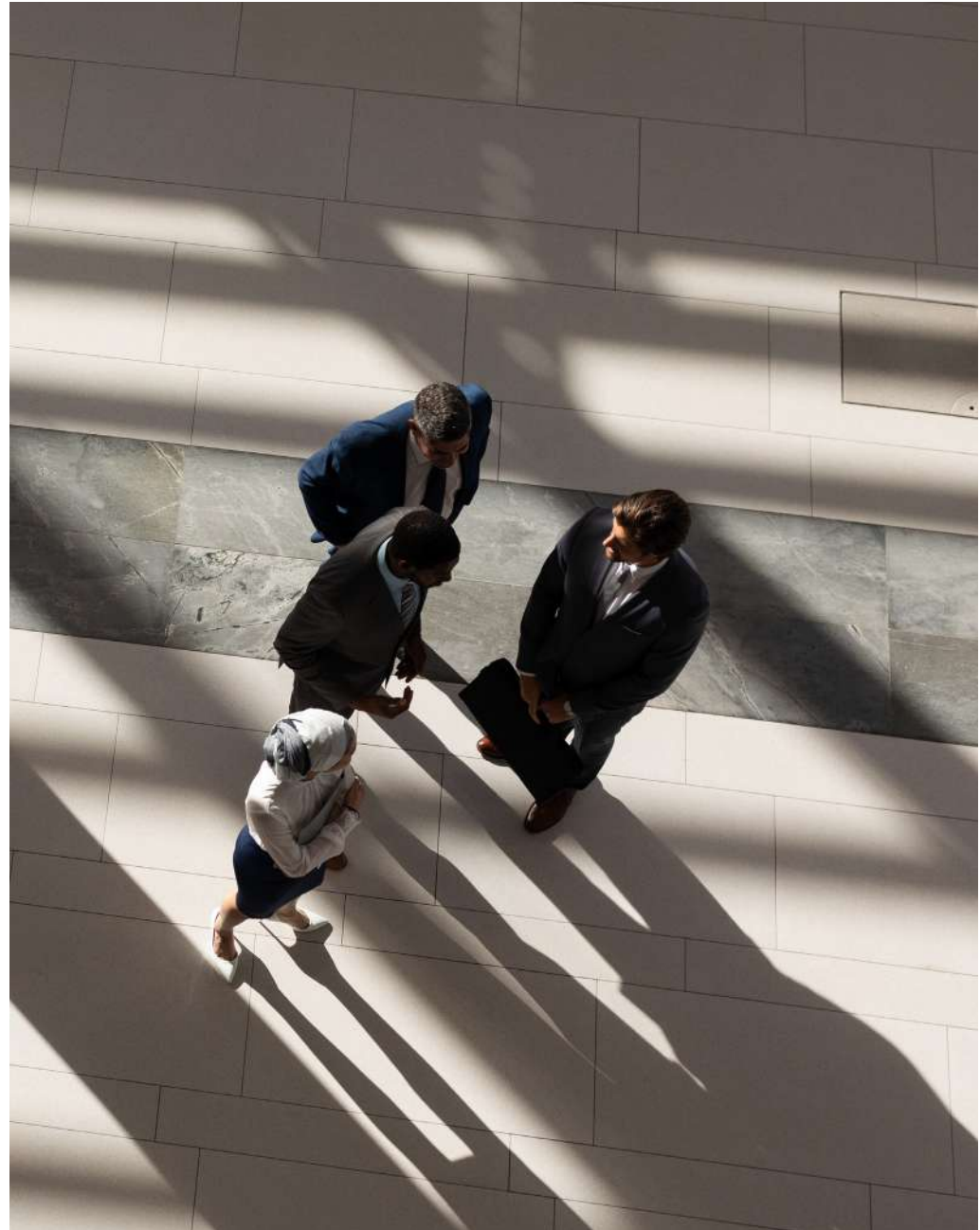


MSECB

Code of Ethics

info@msecb.com | www.msecb.com

06000-PO6-MSECB Code of Ethics,
Version 3.1, Approved: 2023-05-15



Foreword

MSECB is fully committed to adhere to the highest ethical conducts and values. MSECB is dedicated to share the code of ethics principles within the organization by assuring that every employee understands the importance of behaving and exhibiting great responsibility, competence and fairness towards each colleague and client.

We believe that organizational success is assured when an organization fully understands its customer needs and desires. To this goal, our organizational culture has and will exhibit highest level of integrity, professionalism and fairness. We make sure that every member of our organization including subcontractors and auditors act in conformance with these principles and values.

MSECB has built a global presence with a reputation of excellence and integrity. This is a testimony of our hard work and core values.

MSECB views the **ICARE** (Integrity, Customer first, Accountability, Respect, and Excellence) values as a set of guiding principles for conducting business on a daily basis. These principles serve as the cornerstone of our reputation as a dependable company that goes above and beyond to support the success of our clients.

The MSECB Code of Ethics describes the values and procedures which are expected from our employees. We believe that strong ethical values are the prerequisite to a healthy work environment and foster great working relationships internally and externally.

Every employee is responsible to understand these principles and make sure that they are implemented successfully in their aspects of operation or for procedures which are under their competence.

Anyone who is unaware of any procedure mentioned in this document or who needs a more detailed clarification is encouraged to **contact us**. It will be our pleasure to explain any and all of these principles and its implementations in great detail.





Applicability

MSECB Code of Conduct is applicable to MSECB Staff, including Top Management, Subcontractors and Auditors. If any of them violate the premises of ethical behavior, their contracts with MSECB may be terminated. Not only it is important for MSECB Staff, Subcontractors and Auditors to adhere to the principles expressed in this Code, we believe that a basic Code of Conduct will inspire virtues of human decency and integrity among all coworkers and stakeholders.

MSECB Subcontracts, Auditors and Employees will:

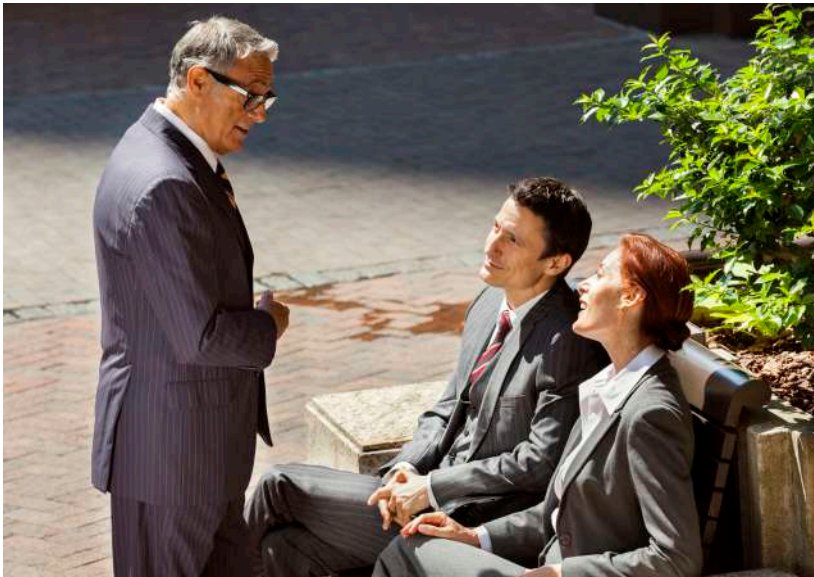
- 1** Conduct themselves professionally, with honesty, accuracy, fairness, responsibility and independence.
- 2** Act at all times solely in the best interest of MSECB, their clients, the public, and the profession by acting in accordance with the professional standards and applicable techniques while performing professional services.
- 3** Maintain competency in their respective fields and strive to constantly improve their professional skills.
- 4** Offer only professional services for which they are qualified to perform, and adequately inform clients and consumers about the nature of proposed services, including any relevant concerns or risks.
- 5** Inform MSECB or the clients of any business interests or affiliations which might influence their judgement or impair their fairness.
- 6** Treat in confidential and private manner information acquired during professional and business dealings of any professional and business dealings of any present or former client without its proper consent.
- 7** Comply with all laws and regulations of the jurisdictions where professional activities are conducted.
- 8** Respect the intellectual property and contributions of others.
- 9** Not intentionally communicate false or falsified information that may compromise the integrity of the evaluation process of the client.
- 10** Not act in any manner that could compromise the reputation of MSECB or its certification programs.
- 11** Fully cooperate on the inquiry following a claimed infringement of this Code of Ethics.



Integrity

We wholly understand the importance of truthfulness and integrity when establishing procedures, policies and services. We ensure that every answer, conduct, recommendation, suggestion and assistance provided is true and of the highest norm. We attempt to provide services without prejudice against anyone's background and preference of any kind.

We believe that employees shall not be driven and dominated only by regulations or requirements but also by their self-initiative on promoting actions that are ethically right. We highly condemn sales practices, customer services or product developments that are governed by inaccurate information or misrepresentation facts.



A Culture of Integrity

When facing any doubt of potential conflict arising from a breach of our Code of Ethics, MSEC B Subcontractors, Auditors and Employees should ask the following questions:

- Do I suspect that the particular course of action may be illegal or unethical?
- In what way am I involved?
- What are the principles or rules infringed?
- Could this action undermine my professional and personal character?
- Does the proposed course of action involve being untruthful and/or unsafe?
- Could the proposed course of action damage MSEC B (directly or indirectly) or its reputation?
- Does the proposed course of action have a legitimate business purpose, and is there any alternative?

If the proposed course of action fails any of these questions, MSEC B Subcontractors, Auditors and Employees shall seek advice and re-consider the decision. The existence of a problem must never be ignored.

Impartiality

We are fully aware on the importance of impartiality in carrying out our operational activities. We ensure to treat everybody involved in our business with respect, dignity, and fairness.

We have documented structures, policies and procedures to manage impartiality and to ensure that our activities are undertaken impartially and followed by top management commitment.

We analyze, document and eliminate the potential conflict of interests arising from our certification activities which are structured and managed so as to safeguard impartiality. Our aim is to inspire and prove confidence in the distribution of our services and products.

Conflict of Interest

A situation where an individual, or the organization he/she represents or has an interest in, has a direct or indirect competing interest with the MSECB activities is considered a conflict of interest. This competing interest may result in the individual being in a position to benefit from the situation or MSECB not being able to achieve a result in the best interest of the MSECB.

A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of MSECB or arise in situations where a board/staff member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at MSECB which can lead to financial penalties and violations of tax authority regulations. Similarly, situations or transactions arising out of conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in MSECB’ decision-making process. Both results are damaging to MSECB and are to be avoided.

A conflict also may arise where an individual is a party to a contract with the MSECB or has an interest in an enterprise, or is related to a person who is party to such a contract; or where an individual receives payment by the MSECB for services rendered to the MSECB other than reimbursement for reasonable out-of-pocket expenses measured according to the MSECB’ policies on expense reimbursement.

Confidentiality

Information shall always be protected, regardless of how it is formed, shared, communicated or stored.

Information can exist in many forms. It can be printed or written on paper, stored electronic means, shown on films, or spoken in conversation.

Information security is the protection of information from a wide range of threats in order to ensure business continuity, minimize business risk, and maximize return on investments and business opportunities.



Our Information Security Priorities

- Strategic and operational information security risks are understood and treated to be acceptable to the organization.
- The confidentiality, integrity, and availability of customer information, product development, and all confidential information are assured.

Each employee is responsible to provide factually accurate information. Our team is aware and assures that every information circulated or publicly distributed complies with MSEC Information Security, Data Protection and Confidentiality policies.

Sensitive information shall never be shared without prior permission of the person who grants the ownership of the information. All employees shall become aware and respect the sensitivity factor and impact of information, and therefore, are made accountable for information that belongs under their roles and responsibilities

Responsibility

We understand and know how to access customer needs. Sometimes failures are only perceived as negative outcomes of productivity within a company. However, many great organizations understand that there is no success without failure. Without identifying failures, it would be hard to improve an organization.

We ensure that every issue is treated with responsibility and priority. We have implemented procedures for addressing issues, providing correct feedback, listening to customer's concerns and translating every raised issue into an opportunity for continual improvement and perfection. Our MSEC B Team knows how to empathize and communicate and investigate the root cause of raised issues and provide controls and actions for eliminating them.

Working with ISO Standards, means to follow professional ethical codes. Our team knows how to analyze, comply and embed international standards requirements into every procedure. We understand that any violation of our Code of Ethics will bring damaging consequences on our credibility.

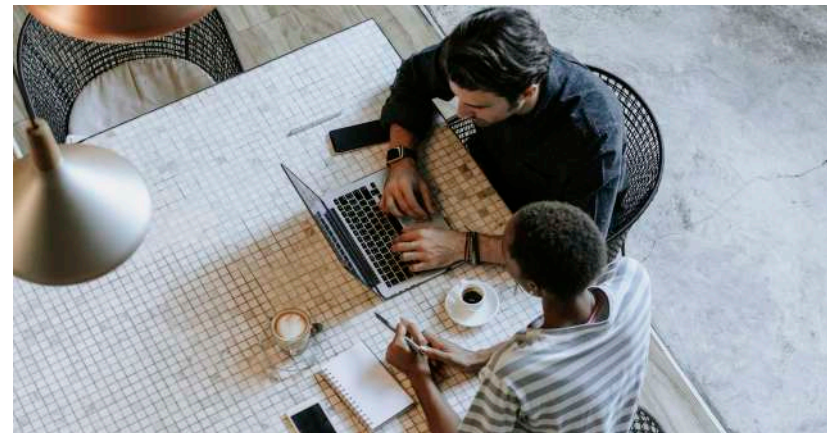
MSEC B has put in place an adequate procedure to deal with all forms of complains. This applies in the event of a complaint or appeal received from subcontractors, auditors, certified organizations and other parties concerned with the rules, policies, procedures, certification decisions, or overall MSEC B operations. This procedure covers the assessed actions, response, recommendations and the role of the Appeal Board when reaching a conclusive settlement on account of the appeal.

Competence

Every member of our team is qualified and aware of the roles and responsibilities they shall follow in fulfilling the organizational objectives and meeting customer expectations. In this context, our strategy is primarily focused in detecting the nature of problems through root-cause analysis and providing solutions with a focus towards efficiency and satisfaction.

Our team understands how to address and when to prioritize issues. We have set a clear definition of the responsibilities that everyone in our organization has in communicating concepts for establishing a collaborative approach that is important for management development in a collective manner. Issues or concerns are seen as productive feature for putting in place preventive measures and controls.

One of our ways to ensure workplace competency is to initiate continual trainings and awareness sessions by using real-life examples and scenarios. Team understands the theoretical and practical aspects of management principles and standard requirements.



Respect and Dignity

Every person must be treated with respect and dignity. No action taken within our organization shall be discriminatory or offensive, but build upon the norms of fundamental and universal human rights values. Every person should be respected and treated equally regardless of race, gender, religion, sexual orientation or world view. We encourage freedom of speech, expression of opinions and thoughts by cultivating a work environment with a strong emphasis for multicultural awareness and tolerance.



Anti-Bribery and Anti-Corruption

We are committed in the fight against bribery worldwide, and as such reject any form of bribery or corruption, direct or indirect, including kickbacks, the use of funds or assets for any unethical purposes. This categorical rejection of bribery practice also includes the use of other routes or channels for provision or improper benefits from or to customers, subcontractors, associates, and government authorities. In this effort we promote full compliance against anti bribery through local and international requirements, and ISO 37001.



Code of Ethics Evaluation

Being compliant with the MSEC B Code of Ethics principles is essential for all MSEC B Subcontractors, Auditors, Employees and other associates. Compliance is included in the performance evaluation of each stakeholder and continuous monitoring is performed on an ongoing basis.

Any MSEC B Subcontractor, Auditor or Employee who fails to comply with the MSEC B Code of Ethics shall be subject to disciplinary measures which may include the termination of their contract, and in cases when the impact is severe, legal measures will be followed. In all cases, the author of any violation shall have the right to be heard and to defend themselves before disciplinary measure is imposed.



Environmental Awareness

Our organization is aware of the damages and externalities that unconscious human actions can cause to the natural world. Therefore, we seek to improve our business process to reach an ideal level of environmental protection and operate in the best way possible.

Contact us

Should any stakeholder witness any breach of MSEC B Code of Ethics by MSEC B Subcontractors, Auditors or Employees, we highly encourage you to report it to our Compliance Manager at compliance@msecb.com. We are committed to investigate each case to full extent necessary to ensure the highest ethical standards.

MSECB

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