

Considering that the behavior of employees reflects the behavioral policy of Shantia Gostar Faraz Company and creates an attitude in people, it is necessary for all managers and employees of the company to observe the following:

- 1-Company personnel are obliged to observe ethical issues when dealing with applicants.
- 2- People who are in direct contact with the applicants due to their job nature are obliged to be completely adorned in appearance and try to create a positive attitude in the applicant.
- 3- Considering the commitment of the senior management of the company regarding the proper financing of the personnel, in case of any financial issues and problems that may adversely affect the results of inspections and certification activities, the cases should be informed as soon as possible. Senior management to be delivered.
- 4- If the volume of activities causes lack of necessary attention and concentration in matters related to inspections and certification activities, the senior management should be notified as soon as possible.
- 5-If the personnel of the inspection unit notice the effect of circumstances outside the cases raised on the results of the inspection or are aware of the existence of factors that have tried to influence the results of the inspection, they should inform the cases as soon as possible and directly. Senior management is informed and all the consequences of negligence in this regard are the responsibility of the people.
- 6 -All employees should always consider the interests of the company and the applicant / employer regarding their speech and behavior and refrain from any inappropriate and suspicious behavior.
- 7 -Any material and spiritual rewards according to the manner of behavior, the scores obtained in the periodic evaluations and the final satisfaction of the applicants with the quality of the inspection services are provided and regardless of their quantity.
- 8-Inspectors should refrain from any factor that interferes with the inspection during the entire duration of the inspection and during the work operation.
- 9 -Refrain from establishing any out-of-scope communication with manufacturers and those who have interests in relation to the items under inspection.
- 10 -Carrying out activities in contradiction with the inspection activity, including providing consulting services to the applicant in the fields related to the activity, taking action or participating in the design, production and construction of all or part of the product, installation and after-sales service. Sales do not interfere.
- 11 -Inspectors and auditors are obliged to record all the results and data obtained in the relevant forms and submit them to the company in order to provide real and correct information and prevent the lack of information and their forgetfulness, during the inspection and audit process.
- 12 -Accepting cash and gifts under any title, such as Eid, gifts, fees, etc. from the beneficiaries (employer) is strictly prohibited.
- 13 -The use of facilities, vehicles and equipment belonging to the beneficiaries (employer) is possible only with the knowledge and permission of the CEO.
- 14-All employees should always fully observe the principles of confidentiality and confidentiality regarding their speech and behavior.
- 15 .All information obtained on the subject of inspection and certification activities is considered confidential and has not been published without the permission and consent of the applicant, except in cases where it is required by legal requirements.

Mohsen Jafarhaji
Managing Director