



NIGERIA NATIONAL ACCREDITATION SERVICE

EXTRACT FROM NiNAS CODE OF CONDUCT

The NiNAS Code of Conduct (“the Code”) provides the staff of NiNAS (whether full time, part-time or temporary) with a guide on how they should conduct themselves in the course of performing functions on behalf of NiNAS.

All paid NiNAS’ employees (whether full-time, part-time or temporary) shall at all times:

- Exhibit good professional practice by adhering to the principles of the Code and the NiNAS’ Employee Manual in performing their work;
- Maintain good working relationship with government at all levels while maintaining the highest ethical standards;
- Have a responsibility to market NiNAS’ services and avoid all unnecessary formal and informal contact with competitors, their officers or employees;
- Refrain from making any direct or indirect contribution of funds or other property of NiNAS to any political activity or party;
- Maintain and improve the corporate image of NiNAS by acting legally and ethically;
- Abide by the applicable laws and NiNAS’ policies when participating in community activities;

For employees and other stakeholders (including NiNAS’ employees, members of Board of Directors, members of Board of Trustees, assessors/contractors and committee members) performing functions on behalf of NiNAS, the following shall apply:

- NiNAS prohibits the unlawful manufacture, possession and use of illegal drugs and alcohol by any employee or person working for NiNAS;
- Everyone is expected to perform all activities under common ‘Duty of Loyalty’ and avoid relationships or activities that might impair the ability to make objective and fair decisions;
- The confidentiality of the proprietary information of clients and the intellectual property rights of NiNAS shall be respected;
- NiNAS has zero tolerance for fraud and all incidents of fraud shall be reported and investigated;
- Any violations of this code of conduct shall be reported and the procedure for reporting such shall be followed; and

- NiNAS implements a whistle blower policy to encourage employees and agents raise serious concerns within NiNAS for investigation.

Celestine Okanya
Chief Executive Officer