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

COMMITMENT TO INTEGRITY

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.

1. Compliance with Law

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.

2. Integrity of Services

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.


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.

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.

3. Gifts, Gratuity and Transparency

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.

We define gifts and gratuities to include: tickets to entertainment events, kickbacks in the form of money

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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.

4. Conflict of Interest

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.

5. Confidentiality

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.

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.

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

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.

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.

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

6. IT – Data Protection

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.

7. Whistleblowing

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 auditors, audit reviewers and administrators who encounter any form of corruption or bribe are to refuse it and report this immediately through the established channels.


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.

8. Grievance Mechanism

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.

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:

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

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9. **Anti-corruption and bribery**

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.

10. **No Retaliation**

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.

11. **Use of Marks**

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.

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.