



SMALL EMPLOYER CERTIFICATE OF RECOGNITION (SECOR) ASSESSOR CODE OF ETHICS

1.1 Professionalism and Integrity

- (a) SECOR assessors are expected to hold themselves to the highest standards of honesty and professionalism in conducting audits. The behavior of a SECOR assessor should not call into question their good faith and integrity. SECOR assessors are prohibited from using the intellectual property or information obtained from either Energy Safety Canada or the employer for personal gain.

2.1 Assessor Conduct

In conducting SECOR audits, Energy Safety Canada SECOR Assessors are expected:

- (a) To maintain confidentiality.
 - (i.) Assessors should ensure that information provided in confidence in the audit interview process is respected as such and to protect the anonymity of interviewees in audit reporting.
- (b) To be diligent.
 - (i.) Assessors must act in good faith, with due care and competence, without misrepresenting material facts or allowing their independent judgment to be compromised.
- (c) To be objective.
 - (i.) Assessors must be objective in the assessment of their workplace health and safety management systems and base their evaluations on objective and measurable data, and not subjective opinions or assumptions.
- (d) To be accurate.
 - (i.) Assessors must strive for accuracy and consistency in compiling documentation, and in the delivery of interview and observation results in their audit report documents.
- (e) To be complete.
 - (i.) Assessors must ensure their evaluations are complete and avoid any omissions relevant to the scope of the audit.
- (f) To be relevant.
 - (i.) Assessors must ensure their action items and suggestions for improvement in the SECOR audit report are relevant and are intended to improve the health and safety management system.

- (g) To be clear.
 - (i.) Assessors must ensure their notes and documentation are clear, concise, reflect their findings, and written in plain language.
- (h) To be timely.
 - (i.) Assessors must comply with the required timelines for audit completion, submission, and correction.
- (i) To report.
 - (i.) Assessors must report to Energy Safety Canada a situation where an auditor or another assessor may have violated the Code of Ethics or engaged in unethical audit practices.

3.1 Compliance

- (a) Energy Safety Canada SECOR assessors must follow all of the audit quality assurance standards as established by Energy Safety Canada and its provincial partners, and any applicable legislated requirements while conducting and completing the audit.



CODE OF ETHICS DECLARATION

As an Energy Safety Canada SECOR Assessor, I agree to comply with the Small Employer Certificate of Recognition audit protocol currently sanctioned by Energy Safety Canada without additions or deletions thereto, and to conduct myself at all times in a professional manner and in accordance with the **Energy Safety Canada SECOR Assessor Code of Ethics**. In addition, I have read the Outline of Roles and Responsibilities document ([SAC-GDL-003](#)). As the SECOR Assessor, I also agree to use only current Energy Safety Canada audit materials and to comply with all of the Energy Safety Canada audit procedures and guidelines.

I further acknowledge that Energy Safety Canada has the authority to suspend my ability as SECOR Assessor to conduct further audits pending a full review by Energy Safety Canada.

By signing this letter, I acknowledge that this document accurately defines the relationship between myself as a SECOR Assessor and Energy Safety Canada.

SECOR Assessor (Print Name)

Signature of SECOR Assessor

Date

Juliet Goodwin, CRSP
Manager, Safety Audits and Certifications

Date