

1. Introduction and Purpose:

The following policy describes work ethics and confidentiality expectations of the ADRDL employees. Compliance with these principles / guidelines is essential to serve our clients with honesty, confidentiality and quality diagnostic services.

2. General Requirements:

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

3. Policy or Procedure:

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

- 3.1. adhere to the latest SOPs, policies and procedures of the ADRDL.
- 3.2. be, on ongoing basis, 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 the diagnostic work or diminish confidence in their competence, judgment, or operational integrity.
- 3.3. report the test results as determined by the current version of testing SOPs and treat all the clients with impartiality.
- 3.4. not divulge any identifiable test data, client's confidential information, or proprietary rights to any external entity unless otherwise required by the test procedure or as requested by the client (Refer to current ADRDL 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, ADRDL 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 ADRDL test data.

4. Other Related Policies /Forms:

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

5. References:

5.1. Current AAVLD Requirements

6. Revision History

6.1. Section 3.2 has been updated to include “or diminish confidence in their competence, judgment, or operational integrity.”

6.2. Section 3.4 has been updated to include “client’s confidential information, or proprietary rights”.