



COMMITTEE MEMBERS

CONFIDENTIALITY AND NEUTRALITY AGREEMENT

Subject of the Agreement: Confidentiality and neutrality principles, working principles, and mutual relationships with Szutest Uygunluk Deęerlendirme A.Ş. and the rights and responsibilities of the committees and the chairperson, members, and reserve members of the committees thereon, as established in accordance with the management system implemented by SZUTEST.

Parties: Committee President, Members, and Reserve Members of the Committee of Objection, Committee for Protecting Neutrality, Programme Committee and Certification Committee (shall be referred to as the committee members from thereon).

Szutest Uygunluk Deęerlendirme A.Ş. (shall be referred to as SZUTEST from thereon).

LIABILITIES AND POWERS OF THE COMMITTEE MEMBERS

1. The committee members shall carry out all the activities and studies in accordance with the requirements of the related accreditation standards and directives and the procedures of SZUTEST.
2. The committee members shall keep any and all information and documents they have obtained related with SZUTEST, clients of SZUTEST, and the persons and entities related with SZUTEST confidential, and shall not share these with third persons and entities in writing or verbally.
3. The committee members may not assign their assignments and powers within the committee to third persons or groups, in part or in whole.
4. All the members assigned in the committees to be created by SZUTEST shall act independently in any subject, which they will make a decision on, and shall not decide with the effect and direction of other persons and/or entities.
5. The committee members shall notify SZUTEST Management Representative of any situation that might affect their neutrality and independency about the decisions they will make, and shall withdraw from their assignments in the committee related with the subject.
6. The committee members shall avoid any non-objective, sided, and intolerable behaviours related with the activities they have been carrying out, which might affect the companies adversely, and shall always maintain an objective and independent approach.
7. The committee members may request any kind of information and documentation from SZUTEST, discuss with persons related with the subject, and consult to their comments, in order to get detailed information on any subject.
8. The committee members should attend to meetings held in planned intervals and/or in extraordinary cases.
9. The committee members should inform SZUTEST when they will not attend to a planned or extraordinary meeting at least 7 days before the date of the meeting.



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10. The committee members should inform SZUTEST about any changes of work and assignment, their qualifications and their education during their membership.
11. In case that any committee member requests an extraordinary meeting, the concerning member shall notify Management Representative of the case, and the committee meetings are held with the organization of SZUTEST.
12. The assignment period of the committee starts following the signing of the agreement. The membership of any committee member shall end in case he/she informs his/her desire to withdraw membership to SZUTEST in writing.
13. In case that any information or suspicion occurs about that the decisions made by the committee are not implemented by the employees of SZUTEST, the chairperson or any member of the committee shall see the General Manager and give information for the correction of the situation.
14. If no conclusion is arrived from the discussion with the General Manager, the committee shall directly see the accreditation entity or related legal authority (related ministry), and notify the accreditation entity or legal authority of the situation.

LIABILITIES AND POWERS OF SZUTEST

1. The exclusive management and employees of SZUTEST are liable to comply with the decisions of the Committee with all its units, and provide implementation of the decisions made after the committee meeting.
2. The exclusive management and employees of SZUTEST may not create pressure in any way for any decisions taken or to be taken by the members of the committee while fulfilling their assignments.
3. SZUTEST is liable to provide meeting of the Committees at required place and time and appropriate working conditions for them.
4. SZUTEST is liable to make available any information and documents requested by the members to committee members and provide them to see any person, in order to make it possible for the committees to work efficiently and make objective assessments.
5. In case that any situation occurs which might affect neutrality of the Committee members on any subject, SZUTEST is liable to prevent such member from taking place in discussions and decision-making process about that subject.
6. Impartiality and Programme Committees shall meet at least once a year, with the call of General Manager of SZUTEST. In extraordinary cases, General Manager may request an additional meeting. In case that any permanent member does not attend to a meeting, the reserve member is invited.



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7. When necessary, the requested SZUTEST personnel, or any person who will be consulted to about the subject may attend to the meeting, however they shall not have any right to state their decision at voting.
8. Membership of any committee member who has not attended to three consecutive meetings shall be terminated without requirement of any warning.

OTHER

1. In case of any disputes, the courts of Kadıköy, Istanbul, Turkey shall be authorized.
2. This agreement which consists of 26 clauses shall be effective when it is signed mutually.

I accept and undertake to comply with the above clauses.

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COMMITTEE MEMBER	SZUTEST
Date :	Date :
Name and Surname:	Name and Surname:
Signature :	Signature :