
	<h1>Quality Management System - Manual</h1>	Departments: All departments	Doc No: PY02
		Issue Date: 2022-12-02	Issue No. 1.1
	CH 4. Policy: Impartiality Policy	Effective Date: 2022-12-09	


PARTNER AFRICA IMPARTIALITY POLICY STATEMENT

Partner Africa is a legal entity responsible for product certification activities for GLOBALG.A.P. Certification; any reference to **Partner Africa** in this Policy and Public Statement refers to this legal entity.

Partner Africa, its Executive Director, Staff and Subcontractors fully understand the importance of impartiality in undertaking their Product certification activities. **Partner Africa** will, therefore, ensure that in all its dealings with potential clients/producers, all employees or other personnel are and will remain impartial. To ensure that impartiality is both maintained and can be demonstrated, the following principles have been established:

- **Partner Africa** issues certificates only after a review by an independent, authorized, and competent member of the management team (who has not been involved in the evaluation), to ensure that no interest shall predominate.
- **Partner Africa** does not offer (and has never offered) inspection and testing related to product certification or any other form of consultancy to its clients/producers.
- **Partner Africa** does not offer (and has never offered) an internal evaluation service to its certified clients/producers.
- **Partner Africa** does not own nor has any interest (financial or otherwise) in any other company that offers certification or inspection and testing related to product certification services.
- **Partner Africa** does not have (and will not form) any relationships with companies who offer consultancy or inspection and testing or other services that can be construed as having an impact on the certification services provided by **Partner Africa**. Any proposed relationship between **Partner Africa** and any other company will undergo a risk assessment by the Committee for Impartiality, prior to that relationship being formalized. Any current relationships with companies, organizations and individuals will be risk assessed on a regular basis to ensure that the relationship does not impact upon the impartiality of the product certification process.
- Individuals employed by or otherwise contracted to **Partner Africa** are required to document and record their current and past relationships with all companies. Any situation past or present which may present a potential conflict of interest is required by **Partner Africa** to be declared. **Partner Africa** will use the information to identify any threats to impartiality and will not use those individuals in any capacity unless they can demonstrate that there is no conflict of interest.
- **Partner Africa** will not allocate a member of staff or subcontractor to a management system evaluation where any past relationship has existed. At the discretion of the Executive Director, an individual or subcontractor may be allocated to a management system evaluation where a past relationship has existed but there has been no working relationship for a minimum of two years.
- **Partner Africa** does not and will not offer any commission, ('finders fees' or other inducements) to any individual or company in respect of referrals of clients/producers unless:
 1. The terms and conditions of any such referral are clearly established and can be demonstrated, and it can also be demonstrated that the fee is for a referral and the fact that a commission paid will in no way affect the outcome of an evaluation.
 2. A risk assessment (to establish the potential for an unacceptable threat to impartiality) has been carried out on the process through which any such payment is made to an individual or organization (normally an inspection and testing laboratory) requesting the commission for referrals.
 3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.
- **Partner Africa** does not offer specific inspection and testing to any company in respect of implementing a particular standard for that company. Any inspection and testing offered by **Partner Africa** is general in nature and available to all clients/producers, who wish to attend.
- **Partner Africa** will ensure that it is not linked or marketed in any way which links it with the activities of an inspection and testing related to product certification and will take appropriate action should any such link be identified.

Prepared By	Approved By	Signature	Page
Head of Audits	Executive Director		1 of 2
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- Evaluators/auditors and others involved in the certification process are not and will not be put under any pressure and will not be influenced in any way to come to a particular conclusion regarding the result of an evaluation.

Partner Africa's Impartiality Norms:


- No outsourcing of evaluations to other inspection and testing laboratories.
- No referral fees to be paid to inspection and testing laboratories.
- Fact-based communication with clients/producers, inspection and testing laboratories.
- Adherence to all accreditation and other policies of **Partner Africa**
- **Partner Africa** shall not carry out any other conflicting services other than its core business of certification.
- **Partner Africa** shall not employ any professional conflicting its ethical policies.
- **Partner Africa** shall not allow any of its evaluators/auditors to market the services and conduct the evaluations for the same client/producer.
- **Partner Africa** shall not allow any of its evaluators/auditors to carry out financial transactions with clients/producers, inspection and testing laboratories.
- **Partner Africa** shall not carry out business with any inspection and testing laboratories inducing pressures to compromise impartiality.
- All employees of **Partner Africa** shall disclose any situation impairing the business ethics.
- **Partner Africa** shall not allow any of the evaluators/auditors to carry out evaluations for the clients/producers at least for 2 years from the date of relinquishment from their services for that client/producer.
- **Partner Africa** shall not allow any evaluators/auditors to compromise on the evaluation timing as required as per the accreditation / **Partner Africa's** norms.
- **Partner Africa** shall not allow any evaluators/auditors to conduct the evaluation for the client/producer for which it has not been approved for.
- **Partner Africa** shall maintain transparency with regards to all information.
- No evaluators/auditors shall divulge any confidential information of the client /producer or to any third party without written consent from the client/producer and approval by the Executive Director.
- No evaluators/auditors shall carry any client/producer information with them after the usage period. All client/producer information shall be returned after usage.
- Utmost care / verification shall be carried out for granting the right scope of certification.
- Any unethical practice observed shall be notified to the Executive Director at the earliest.
- **Partner Africa** shall not allow any of its evaluators/auditors to accept any gifts from client/producer
- Disciplinary actions for non-adhering to impartiality policies shall be taken by the management in consultation with Impartiality Committee.

Public Statement (as it appears on Partner Africa's website)

Partner Africa, its Executive Director, Managers, Staff and others involved in the certification process, fully understand the importance of impartiality in undertaking its product certification activities.

Partner Africa will, therefore, ensure that in its dealings with clients/producers or potential clients/producers, all employees or other personnel involved in product certification activities are, and will remain, impartial.

To ensure that impartiality is both maintained and can be demonstrated, **Partner Africa** has identified, and risk assessed all relationships which may result in a conflict of interest or pose a threat to impartiality.

Prepared By	Approved By	Signature	Page
Head of Audits	Executive Director		2 of 2
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