

SALSA Auditor / Mentor / Trainer Code of Conduct

1. **Values:** To uphold the values of the SALSA Scheme, and to respect and contribute to the legitimate and ethical objectives of the organisation.
2. **Competency:** To:
 - provide services only where you possess the required knowledge, skills and experience
 - maintain knowledge of the SALSA Standards, Interpretation Guides, Protocols, Policies, Procedures, Tools & Tips (available for reference on the SALSA file share weblink).
 - promote Industry Best Practice
 - continually improve your proficiency and the effectiveness and quality of your services
3. **Suitability:** To disclose any conflict of interest or vested interest related to auditing, mentoring or training offered to you by SALSA. To decline any audit or mentoring which you cannot complete in a time-bound manner.
4. **Manner:** To act in a professional, honest, trustworthy, fair and inclusive manner in relation to both SALSA and the business to which you are engaged to carry out auditing, mentoring or training to the SALSA Standards and protocols. To refrain from acting in any way prejudicial or negatively impacting to the reputation, interest or credibility of SALSA Scheme, its owners, operators, members or other stakeholders and the SALSA auditor / mentor / trainer cohort (See SPP 21 Audit Protocol and SPP17 Terms and Conditions of Engagement)
To ensure fairness and equality in all work carried out on behalf of the SALSA scheme.
5. **Discrimination:** SALSA will not tolerate or condone any form of discrimination, harassment or negative behaviours. Auditors and/or Mentors will, within reasonable expectations, be aware of sensitivities and potential causes for personal grievance or offence towards anyone, including those with protected characteristics.
6. **Assessment:** To provide a balanced assessment of the company or organisation being audited or mentored, taking into account good time management and all relevant circumstances.
7. **Bias:** To neither solicit nor accept any inducement, incentive or any other profit from the company or organisation audited or mentored, or from any other interested party that may have an impact or influence on your professional judgement. To not solicit business, engage or promote our personal business interests whilst auditing, mentoring or training on behalf of the SALSA scheme.
8. **Confidentiality:** To not disclose the findings, or any part of them, of a SALSA audit for which you are responsible, or any other information gained in the course of auditing or mentoring, to any third party, unless authorised by both the company or organisation and SALSA to do so.
9. **Disclosures:** To not knowingly be party to any illegal or fraudulent activity. To make disclosures expected by the law.
10. **Data Security:** To fully comply with SALSA's Privacy Policy (SPP16) regarding any data protection and privacy legislation and to maintain reasonable technical and organisational security arrangements to protect the personal and confidential data or intellectual property of a company, organisation or individual audited, mentored or trained by you.

By signing the Terms and Conditions of Engagement SPP17 you are agreeing to abide by all elements of this Code of Conduct. In the event of any alleged breach of this Code, or the receipt by SALSA of a formal complaint or appeal from a company or organisation audited or mentored by you, you shall co-operate fully in any informal and formal enquiry procedure.

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Policy & Procedures

Approval:

This document was approved by SALSA Operations:

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Availability:

This document is available via the SALSA website to:

Advisory Board	Yes
Technical Advisory Committee	No
Auditor/Mentor	Yes
Members	No
Public	No