiality with respect to information gathered in connection with a social accountability consulting services and take all reasonable steps to prevent unauthorized access to, or inadvertent disclosure of, information collected during or relating to a service.
- 4.2 All information obtained or developed in connection with a consulting service shall not be disclosed to any party other than the relevant client, except under the following circumstances:
 - 4.2.1 The client provides specific written consent.
 - 4.2.2 Disclosure is required to execute the service.
 - 4.2.3 Disclosure is required by applicable law.
 - 4.2.4 Disclosure is required to obtain legal or ethical advice regarding compliance with applicable laws or this code.
 - 4.2.5 Disclosure is required to establish a claim or defense in an adversarial proceeding
 - 4.2.6 Disclosure is required to report illegal or unethical activities by the client, auditors, or other stakeholders

5.0 CONTRACTING

- 5.1 Consultant shall enter into a formally documented and legally binding contractual agreement with any client.
- 5.2 Contract shall specify the requirements, expectations, and deliverables for a limited-time engagement.
- 5.3 Clearly documented contractual terms that address:
 - 5.3.1 The legal, ethical, and commercial obligations of both parties;
 - 5.3.2 Consultant deliverables;

- 5.3.3 Consultant quality requirements;
- 5.3.4 Conditions for, and date(s) for, contract termination.

6.0 TRANSPARENCY

- 6.1 Upon request by SAI, true and accurate information shall be made available by consultant to verify conformance with the expectations in the Code and program goals.
- 6.2 Consultant shall regularly update information related to consultancy and related activities
- 6.3 Consultant shall report unethical behavior by auditors, auditing companies, clients, or other actors