


	<b>QUALITY INSPECTORS LIMITED</b> <b>Impartiality Policy</b>	No.	E/INC/01
		Revision No.	00
		Date	01-12-2023

<b>1.0 Impartiality Assurance Committee</b>	
<b>Name</b>	<b>Position / Designation</b>
Eng. Chege Kiragu	CEO
Wilson Macharia Kairu	Technical Manager
Charlotte Mwikhali	Quality Manager
Chege Kiragu	Managing Director
Dennis Momesu	Deputy Technical Manager
<b>2.0 Role of impartiality assurance committee</b>	
<ul style="list-style-type: none"> <li>• Ensuring impartiality in each stage of inspection operations,</li> <li>• Reviewing and updating the risk assessment and opportunity sheet,</li> <li>• Conducting the periodic impartiality check,</li> <li>• Preventing threats to the impartiality,</li> <li>• Initiating actions on impartiality issues.</li> </ul>	
<b>3.0 Impartiality policy</b>	

**QIL** is the legal entity responsible for inspection activities; reference to **QIL** in this Policy and Public Statement refers to this legal entity.


**QIL – Inspection Department** is a department in the above legal entity responsible for inspection activities. **QIL**, its Top Management, Staff and Subcontractors fully understand the importance of impartiality in undertaking its Inspection activities. **QIL** will therefore ensure that, in all its dealings with clients or potential clients, 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.

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Inspection report is issued only after approval by authorized person, to ensure that no interest shall predominate.

- Inspection certificate to the client is issued only after approval by authorized person, to ensure that no interest shall predominate.
- Individuals employed by or otherwise contracted to **QIL** are required to document and record their current and past relationships with all companies, where there are chances of conflict of interest considering the nature of activities. Any situation past or present, which may present a potential conflict of interest, is required by **QIL** to be declared. **QIL** will use the information to identify any threats to impartiality and will not engage that individual in any capacity unless they can demonstrate that there is no conflict of interest.
- **QIL** does not and will not offer any commission to any individual or company in respect of referrals of clients unless:
  1. The terms and conditions of any such referral are clearly established and demonstrated. It can also be demonstrated that the fee is for a referral and the fact that a commission that has been paid will in no way affect the outcome of inspection activities.
  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 a consultant) requesting the commission for referrals.
  3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.

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- Inspection personnel and others involved in the inspection activities 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 inspection activities.

**QIL Impartiality Rules:**

- **QIL** shall adhere to all accreditation and other **QIL** policies.
- **QIL** shall not allow any of its inspectors to market the services offered by the company.
- **QIL** shall not allow any of its inspectors to carry out financial transactions with clients.
- All inspection team members shall disclose any situation impairing the business ethics.
- **QIL** will allocate the inspection work to its inspection personnel considering the turnaround time of inspection. No inspection work overload will be allowed, which can cause chances of compromising the inspection outcome's quality.
- Any unethical practice observed should be notified to the management at the earliest.
- **QIL** shall not allow any of its personnel to accept any gifts from clients.
- **QIL** recognizes that the source of revenue is the client paying for inspection services, and that this is a potential threat to impartiality. Therefore, **QIL** is a self-financed independent organization, with several controls to ensure that impartiality is retained. To obtain and maintain confidence, it is essential that **QIL** inspection decisions are based on objective evidence of conformity or nonconformity, and that any decisions made are not influenced by other interests or by other parties.

**QIL** recognizes that threats to impartiality include the following:

- Self-interest threats arising from a person acting in their own interest.

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- Self-review threats arising from a person reviewing the work that they have conducted themselves.
- Familiarity (or trust) threats arising from a person becoming too familiar with or too trusting of another, instead of seeking objective evidence.

**Public Statement (as incorporated in QIL communications)**

**QIL**, its Top Management, Inspections Management, Staff and others involved in the inspection activities fully understand the importance of impartiality in undertaking its inspection and certification activities.

**QIL** will therefore ensure that in its dealings with clients or potential clients, all employees or other personnel involved in inspection and certification activities are, and will remain, impartial.

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

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