



## TRUSTED SKILLS REVIEWER CODE OF CONDUCT

The confidence in Trusted Skills certification is embedded in the trust of the assessment process. For this reason, it is essential that all reviewers meet explicit certification criteria to qualify them to conduct a rigorous and evidence-based review. In an effort to achieve the highest standards of conduct, each reviewer is required to acknowledge the following by signing:

### **Commitment to Confidentiality**

I commit that the information assessed during the assessment will not be disclosed, including:

1. A commitment to maintain the confidentiality and security of information.
2. A commitment to respect and value gathered information.
3. A commitment to not use information process for any personal reasons.
4. A commitment to not use information in a way that is detrimental to the program or the candidate.

### **Commitment to Impartiality**

Impartiality is defined as actual and perceived presence of objectivity. I commit that the impartiality is assured by:

1. A commitment to declare bias, preference, or conflict of interest that will impact the conduct of reviews and shall decline any allocation that may influence an unbiased judgement.
2. A commitment to not enter into any activity or relationship that may influence an unbiased judgement or conflict with their role as a reviewer.
3. A commitment to make unbiased decisions using a high level of professional objectivity when analyzing and reporting information about a candidate.
4. A commitment to not be influenced by own interests or the interests of other individuals or candidates when making judgements.

### **Commitment to Expertise**

I possess the expertise to conduct the assigned review(s), including:

1. Possessing the knowledge, skills, and experience required in the specific professional field and/or area of expertise being assessed.
2. Possessing the ability to interpret the role of multiple contextual factors to ensure a consistent and fair application of the standards. These contextual factors may include, but not be limited to:
  - a. Organizational context
  - b. Sector context
  - c. Role/occupational context
  - d. Educational context
  - e. Cross-cultural context
3. Committing to perform the assessment within the required timeframe.

### **Declaration**

I certify that I accept this code of conduct. If an issue arises that compromises my ability to maintain my commitment to this code of conduct, I will immediately report this to a member of Certification Oversight Board.



**Signature**

**Name**

**Date**