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