



VETERINARY & BIOMEDICAL SCIENCES DEPARTMENT (VBSD)
Animal Disease Research and Diagnostic Laboratory (ADRDL)

Quality Management

Employee Integrity and Confidentiality

Number: VBSD.POL.QUA.0001.04

Replaces: VSD.POL.QUA.0001.03

Contact person: Rajesh Parmar

Approval: _____ Date: _____

Quality Manager

_____ Date: _____

Head / Director, VBSD / ADRDL

1. Introduction and Purpose:

The following policy describes work ethics and confidentiality expectations of the VBSD employees. Strict adherence to these principles / guidelines is essential to serve our clients with honesty, confidentiality and to provide them a quality service.

2. General Requirements:

- 2.1. This policy is applicable to the employees directly or indirectly involved with the testing work carried out at the VBSD.
- 2.2. Identifiable Test Data: Any test report, generated during the course of testing and related activities, with client name on it.

3. Policy or Procedure:

All the employees, involved in the procedures, activities, and testing carried out within the VBSD shall

- 3.1. adhere to the latest SOPs, policies and procedures of the VBSD.
- 3.2. be free from any undue internal and external commercial, financial and other pressures and influences (i.e. bribery, illegal drug use, etc.) that may adversely affect the quality of their diagnostic work.
- 3.3. report the test results as determined by the current version of testing SOPs and treat all the clients with no bias or partiality or favoritism.
- 3.4. not divulge any identifiable test data or client information to any external entity unless otherwise required by the test procedure or as requested by the client (Refer to current VBSD policy on Client confidentiality).
- 3.5. maintain professionalism in the work place including a good working relationship and open honest communications with other employees and clients.
- 3.6. report to the Section Leader and / or Quality Manager and / or Head, VBSD any activity or incident which seems to compromise or conflict with our mission or quality of our service. This includes any attempt to bribe or influence the results or reporting of the VBSD test data.

4. Other Related Policies /Forms:

- 4.1. Client confidentiality, VBSD.POL.QUA.0002.XX

5. References:

- 5.1. Current AAVLD Essential Requirements

6. Revision History

- 6.1. Section 3.2 has been updated.
- 6.2. VSD changed to VBSD.

Document Reading Record

Section:

Document Name: Employee Integrity and Confidentiality

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Employee Name	Signature	Date

By signing I acknowledge that I have read and understood the document indicated above.