

CERTIFIED ENERGY AUDITORS

CODES OF PRACTICE

Each Certified Energy Auditor accredited by the Authority (the “Auditor”) must abide by the principles and obligations stipulated below. By signing this document, you as an Auditor agree to follow and fully comply with the following the principles and obligations stipulated below at all times in undertaking or performing any works or tasks in your capacity as an Auditor.

The Auditor has to comply with the following:

1. Safety:

- a. The Auditor will have proper regard for the safety, health, and welfare of the public and the client in the performance of professional duties;
- b. Ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of the Services and will not rely, in this respect, on the Client's advice whether required or not;
- c. Use personal protection equipment (PPE) when work conditions require;
- d. Use high quality equipment and tools;
- e. comply with the safety rules and procedures of the client(s) as may be appropriate; and
- f. The Auditor has the right to refuse to perform services or end the audit/installation in his/her sole discretion in the event he/she determines that the conduct or continuing of the audit or any relevant works may be unsafe, unlawful, inappropriate, or not in compliance with the requirements stipulated in this document. Inappropriate behavior that may justify termination of the audit/installation includes, but is not limited to, unreasonable demands for service, threatening or offensive language, threatening or erratic behavior, and inappropriate contact.

2. Professional Behavior:

- a. Not to disturb the workflow in the client's premises;
- b. The Auditor must behave with competence and due care;
- c. The Auditor will be guided in all professional relations by the highest standards of integrity, and will act in professional matters for each client or employer as a faithful agent or trustee;
- d. The Auditor must behave with integrity and must be straightforward and honest in professional and business relationships relating to the carrying out of the audit and deal fairly with persons involved in the audit, and
- e. The Auditor must behave with objectivity and in particular:
 - i. Must not compromise his or her professional judgment because of bias, conflict of interest or the undue influence of others that may arise during the audit, and
 - ii. Must avoid relationships that bias or unduly influence his or her professional judgment in relation to the audit.

3. Confidentiality

- a. Maintain the privacy and confidentiality of the client and not share their information with others;
- b. The Auditor will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without prior written consent of such client or employer.

4. Limitation of Liability

- a. AER neither expressly nor implicitly warrants nor assumes any liability or responsibility for the performance, quality, safety, installation, or estimated energy and/or cost savings of the Program or any services performed or equipment installed by the Auditor. AER shall not be liable to you for indirect, consequential, special, or incidental damages arising out of Auditing and Retrofitting Program, whether in contract, tort (including negligence), or any other theory of recovery. AER does not accept any liability resulting from the act or behavior of the Auditor.

I agree to act in accordance with this Code of Conduct and to uphold the integrity of the audit program and the ethical standards as per this document.

Name:

Signature:

Date: