



**CODE OF ETHICS  
OF  
TOWING VESSEL INSPECTION BUREAU**

# **CODE OF ETHICS**

## **Towing Vessel Inspection Bureau**

**March 2017**

The following **Code of Ethics** has been approved by the TVIB Board of Directors and is binding on Auditor and Surveyor Members. The Code of Ethics is comprised of the following elements:

- Foreword
- Core Principles
- Auditor/Surveyor Professional Conduct Statement
- Disciplinary Measures

### **FOREWORD**

Professional Auditors and Surveyors are held responsible for maintaining standards of the ethical conduct and ethical practice to guide and ensure the objectivity of the Auditor and Surveyor Members of the Towing Vessel Inspection Bureau. Auditor and Surveyor Members should recognize such standards, not by passive observance, but as a set of core principles to guide conduct before, during and after audit and survey assignments.

TVIB has defined a set of professional criteria for its Auditor and Surveyor Members to meet before achieving certification through the association. TVIB strives to ensure that its Auditor and Surveyor Members are representative of their abilities and qualifications. The TVIB Code of Ethics establishes the guidelines and procedures that will ensure its Auditor and Surveyor Members act in an ethical and objective manner, thereby upholding the integrity of the association.

## CORE PRINCIPLES

**Conflict of Interest:** Each TVIB Auditor Member and Surveyor Member will avoid any action which could be considered as being a conflict of interest with their client's best interests or which might limit the objectivity of the Auditor/Surveyor to conduct a fair and unbiased audit/survey.

**Integrity:** The integrity of Auditors and Surveyors establishes trust and thus provides the basis for reliance on their judgment. Each Auditor Member and Surveyor Member will be honest, trustworthy and act in an impartial manner in serving the company being audited. The Auditor Member and Surveyor Member will avoid any practice that is contrary to the law or would discredit the member or the association.

**Objectivity:** The Auditor Member and Surveyor Member must exhibit the highest level of objectivity in their evaluation, gathering and communicating the information about the activity, process or area they have examined.

**Confidentiality:** No Auditor Member or Surveyor Member will disclose information concerning the confidential business affairs, technical processes or findings of any audit or survey of any present or former client or company being audited and/or surveyed, without proper consent. The Auditor Member and Surveyor Member must respect the value and ownership of information they receive and not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

**Competency:** Auditor Members and Surveyor Members will apply the knowledge, skills and experience needed in the performance of their services; and strive to increase their competence, skills and abilities through continuing education and training.

**Professionalism:** Auditor Members and Surveyor Members will conduct themselves professionally, with truth, accuracy, fairness and responsibility; always acting in a manner that promotes the highest professional standards and enhances the reputation of TVIB certified Auditors and Surveyors.

## **AUDITOR/SURVEYOR PROFESSIONAL CONDUCT STATEMENT**

I will observe the TVIB Code of Ethics and confirm that:

1. I will act professionally, accurately and in an objective, unbiased manner.
2. I will continue my professional development throughout my career and will provide opportunities for the professional development of my associates and colleagues.
3. I will not undertake any auditing or surveying assignment that I am not competent to perform.
4. I will not represent conflicting or competing interests and will disclose to any client or employer any relationship that may influence my judgment.
5. I will not discuss or disclose any information relating to any audit or survey assignment unless required by law or authorized in writing by the client and/or my employing organization.
6. I will not accept any inducement, commission, gift or any other benefit from client organizations; their employees or any interested party or knowingly allow associates to do so.
7. I will not intentionally communicate false or misleading information that may compromise the integrity of any audit or survey assignment.
8. I will comply with all TVIB Auditor/Surveyor Member requirements, policies and procedures, including any notices or advisories relevant to my profession or certification.
9. I will comply with industry specific standards, and local, state and federal regulations, including any applicable international standards, which are relevant to any audit or survey assignment.
10. I will not act in any way that would prejudice the reputation of TVIB and will cooperate fully with an investigation in the event of any alleged breach of the Code of Ethics.
11. I will submit myself to this Auditor/Surveyor Professional Conduct Statement of the Code of Ethics and TVIB complaints, appeals and disciplinary procedures.
12. I understand that any breach of this Code of Ethics may lead to warnings, suspension or withdrawal of my member status, resulting in a loss of certification, in accordance with TVIB's disciplinary measures.

### **DISCIPLINARY MEASURES**

Any Auditor/Surveyor Member accepting membership in TVIB agrees to abide by the association's policies and procedures. Auditor/Surveyor Members agree to abide by decisions of the Ethics Review Committee (Executive Director, President, Immediate Past President and Vice President if necessary due to absence or conflict of other Ethics Committee members.)