

Coyle Group - Code of Conduct for Safety Auditors

Purpose

To communicate the integrity, objectivity, confidentiality, and competence expected of consultant auditors, as well as, to provide a means for the safety auditors to agree their commitment to these principles.

Integrity

The integrity of safety auditors establishes trust and provides the basis for relying on their judgment. As a safety auditor, I agree to:

1. Perform my work with honesty, accuracy, fairness, and responsibility.
2. Not to engage in activities that might discredit the audit profession or the Coyle Group.
3. Not to give technical advice outside of the scope of my competency.
4. Not to give information that is non health and safety related.
5. Not to provide technical information that is outside of my competency.

Objectivity

Safety auditors must be objective in gathering, evaluating, and communicating information about the activities being examined. They must make a balanced and impartial assessment of all the relevant facts and not be unduly influenced by their interests, or those of others, in making judgments. As a safety auditor, I agree to:

1. Not to join in any activity or relationship that may affect my unbiased assessment.
2. Not accept anything that may impair, or appear to impair, my judgement.
3. Not to Disclose all the material facts to avoid any distortion of my audit report.

Confidentiality

Safety auditors must respect the value and ownership of the information they receive and not to disclose it without the appropriate authority (unless obligated for legal or professional reasons). As an safety auditor, I agree to:

1. Be prudent in the use and protection of the information acquired during my audit duties.
2. Not to use the information for personal gain or in any way detrimental to the client or the Coyle Group.

Competence

Safety auditors must apply their knowledge, skills, and experience in the performance of their assessment duties. As a safety auditor, I agree to:

1. Engage only in audits where I possess the needed knowledge, skills, and experience.

2. Perform audits in accordance with the procedures and practices of the Coyle Group.
3. Continually improve my proficiency and the quality and value of my audit services.
4. Assist and engage with other auditors to develop their audit management skills.
5. Report any complaints regarding my performance and address them to avoid recurrence.

PPE (Personal Protective Equipment)

Safety auditors must provide their own PPE unless stated by the Coyle Group or the client. As a safety auditor, I agree to:

1. Wear the appropriate PPE
2. Ensure the PPE is fit for purpose

Driving for Work

Safety auditors must provide their own transport to get to and from locations. As a safety auditor, I agree to:

1. Ensure my vehicle is fit for purpose
2. Ensure my vehicle is maintained and serviced
3. Ensure my vehicle is regularly inspected

Drugs & Alcohol & Medication

Safety auditors must never audit under the influence of drugs or alcohol. As a safety auditor, I agree to:

1. Not carry out any audit in any case of the personal use of Drugs, Alcohol or Medication.

Issuing of Reports

Safety auditors must complete the Coyle Audit system report and send to HQ within 48hrs. As a safety auditor, I agree to:

1. Complete and upload a safety report within 48hours
2. Contact Coyle HQ without delay if there is a problem issuing a report

Definitions on Coyle Audit System:**Inadequately Closed Past Finding (ICPF)**

The business did not actually take the necessary/sufficient actions to physically correct the deficiencies of the past audit observation. Mitigation for this level of audit observation must begin immediately and be completed on a priority basis.

Non-Conformance

Reasonable Probability of Serious Injury or Serious Environmental Damage or Permanent Health Damage or a EHS regulatory noncompliance situation.

Recommendation for improvement

Any issue that could easily improve the safety or environment that is not a non-compliance.

Recognition

An exemplary action, condition or belief that warrants recognition and could have a positive effect on the rest of the business.