



**Our goal is a fair, consistent, and honest verification
of compliance with GAPC Certification Standards.**

Integrity

The integrity of auditors establishes trust and provides the basis for reliance on auditor's judgment. As an approved auditor, I pledge to:

- Perform my monitoring activity assignments with honesty, accuracy, fairness, and discretion.
- Not engage in activities that might discredit the audit program or GAP Connections.
- Report monitoring activity results truthfully and disclose any unresolved diverging opinions.
- Act in a professional and courteous manner, even under adverse monitoring activity conditions.

Objectivity

Auditors must be objective in gathering, evaluating, and communicating information about the practices and activities being examined. Auditors must make a balanced and impartial assessment of all the relevant facts and not be unduly influenced by their interests, or those of others, in making judgments. As an approved auditor, I pledge to:

- Disclose any activity or relationship that may affect my unbiased assessment.
- Not accept anything that may impair, or appear to impair, my judgment.
- Include all the material facts to avoid any distortion of my monitoring activity report.

Confidentiality

Auditors must respect the value and ownership of the information they receive and not disclose it without the appropriate authority, unless obligated for legal or professional reasons. As an approved auditor, I pledge to:

- Limit the sampled records to those needed to assess activities and practices within the monitoring activity scope.
- Exercise discretion in the use and protection of the information acquired during my monitoring activity duties.
- Not use the information for personal gain or in any way detrimental to the organization.



Code of Conduct for GAP Connections Approved Auditors

Competence

Auditors must apply their knowledge, skills, and experience in the performance of their assessment duties. As an approved auditor, I pledge to:

- Perform monitoring activities in accordance with the procedures and practices provided by GAP Connections.
- Attend annual training with GAP Connections to continually improve my proficiency and the quality of my monitoring activity services.
- Prepare well for my monitoring activity assignments and report findings using verifiable evidence.

Violations of Code of Conduct or Monitoring Protocols

Auditors who do not comply with and follow the Code of Conduct or Monitoring Protocols will be addressed in the following manner:

1. First notice: Auditor is issued a written notification detailing violations and non-compliance. Audit firm will be required to provide Corrective Action Plan (CAP) within five business days of notification outlining violation and how it will be corrected in the future.
2. Second notice: Auditor is placed on probation and is issued a final written warning detailing violations and non-compliance that states any further violations or non-compliance will result in the auditor being removed from the approved list of GAPC Certification auditors. A meeting/conference will be scheduled with GAPC staff, the auditor, and auditor supervisor if needed. Audit firm will be required to provide Corrective Action Plan (CAP) within three business days of notification outlining violation and how it will be corrected in the future.
3. Third notice: Auditor will be reviewed by the Monitoring Advisory Committee. The auditor, auditor supervisor, GAPC staff, and Monitoring Advisory Committee will meet and discuss violations. Committee will discuss and decide on the removal of the auditor from GAPC approved auditor list.



Code of Conduct for GAP Connections Approved Auditors

Agreement and Signature

I agree to act in accordance with this Code of Conduct to uphold the integrity and the ethical standards of the GAP Connections Certification program and GAP Connections. I agree to comply with the Terms and Conditions outlined in this contract. I also understand that a violation of this Code of Conduct or the GAPC Certification Monitoring Protocols can result in GAP Connections removing my approved status.

Signed by: _____

Printed Name: _____

Date: _____

**Disclosure: The parties agree that nothing in this Code of Conduct shall be interpreted as creating or establishing an employment relationship, partnership or joint venture between GAP Connections and any auditor. The parties agree that GAP Connections has no supervisory authority over the time, manner and methods of services provided by Auditor or Auditor's employer or any other party with whom Auditor contracts. Nothing in this Code of Conduct shall be interpreted to be contrary to that agreement.*