

About this document

This document defines the code of conduct that applies to all SEQOHS Assessors (refer below for the definition of a SEQOHS Assessor). The Code of Conduct includes: conflict of interest, confidentiality and conduct.

Adhering to this code of conduct is a minimum expectation of all SEQOHS Assessors. The SEQOHS Office will undertake a formal investigation into any serious or repeated breaches of this code of conduct and legal action may result.

Definition of a SEQOHS Assessor

A SEQOHS Assessor is defined as a contracted individual who has successfully completed the SEQOHS Assessor Training Programme and participates in continuing education to maintain their knowledge. Assessors are authorised to conduct SEQOHS Assessments and to represent the SEQOHS Office.

Introduction

In the course of performing SEQOHS Assessments, the SEQOHS Office acknowledges that assessors will have access to confidential information. Such information shall be held in the strictest confidence. Assessors engaged by the SEQOHS Office to conduct SEQOHS Accreditation Assessments are required to confirm formally their willingness to observe and be bound by the following code of conduct. While performing the duties of an assessor, the individual named shall comply at all times with the administrative, professional and ethical requirements as outlined below.

Conflict of Interest

Representatives of the SEQOHS Office and the Royal College of Physicians of London (RCP) acknowledge their position of trust with individuals and organisations.

This fiduciary relationship requires declaration of conflicts of interest which may be perceived by others as improper and which may undermine confidence in the work of the RCP, London, SEQOHS Office in relation to the SEQOHS Accreditation Scheme.

Examples include but are not limited to:

1. Membership or association with competing or affiliated organisations.
2. Personal stake in the outcome of a decision by the SEQOHS Office in regard to a service, organisation or member of the profession.
3. Employed directly or involved in the selling of products, tools or systems for OH Services.

Therefore, if a person working on behalf of the SEQOHS Office is aware of a real or perceived conflict of interest, which could alter the person's commitment to the SEQOHS Standards and Accreditation Scheme, that person shall:

1. Disclose the potential conflict of interest. And
2. Be prepared to remove themselves from participation in the relevant assessment and/or decision.

Likewise, any assessor working on behalf of the SEQOHS Office shall assiduously avoid self-promotion or the conduct of any private business with an organisation or persons being assessed, unless otherwise approved by the SEQOHS Office.

Confidentiality

In the course of conducting assessments for the SEQOHS Office, assessors may come in contact with individually identifiable and/or confidential information.

Confidential information, which includes individually identifiable information, shall not be collected, used or disclosed to anyone other than persons who are authorised to receive such information. This responsibility continues after the assessment has concluded.

Confidential information obtained as a result of any assessment or other related SEQOHS activity for the SEQOHS Office shall not be collected, used or disclosed by any assessor for any purpose and specifically not for furthering any personal interest, including for profit or as a means of making personal gains.

Transfer of documentation between OH Services, assessors, and/or the SEQOHS Office shall, whenever possible by via the secure online system, or if required by courier or by password protected or encrypted devices.

Storage of confidential information, including all information associated with identifiable individuals, must be kept by a secure means at all times.

Upon completion or termination of contracted work for the SEQOHS Office, all confidential documentation shall be shredded, either on-site by the assessor or sent by courier to the SEQOHS Office for confidential disposal.

Breach of confidentiality can have serious consequences for all parties and the SEQOHS Office will investigate all allegations of such.

Questions as to whether certain information is confidential should be directed to the SEQOHS Office.

Code of Conduct Declaration

I Click here to enter your name agree:

- To treat as strictly confidential all information, including passwords, training manuals and handbooks received or obtained while performing any duties for the SEQOHS Office and not to divulge such information to any other person or organisation (including my employer) now and in the future unless authorised in writing to do so by both the SEQOHS Office and the OH Service being assessed.
- To keep confidential the supporting commentary and evidence and sample outcome measures comprised in the SEQOHS Standards, self-assessment and online system and to use them only for the purpose of assessment for accreditation of OH Services.
- Not to use any such information gained throughout my role as a SEQOHS Assessor for personal advantage.
- To report the findings or any part thereof and provide any comments and opinions resulting from the assessment to the OH Service being assessed and to the SEQOHS Office.
- To store any documentation downloaded from the online system or from the OH Service being assessed in a safe and secure manner at all times.
- To seek permission from the SEQOHS Office before copying or reproducing any SEQOHS Accreditation Scheme publication or document supplied by the SEQOHS Office and before transferring such documentation to a third-party, unless these are already in the public domain.
- To assess strictly in accordance with the SEQOHS Standards and to refrain from making unsolicited comments on any other matter.
- To disclose to the SEQOHS Office any relationships, consultancies or involvement with an OH Service undergoing assessment and that this will be done before undertaking any form of assessment of the OH Service.
- Not to take advantage of my relationship with the client by accepting any inducement, gift, commission, discount or any other profit from the OH Service being assessed on behalf of the SEQOHS Office or from representatives of the OH Service or from any other interested person, nor knowingly allow other members of the assessment team to do so.

- Not to act in any way prejudicial to the interests of the SEQOHS Accreditation Scheme.
- Not to accept invitations to speak on behalf of the SEQOHS Office, including the SEQOHS Standards and Accreditation Scheme, or represent the SEQOHS brand in any way without prior agreement from the SEQOHS Office.
- To cooperate fully in any investigative procedure in the event of any alleged breach of the code of conduct declaration.
- That the following circumstances may lead to immediate termination of my SEQOHS Assessor Contract. If I:
 - commit any serious breach of this code or any gross misconduct or any wilful neglect of my duties;
 - commit any act of serious misconduct or serious incompetence;
 - repeat or continue (after warning) to breach any provisions of the agreement or fail to comply with any of your obligations to the SEQOHS Office;
 - am found guilty of any fraud, dishonesty or conduct tending to bring myself or the SEQOHS Office, Standards and/or Accreditation Scheme into disrepute;
 - am convicted of a criminal offence.

I acknowledge that I have read, understand and agree to the SEQOHS Assessor Code of Conduct for the SEQOHS Accreditation Scheme. Note: This does not affect any other professional obligations to which you are subject.

For and on behalf of

The SEQOHS Assessor (Contractor)

Signature	
Print Name	Click here to enter text.
Position	Click here to enter text.
Organisation	Click here to enter text.
Address	Click here to enter text.
County	Click here to enter text.
Postcode	Click here to enter text.
Date	Click here to enter a date.

The SEQOHS Office (Accreditation Body)

Signature	
Print Name	Click here to enter text.
Position	SEQOHS Manager
Organisation	SEQOHS (RCP, London)
Address	11 St Andrews Place
County	London
Postcode	NW1 4LE
Date	Click here to enter a date.