

**Appendix A**  
**Standards of Ethical Conduct**

## Standards of Ethical Conduct

Personnel who perform assessments must be free from conflict of interest that could affect the performance of an assessment. Prior to performing an assessment, each assessor must sign the Conflict of Interest Statement, provided as Attachment 1, certifying that no conflict of interest exists. This statement must be submitted to the appropriate EFD/EFA prior to beginning the assessment. The assessor must submit any supporting information as required by the EFD/EFA. Failure to provide this information could, at the discretion of the EFD/EFA, make the proposed assessor ineligible to perform the assessment.

Assessors must adhere to the following general standards for ethical conduct. Assessors shall:

1. Put forth honest effort in performance of their duties.
2. Act impartially and not give preferential treatment to any organization or individual.
3. Provide equal treatment to all persons and organizations regardless of race, color, religion, sex, national origin, age, or handicap.
4. Not use their position for private gain.
5. Not solicit or accept any gift or other item of monetary value from any laboratory, laboratory representative or other affected individual or organization doing business with or affected by the actions of the assessor's employer or the Navy.
6. Not hold financial interests that conflict with the conscientious performance of their duties<sup>1</sup>.
7. Not engage in financial transactions using information gained through their positions to further any private interest.
8. Not engage in employment or activities, including seeking or negotiating for employment, that conflict with their duties and responsibilities as assessors<sup>1</sup>.
9. Not knowingly make unauthorized commitments or promises of any kind purporting to bind their organizations or the Navy.
10. Avoid any actions creating the appearance that they are violating any of the standards for ethical conduct.

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<sup>1</sup> For purposes of interpreting standards #6 and #8, a conflict of interest is defined as a relationship with an entity that may impair the objectivity of the assessor in performing his or her responsibilities.

**Appendix A**  
**Attachment 1**  
**Conflict of Interest Statement**

## Conflict of Interest Statement

As an assessor conducting assessments for the Navy Installation Restoration Program, I shall:

1. Put forth honest effort in performance of my duties.
2. Act impartially and not give preferential treatment to any organization or individual.
3. Provide equal treatment to all persons and organizations regardless of race, color, religion, sex, national origin, age, or handicap.
4. Not use my position for private gain.
5. Not solicit or accept any gift or other item of monetary value from any laboratory, laboratory representative or other affected individual or organization doing business with or affected by the actions of the assessor's employer or the Navy.
6. Not hold financial interests that conflict with the conscientious performance of my duties<sup>1</sup>.
7. Not engage in financial transactions using information gained through their positions to further any private interest.
8. Not engage in employment or activities, including seeking or negotiating for employment, that conflict with my duties and responsibilities as assessors<sup>1</sup>.
9. Not knowingly make unauthorized commitments or promises of any kind purporting to bind my organizations or the Navy.
10. Avoid any actions creating the appearance that I may be violating any of the standards for ethical conduct.

I certify that I have read and understand the Conflict of Interest Statement:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

<sup>1</sup> For purposes of interpreting standards #6 and #8, a conflict of interest is defined as a relationship with an entity that may impair the objectivity of the assessor in performing his or her responsibilities.