

## Policies:

### Management Policy:

Quality and consistency are a key part of the certifications we provide. So, it's only right that we apply these same principles to how we do business ourselves.

ATC International operates with a technical history in field of audit, inspection, Examining, testing and certification. This company takes advantage of its expertise and technical knowledge to implement ISO IEC 17021-1:2015 and ISO 17065:2012 and ISO 17024:2012 to provide high quality services for product certification and management system certification and certification of persons.

In order to continuously improvement of the requirements, ATC International has determined the following topics as a general policy and is taking steps towards it:

1. Increasing the satisfaction of customers and employers and fulfilling their expectations and trying to achieve their satisfaction.
2. Improving the level of technical knowledge of employees, auditors and technical experts in line with the requirements of the audit and certification process
3. Providing audit services with utmost impartiality, confidentiality and independence with the highest quality and optimal cost for customers
4. Increasing the range of service provision

These policies are periodically reviewed in the required time frames and all staff and interested parties are requested to help ATC International to achieving continual improvement and improving the quality of the services by providing more cooperation and suggestions.

## **BUSINESS ETHICAL POLICY**

“ATC International (“the Company”) is committed to the practice of responsible corporate behavior.

Through its business practices the Company seeks to protect and promote the human rights and basic freedoms of all its employees and agents.

Further the Company is committed to protecting the rights of all of those whose work contributes to the success of the Company, including those employees and agents of suppliers to the Company.

The Company is also committed to eliminating bribery and corruption. It is essential that all employees and persons associated with the Company adhere to this policy and abstain from giving or receiving bribes of any form.

This policy is non-exhaustive, and all aspects of the Company's business should be considered in the spirit of this policy.

### **Fair Competition**

The Company engages in the practice of an open, and equitable competition in the marketing based on audit professionalism, value of services, competitive price and customer service etc.

Transfer of certification from another Certification Bodies should be fair and comply with applicable procedures and guidelines of accreditation bodies or scheme owners.

## Anti-Bribery and Corruption

The Company is fundamentally opposed to any acts of bribery and to the making of facilitation payments as defined by the Bribery Act 2010.

Employees and any other persons associated with the Company such as agents, subsidiaries and business partners are not permitted to either offer or receive any type of bribe and/or facilitation payment.

All employees are encouraged to report any suspicion of corruption or bribery within the Company in accordance with the Whistleblowing Policy available on ATC website.

The Company uses its reasonable endeavors to implement the guidance principles on bribery management that are published, from time to time, by the Secretary of State in accordance with Section 9 of the Bribery Act 2010.

If an employee or associated person is found guilty of giving or receiving a bribe, he/she will be personally criminally liable and may be subject to disciplinary action.

Anyone found guilty of bribery will be responsible for bearing any related remedial costs such as losses, court fees or expenses.

## Conflicts of Interest

The Company holds as fundamental to its success the trust and confidence of those with whom it deals, including clients, suppliers and employees. Conflicts of interest potentially undermine the relationship of the Company with its partners.

In order to help preserve and strengthen these relationships the Company has developed a Corporate Hospitality and Gifts Policy, which provide rules and guidelines concerning the conduct of its officers and employees aimed at minimizing the possibility of conflicts of interest and at avoiding risks associated with bribery and corruption. We trained to our auditors and experts about that.

All officers, employees and representatives of the Company are expected to act honestly, within the law and non-discriminatory.

Access to the certification process will not be conditional upon the size of the client or membership of any association or group, nor will certification be conditional upon the number of certifications already issued. There will not be undue financial or other conditions.

#### Suppliers and Partners

The Company expects all subcontract and freelance auditors, suppliers and partners to work towards and uphold similar ethical and moral standards.

The Company will conduct a background check pertaining to the ethical record of potential auditors, suppliers, and partners before entering into any agreement. Further, the Company reserves the right to request information from above parties regarding the production and sources of goods supplied.

The Company also reserves the right to withdraw from any agreement or other arrangement with any auditors, supplier or partner who is found to have acted in contravention of the spirit or principles of this Ethical Policy.

## **ANTI BRIBERY CORRUPTION POLICY**

ATC International does not condone bribery and corruption in any form, and we always maintain ethical conduct within our organization.

ATC International has implemented this policy by ensuring that all Auditors and staff has declared any interest outside the organization. This is achieved by verification of information supplied by Auditors and staff with clients on an ongoing basis.

If you have a complaint related to any aspect of bribery and corruption, please contact us by website details “ [www.atcintlgroup.com](http://www.atcintlgroup.com)”. All such information shall be treated strictly confidential and not released to any third party unless required by law.

Staff and auditors shall receive the necessary training on Bribery and Corruption.

ATC International is committed to conducting business in an ethical and honest manner and is committed to implementing and enforcing systems that ensure bribery is prevented. ATC International has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the world that we operate.

### **Staff shall:**

As an employee of ATC International, you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.

All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the COO or CEO.

## **SOCIAL ACCOUNTABILITY POLICY**

“**ATC International** is committed to comply with the rules, regulations and requirements that published by relevant authority. We respect to FREEDOM OF ASSOCIATION (FOA), ACCEPTABLE WAGES, WORKING HOURS, NON-DISCRIMINATION, NO CHILD LABOUR, NO HARSH OR INHUMANE TREATMENT, NO MODERN SLAVERY & HUMAN TRAFFICKING.

Our Partnership Focus:




### **We shall:**

- Strive to improve our environmental performance through implementation of sustainable development and environmental policies;
- Ensure a high level of business performance while minimizing and effectively managing risk;
- Operate an equal opportunities policy for all present and potential future employees;
- Offer our employees clear and fair terms of employment and provide resources to enable their continual development;



- Provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment;
- Provide, and strive to maintain, a clean, healthy and safe working environment;
- Uphold the values of honesty, partnership and fairness in our relationships with clients and suppliers;
- Ensure our contracts clearly set out the agreed terms, conditions and the basis of our relationship;
- Operate in a way that safeguards against unfair business practices; and
- Encourage our suppliers and contractors to adopt responsible business policies and practices for our mutual benefit.

## Certification of persons policy

As an organization committed to excellence and integrity in certification services, we adhere to the principles of impartiality outlined in ISO 17024. Our impartiality policy ensures that all certification activities are conducted objectively and free from undue influence, conflicts of interest, or bias. We are dedicated to maintaining trust and confidence in our individual certification process by:

-  Establishing and maintaining an impartial certification process that is transparent, fair, and consistent for all applicants.
-  Providing equal opportunities for all applicants to demonstrate their competence and meet the requirements for certification, regardless of factors such as nationality, race, gender, religion, or affiliation.
-  ATC INTL will not be restricted candidates on the grounds of undue financial or other limiting conditions, such as membership of an association or group. ATC INTL will not use procedures to unfairly impede or inhibit access by applicants and candidates.



-  Prohibiting any actions or behaviors that could compromise the integrity or credibility of our certification process. We operate independently from any undue influence or conflicts of interest that could compromise the impartiality of our certification activities. Our decisions are based solely on objective evidence and established criteria.
-  Regularly reviewing and updating our impartiality policy, threat, and risk assessment to ensure its effectiveness and compliance with ISO 17024 requirements.