



ABN 23 143 030 899

CONFIDENTIALITY POLICY

The Australian Welding Institute (AWI) is responsible for the management of all information obtained or created during the performance of certification activities.

Except for information that the client makes publicly available, or when agreed between the certification body and the client (e.g. for the purpose of responding to complaints), all other information is considered proprietary information and shall be regarded as confidential.

AWI will inform the client, in advance, of the information it intends to place in the public domain.

When required by law, or authorised by contractual arrangements to release confidential information, the client or person concerned shall, unless prohibited by law, be notified of the information provided.

Information about the client obtained from sources other than the client (e.g. from the complainant or from regulators) shall be treated as confidential.

Personnel, including any committee members, contractors, personnel of external bodies, or individuals acting on the certification body's behalf, shall keep confidential all information obtained or created during the performance of the certification body's conformity assessment activities, except as required by law.

AWI has established a Confidentiality and Compliance Agreement (AWI-C-F-002) to make sure that all staff, employees, auditors and contractors and members of committees act in a strictly trustworthy and unbiased manner in relation to both AWI and AWI clients and customers while fulfilling their duties.

AWI requires that all staff (including directors), employees, auditors and contractors and members of committees to sign the confidentiality agreement before doing any activity related to AWI.

AWI has made available and use equipment and facilities that ensure the secure handling of confidential information.

Any person in doubt about whether a conflict of interest exists shall immediately place the facts before the Chairman of the Governing Committee of the AWI.

Failure to disclose a potential or actual conflict of interest constitutes a breach of AWI's policy and may result in disciplinary actions. Depending on the nature and impact of the conflict of interest situation, other action may be instigated, including legal action.

Signature

AWI Certification Governing Committee

Date

25th August 2020

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