	Ethical Policy	
	Revision: Issue 2	Author: CG, CS & CR
	Release date: 08/17/2018	Approved: A Valdevitt

COMMITMENT TO INTEGRITY 诚信为本

The foundation upon which ALGI is built, INTEGRITY will be guaranteed in all activities undertaken by this organization. This Ethical Policy outlines the expectations of behavior that apply to all ALGI personnel throughout worldwide operations. It is the responsibility of all of us, at all levels of our organization, to uphold and comply with these directives. No deviation can or will be tolerated.

ALGI所进行的所有活动都将保证诚信，这是ALGI建立的基础。诚信政策概述了对ALGI全球员工行为表现的期望。我们各级组织的所有员工都有责任维护和遵守这些指令。任何偏差都不能也不会被容忍。

1. Compliance with Law 遵守法律

We are committed to fully comply with the laws of the countries in which we operate. Each employee is responsible to ensure this compliance and is granted access to local legislation via the ALGI platform. ALGI will always abide by local legislation, or the ALGI Code of Conduct, whichever "affords the highest level of protection" to its employees.

我们致力于完全遵守我们业务所在国的法律法规。每个员工都可以通过ALGI平台获得当地的法律法规相关信息，并有责任确保合规。ALGI将永远遵守当地的法律法规或者ALGI的社会责任行为准则，无论哪一个可以为员工提供最高水平的保护。


2. Integrity of Services 诚信服务

ALGI services are provided in a professional, independent and impartial manner and in full compliance with applicable local legislation, applicable standard requirements, and ALGI approved methods, practices and policies.

ALGI提供专业、独立和公正的服务，完全符合当地适用的法律法规和适用的标准要求，同时符合ALGI认可的方法、实践与政策。

Reports and certificates reflect transparent results and findings based on the professional opinions of qualified, ethical auditors. All findings and results are accurately documented and controlled. All records are retained in accordance with applicable local laws.

报告和证书反映了透明的结果和发现点，这是基于有资质的、有道德的审核员的专业意见而产生。所有的发现点和结果都被准确地记录和控制。所有的记录均根据当地适用的法律予以保留。

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Any ALGI member or external provider shall abide to the requirements and provisions of the ALGI standard, management policies, plans, procedures and other instructions and guidance issued by HO. In the understanding that the foregoing relate to technical and procedural aspects of carrying out the work involved, each will be supplied with materials as per the nature of work assigned.

任何ALGI成员或外部服务方应遵守由总部发布的ALGI的标准、管理政策、计划、程序和其他指示和指导中提出的要求和规定。理解上述内容与开展工作所需的技术和程序方面有关，则每一项都将根据所分配的工作性质提供相应资料。

3. Gifts, Gratuity and Transparency 礼物、酬金和透明度

ALGI strictly forbids and prohibits the solicitation, offering or acceptance of any gifts. ALGI does not grant or accept improper advantages, whether directly or indirectly. Improper advantages are advantages granted to influence governmental or corporate decisions, or a violation of duty. They may take the form of bribes, gifts, excessive entertainment or kickbacks.


ALGI严格禁止和阻止索要、提供或接受任何礼物。ALGI不授予或接受直接或间接的不正当的利益。不正当的利益是指影响政府或公司决策或违反职责的利益，它们可能以贿赂、礼物、过度娱乐或回扣的形式出现。

We define gifts and gratuities to include: tickets to entertainment events, kickbacks in the form of money or merchandise, special discounts, discontinued or no-longer used samples, gifts, etc. Gifts, hospitality and entertainment must always be related to a genuine business purpose and must be within what is socially acceptable and legally permissible.

我们定义礼品和赠品包括：娱乐活动门票、回扣形式的钱或者商品，特殊折扣，停止或不再使用样品、礼物等。礼品、招待和娱乐必须始终与真正的商业目的有关，必须在社会接受和法律允许的范围之内。

4. Conflict of Interest 利益冲突

ALGI shall avoid conflicts of interest with any related entity in which it has a financial or commercial interest and to which it contracts services. In order to assure that our organization remains free from any commercial, financial and other pressures that may influence the results of an audit, assessment personnel; ALGI, in general, will not participate in any audit/certification with facilities to which ALGI has rendered any consulting services for the last 2 years. Furthermore, team members will comply with the Impartiality Agreement and will disclose any links or previous engagements with the company requesting services.

	Ethical Policy	
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ALGI应避免与任何有财务或商业利益以及与之签署服务的相关实体发生利益冲突。为了确保我们的组织免受任何可能影响审核结果和评估人员的商业、财务和其他压力的影响，一般来说，对最近2年内ALGI向其提供过咨询服务的企业，ALGI将不会参加对其的审核/认证工作。此外，团队成员将遵守公平协议，并会披露与申请服务的企业之间的任何关联或者先前的约定。

5. Confidentiality 保密

Information must be protected to safeguard the rights of our clients, partners or staff or our own business interests. This includes all information, including that which is not available to the general public.

信息必须得到保护，以保障我们的客户、合作伙伴或员工的权利，以及我们自己的商业利益。这包括所有的信息，包括那些没有向公众公开的信息。

In order to safeguard the confidentiality of information gathered during the assessment and/or certification process, ALGI requires all personnel (Advisory board members, management, assessment staff, reviewers, administrative staff and subcontracted personnel) to sign the ALGI Standard - Secrecy/Confidentiality/Impartiality Agreement.

为了保护在审核和/或认证过程中收集到的信息的机密性，ALGI要求所有人员（顾问委员会成员、管理人员、审核人员、审查人员、行政人员和分包人员）签署ALGI标准-机密/保密/公正协议。

Access to sensitive information/data shall be provided as follows:

To employees and subcontracted personnel (on a need-to-know basis only)

To legal authorities, where required by law

To the accreditation body or others as agreed to by contract

对敏感信息/数据的访问应按以下方式提供：


对员工和分包人员（仅在需要知道的基础上）

对法律当局，有法律要求的情况下

对认证机构和其他团体，根据合同约定

Other than as provided for in the above paragraph, information gathered during the assessment and/or certification processes shall remain confidential and shall not be disclosed to a third-party without the written consent of the applicant/client and any/all other parties potentially concerned with or affected by such disclosure.

除前款规定外，在评估和/或认证过程中收集的信息应保密，未经申请人/客户和任何可能涉及或受该信息披露影响的其他各方书面同意，不得向第三方披露。

	Ethical Policy	
	Revision: Issue 2	Author: CG, CS & CR
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All auditors must acknowledge that all the information received during the audits is confidential and therefore it cannot be published, reproduced or made available to third parties or released to the public domain.

所有审核员必须承认已知悉在审核过程中收到的所有信息都是保密的，因此不能发布、复制或提供给第三方，也不能发布到公共领域。

Any ALGI member or external provider shall maintain in complete secrecy and the strictest confidence, all ALGI’s activities in which they are involved.

任何ALGI成员或外部服务方，都应对他们所参与的ALGI各项活动，完全地绝对地保密。

6. IT – Data Protection IT-数据保护

ALGI subscribes to applicable international Personal Data Protection Dispositions with regards to data collection and processing, ALGI has in place data protection, confidentiality and disclosure procedures to which all ALGI personnel must abide by. Such dispositions cover all aspects of information within the organization, in whatever form, relating to ALGI business activities worldwide, and to all information handled by ALGI relating to other organizations with whom it deals. It also covers all IT documentation and communications operated by ALGI or on its behalf.


ALGI订购了适用的国际个人数据保护的配置用以数据收集和处理。ALGI已经建立并实施了数据保护、保密和信息披露程序，所有的ALGI员工都必须遵守这些程序。这种配置涵盖了本组织内部不同形式存在的信息的所有方面，这些信息与ALGI全球业务活动有关，并与经ALGI处理的与之交易的其他组织相关信息有关。它还涵盖了由ALGI公司运营的所有IT文档和通信。

7. Whistleblowing 检举

ALGI is commitment to conducting business with honesty and integrity and is the expectation all ALGI personnel worldwide. We promote a culture of openness and accountability essential in order to prevent unethical conduct.

ALGI承诺以诚信的方式开展业务，这是ALGI全球员工的期望。我们提倡开放性和问责制的企业文化，以防止不道德的行为。

ALGI auditors, audit reviewers and administrators who encounter any form of corruption or bribe are to

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refuse it and report this immediately through the established channels.

在遇到任何形式的腐败或贿赂时，ALGI审核员、审查人员和管理人员将拒绝它，并通过现有的渠道立即报告。

ALGI commits to guarantee the due process, investigation and communication of every filed allegation that is evidence-based and falls within the scope of the case.

ALGI承诺会在案件的适用范围内，以事实为依据，确保对每一项指控进行正当程序的调查和沟通。

8. Grievance Mechanism 申诉机制

The ALGI Grievance Mechanism is available to all stakeholders. It covers all internal and external concerns, complaints and appeals that may arise from any ALGI activity worldwide.

所有的利益相关方均可使用ALGI申诉机制。它涵盖了所有的来自内部和外部的担忧、投诉和申诉源于ALGI全球范围内的任何活动。

Complaints may be received by phone, in a meeting, in written via letter or email, through ALGI website or as a result of a client satisfaction survey (CCM02 ‘Customer Satisfaction Procedure’). Grievance channels include the following:

投诉接收可以通过电话、会议、信件或电子邮件，通过ALGI网站或客户满意度调查（CCM02“客户满意度程序”）。申诉渠道包括以下内容：


- Online Whistleblower Channel via ALGI website form.
- E-Mail (hotline@algi.net) by putting the matter in writing.
- ALGI platform concern/complaint channel.

通过 ALGI 网站表格在线举报

通过电子邮件（hotline@algi.net）书面陈述

ALGI 平台担忧/投诉渠道

9. Anti-corruption and bribery 反腐败和贿赂

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All ALGI Personnel have a duty to report any potential or evidence-based breach of ethical standards, as per clauses 7 and 8 in this policy. Under no circumstances, an ALGI employee shall remain silent in front of such unethical behaviors.

正如本政策中的第 7 和 8 条所述，所有的 ALGI 人员都有责任报告任何潜在的或基于证据的违反道德标准的行为。在任何情况下，一名 ALGI 员工都不应该在这种不道德的行为面前保持沉默。

10. No Retaliation 不打击报复

No employee or subcontractor will suffer any adverse consequence for having complied with this policy or for reporting suspected violations. All information in regard to a whistleblower or other concerned parties will be treated confidentially and we guarantee all stakeholders the opportunity and protection they need to raise their concerns without fear of retaliation.

任何员工或分包商都不会因遵守这一政策或报告涉嫌违规的行为而遭受任何不利后果。所有有关举报人或其他相关方的信息将被视作机密，并且我们保证，所有的利益相关方均可获得避免遭受打击报复所需的机会以及相应的保护。

11. Use of Marks 标志使用

ALGI logo is a trademark of ALGI International Inc., in the United States. It represents the highest standard of excellence and quality associated with ALGI service.

在美国，ALGI标志是ALGI公司的商标。它代表了ALGI服务卓越品质的最高标准。

ALGI abides to Social Compliance standards and Brand Clients that have granted us their accreditation or authorization to run operations against their scheme, policies and requirements with regard to the use of their Marks.

ALGI遵守社会责任合规标准，以及品牌客户的商标使用要求，这些品牌客户已经授权认可ALGI按照他们的项目、政策和要求开展经营活动。