

Accurac values ethical, unbiased behaviour and provides accurate and reliable information to our customers and stakeholders. Our management system is intentionally designed to maximize confidence in reported results and subsequent interpretations by establishing repeatable and objective processes.

Anyone involved in the activities of this laboratory may face situations that present a conflict of interest and lead to compromised impartiality. Therefore, it is important to define “conflict of interest” and to provide some representative examples.

A conflict of interest is a situation where top management or laboratory personnel uses, or appears to use, his/her employment position for the benefit of him/herself, a family member, a friend, an acquaintance or organization to which the individual belongs or sympathizes with.

Examples include, but are not limited to:

1. Accepting Personal Gifts – Cash or equivalent, charitable donations, travel expenses, entertainment, excessive product or service samplings.
2. Conflicting outside allegiances – Steering decisions, results, or interpretations in favor of a organization where a family member works.
3. Disclosing Confidential Information – Using confidential information to solicit gain for an external organization which the person belongs to.
4. Maintaining Conflicting Roles – Serving another organization that provides services to the laboratory.

All laboratory personnel and members of management must avoid commercial, financial, and other pressures to guard against apparent or actual incidents of compromised impartiality.

The following expectations establish the foundation of our Code of Conduct:

1. Report information accurately and honestly;
2. Represent the laboratory accurately, openly, and honestly;
3. Act with integrity in all business transactions and with business information;
4. Safeguard laboratory assets and information;
5. Use organization property for conducting organization business and not for personal use;
6. Be aware of actual and apparent conflicts of interest;
7. Follow established policies, procedures, work instructions and guidelines;

## OUR CODE OF CONDUCT

