

**PRI Qualification<sup>SM</sup> Program Industry-Managed Code of Conduct**

Administered by the Performance Review Institute (PRI), the PRI Qualification<sup>SM</sup> program is an industry-managed program which leverages the combined knowledge of industry experts to develop and maintain special process *Bodies of Knowledge* and *online examinations*. As an industry-managed program, participants must adhere to the PRI Code of Conduct which can be found at:

[www.eAuditNet.com](http://www.eAuditNet.com) Resources – Documents – Public Documents– General Nadcap User Information/Audit Information– PRI Code of Business Conduct

The PRI Code of Conduct and any additional PRI Qualification<sup>SM</sup> program specific criteria apply all meetings and activities undertaken as part of the program:

- Antitrust
- Personal Code of Ethics and Conflict of Interest
- Neutrality
- Export Control
- Safeguarding of PRI Qualification<sup>SM</sup> program examinations

Expanding upon the guidelines detailed in the PRI Code of Conduct, particular attention must be paid in the following areas:

**Antitrust**

- Associations by nature involve communications or activities among members who are business competitors.
- Extreme care must be exercised to avoid policies, programs, dialogues, or pursuits which could be seen as having an intention or result of restraint of trade.
- Conscientious antitrust compliance and fairness to participants demand that association meetings be conducted properly.
- Only legitimate subjects for association discussion should be undertaken.
- Chairpersons have been instructed that parliamentary rules and procedures should be followed at all meetings.

**Personal Code of Ethics and Conflict of Interest**

- All individuals (Members, Participants, Staff, Independent Contractors, etc.) involved with the PRI Qualification<sup>SM</sup> program shall exhibit acceptable professional standards of conduct and uphold and advance the integrity of the program.
- Each individual is expected to exercise impartial professional judgment to assure confidence in the integrity of the PRI Qualification<sup>SM</sup> program by avoiding conflicts related activities.
- When a competing interest has the potential to preclude or impair exercising one's independent professional judgment or unreasonably jeopardize the integrity of the PRI Qualification<sup>SM</sup> program, the individual should disassociate themselves from that particular activity.

- Any person associated with the PRI Qualification<sup>SM</sup> program who believes that continued participation by any other person may jeopardize the integrity of the program should bring the matter to the attention of the Management Council.
- All PRI Staff, its Independent Contractors, Management Council and Panel / Review Board Members shall maintain proprietary or confidential information with which they become familiar as a result of their participation in the program.

### **Neutrality**

- In keeping with the original spirit and purpose of the PRI Qualification<sup>SM</sup> program, all meetings and related activities are to be conducted for the benefit of the aerospace industry as a whole. Activities sponsored by any individual participant in conjunction with the PRI Qualification<sup>SM</sup> program meeting or event, including but not limited to promotional events (hospitality suites, receptions, site tours, etc.) distribution of marketing materials, etc. are discouraged by program leadership and the Management Council. To the extent that a participant engages in such activities and those activities interfere with the objectives of the program, the participant may be asked to limit/modify/refrain from such activity.

### **Export Control**

- The PRI Qualification<sup>SM</sup> program process recognizes the need to control Export Controlled material and information as an integral part of the overall process. This includes information which is shared or presented during meetings, conference calls and in discussions between meeting attendees. All attendees must take precautions to ensure that no information or material which is controlled under any Export Control regulations is included in any presentations or discussions during the PRI Qualification<sup>SM</sup> program meetings.
- If you are unsure whether the information you are working with is Export Controlled or not, you must contact the organization responsible for the information to find out whether the information is controlled or not, then act accordingly. The most common Export Control regulation we deal with is the ITAR/EAR regulation.

### **Safeguarding of PRI Qualification examinations**

According to PD6000 (Governance & Administration of PRI Qualification<sup>SM</sup> Program) Members must:

- According to PD6000 (Governance & Administration of The PRI Qualification<sup>SM</sup> Program) Program Members must commit to safeguard the integrity of the assessment content through secure storage and non-distribution. Failure to do so could result in the revocation of Membership rights.

For more information or if you have any questions, please contact:

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