

CODE OF ETHICS for Trusted Consultants

PART 1 – GENERAL PRINCIPLES

1. Integrity and Honesty

- Consultants shall act with integrity, transparency, and honesty in all professional dealings.
- Misrepresentation of qualifications, experience, or certification is strictly prohibited.

2. Competence and Professionalism

- Consultants shall maintain high standards of professional competence through continuous education and training.
- Services shall only be provided within the scope of the consultant's expertise.

3. Respect and Fair Treatment

- Consultants shall treat clients, colleagues, and stakeholders with fairness, dignity, and respect.
- Discrimination, harassment, or exploitation in any form is unacceptable.

4. Responsibility to Safety and Public Welfare

- Consultants shall prioritize occupational safety, health, and environmental protection in all activities.
- Decisions must be guided by the principle of minimizing risk to workers, clients, and the public.

PART 2 – PROFESSIONAL OBLIGATIONS

1. Confidentiality

- Consultants shall protect confidential information obtained during professional practice and not disclose it without proper authorization.

2. Conflict of Interest

- Consultants shall avoid situations where personal interests conflict with professional duties.
- Any potential conflict must be disclosed to the client or employer.

3. Compliance with Standards

- Consultants shall comply with applicable laws, OSO bylaws, and recognized occupational safety standards.
- Consultants shall report unsafe practices or violations to the appropriate authority.

4. Continuous Professional Development (CPD)

- Consultants shall commit to lifelong learning and professional growth.
- A minimum of **30 hours per year** of structured CPD activities is required to maintain the trust certification.

PART 3 – DISCIPLINARY FRAMEWORK

1. Professional Misconduct

- Misconduct includes dishonesty, negligence, breach of confidentiality, or failure to comply with OSO standards.

2. Investigation and Discipline

- Complaints shall be investigated by the OTC Committee.
- Sanctions may include reprimand, suspension, revocation, or mandatory remedial training.

3. Appeals

- Consultants may appeal disciplinary decisions to the OTC Committee on grounds of denial of natural justice or procedural error.

PART 4 – PUBLIC ACCOUNTABILITY

1. Transparency

- OSO shall publish disciplinary decisions, except where only a reprimand is issued.

2. Duty to Report

- Consultants must report criminal convictions, regulatory violations, or incapacity affecting their ability to practice.

This Code of Ethics has been approved & authorised by:

Name: Khalid ELKABDANI

Position: Chair of OTC committee

Date: 07/09/2026

Signature:

