



JIT HCB's Auditor's code of conduct

We are **Japan Islamic Trust Halal Certification Body** through our belief in the utmost of importance of principles of Halal Islamic Rules ,Impartiality , conflict of interest and and confidentiality when undertaking certification activities , We and all employees declare our commitment with the following points :

Statement of Personal Responsibility I

It is the ethical and professional responsibility of all members to demonstrate the required professional competence and behaviors in discharging the responsibilities of their role. Members must uphold the highest ethical standards and integrity in exercising their professional duties or other activities which might impact on the reputation of the profession and of the JIT . In support of these aims all members are expected to understand and comply with this code of conduct. Furthermore, the JIT reserves the right to suspend or withdraw membership and all associated benefits from members who fail to comply with this code of conduct,.

Professional Competence and Behavior

In recognizing the values and requirements of this code of conduct members shall:

- 1.1. Maintain professional knowledge and competence in order to successfully undertake their role
- 1.2. Undertake appropriate continuing professional development and record it in an appropriate manner
- 1.3. Ensure that clients, employers and others who may be affected by their activities are not misled or ill-informed with regard to their level of competence and capability to successfully discharge their responsibilities
- 1.4. Seek appropriate support whenever they are aware that their level of competency (knowledge, skills, behaviors and experience) might be lacking with respect to the responsibilities they are assigned
- 1.5. Accept responsibility and accountability for their own professional actions and decisions
- 1.6. Always act in a way which supports and upholds the reputation of the Halal Activity profession
- 1.7. Work to ensure that the credibility and reputation of the JIT and all of its stakeholders is protected
- 1.8. Be mindful of the distinction between acting in a personal and in a professional capacity
- 1.9. When managing a team, ensure that those working for them have the appropriate level of competence, supervision and support.
- 1.10. Co-operate fully with the Institute in assuring the effective implementation of this Code of Conduct (including investigation and resolution of any alleged or actual breaches)



Ethical Standards and Integrity

In recognizing the values and requirements of this code of conduct members shall:

- 2.1 Seek to establish, maintain and develop business relationships based on confidence, trust and respect
- 2.2 Safeguard all confidential, commercially sensitive and personal data acquired as a result of business relationships and not use it for personal advantage or for the benefit or detriment of third parties
- 2.3 Advise the JIT's Executive members in writing whenever the auditor would like to provide service with competitors, or provide subcontractor, for example auditing or training, or will be a member in any committee in other halal certification body or quality management certification body, the auditor is prohibited to provide such service before receiving a written permission from JIT executive members
- 2.4 Not allowed to provide Halal Consultancy, QMS or any Management Systems Consultancy.
- 2.5 Advise the JIT Executive members in writing whenever there is a suspicion that this code of conduct has been breached.
- 2.6 Ensure potential or known conflicts of interest are declared at the earliest opportunity to ensure professional judgement is not compromised or perceived to be compromised.

Impartiality and Integrity:

- 3.1 Not accepting expensive gifts and financial gifts from customer, auditee or stakeholders.
- 3.2 In the event that money is received, it must be supplied as a donation for charity purpose, and an invoice should be issued to the customer.
- 3.3 Productive samples, advertising samples, and souvenirs of the factory or prefecture are accepted.

Time Commitment:

- 4.1 All auditors must adhere to the audit timetable and it is not acceptable to be late from the appointed time with clients, or delay audit report.
- 4.2 In some urgent cases due to unavoidable sudden reason if the auditor will be late, the auditor should send email or SMS and contact by phone to client and JIT's office.
- 4-3 Time commitment , one of the values inspired of Islamic principles , and also one of the values of Japanese culture , non-commitment from any member , will have a negative effect on image of our organization , for this JIT's office will rank the auditors in list every 3 month according to the time



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Reg. No. 0133-05-000786

commitment and this list will be reported during the monthly meeting and management review meetings.

according to this list the committee will give bonus to the auditor who adheres to the time.