

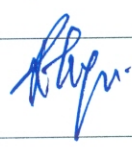





**POLICY DOCUMENTS**  
**FOR**  
**REGULATORY, SAFETY AND CERTIFICATION UNIT**

**DOCUMENT NO: NEMSA/RSC/ PD/ 02/22**

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1.0 REVISION HISTORY

DATE	REVISION STATUS	ISSUE STATUS	APPROVED BY: MD/CEO & CEIF	CHECKED BY: PROJECT COORDINATOR	APPROVED BY: MD/CEO & CEIF
December 2022	01	02			

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## **2.0 CONFIDENTIALITY POLICY**

ALL INFORMATION RECEIVED BY OR AVAILABLE TO NEMSA STAFF, VENDORS, COMMITTEES, EXAMINERS AND INVIGILATORS AND BOARD MEMBERS DURING THE CERTIFICATION PROCESS SHALL BE REGARDED AS STRICTLY CONFIDENTIAL.

NEMSA SHALL ENSURE THAT INFORMATION OBTAINED DURING THE CERTIFICATION PROCESS IS NOT DISCLOSED TO AN UNAUTHORISED PARTY WITHOUT THE WRITTEN CONSENT OF THE INDIVIDUAL EXCEPT WHERE THE LAW REQUIRES SUCH INFORMATION TO BE DISCLOSED.

WHERE NEMSA IS REQUIRED BY LAW TO RELEASE CONFIDENTIAL INFORMATION TO A THIRD PARTY, THE CLIENT OR INDIVIDUAL CONCERNED SHALL, UNLESS REGULATED BY LAW, BE NOTIFIED IN ADVANCE OF THE INFORMATION PROVIDED.

HOWEVER, WHERE THE CLIENT IS SEEN TO BE OPERATING CONTRARY TO LEGAL REQUIREMENTS OR HAS OPERATING PRACTICES WHICH POSE A DANGER TO STAFF, THIRD PARTY OR THE ENVIRONMENT NEMSA RESERVES THE RIGHT TO IMMEDIATELY REPORT ANY SUCH INCIDENT TO THE RELEVANT AUTHORITY. ANY SUCH REPORTING WILL ONLY BE UNDERTAKEN WITH THE PERMISSION OF MD/CEO/CEIF.

### **2.1 CONFIDENTIALITY DECLARATIONS**

ALL STAFF, APPLICANT, CANDIDATE, CERTIFIED PERSON AND BOARD MEMBERS WILL BE REQUIRED TO AGREE TO NEMSA CONFIDENTIALITY POLICY AND SIGN A CONFIDENTIALITY AGREEMENT.

VENDORS WILL ALSO SIGN AN AGREEMENT WHICH ALSO CONTAINS THE RESPONSIBILITY TO MAINTAIN CONFIDENTIALITY.

## 2.2 CONFIDENTIALITY UNDERTAKING

In agreement with the policy of the Nigerian Electricity Management Services Agency (NEMSA) that Examiners/Invigilators/Applicants/Contractors shall not disclose confidential information obtained during the NEMSA Certification Process.

I.....of.....

.....

Fully understand the need for accuracy and confidentiality in all matters associated with and related to the storage and distribution of examination material such as question papers, marking memoranda, scripts, mark sheets, attendance registers and irregularity documentation.

I fully understand and accept that, should I without any authority make available to any person confidential examination information or should I, whether by intent or negligence, allow confidential examination information to be made available to any unauthorized person, I shall be liable to disciplinary action against me. I further fully understand that any such actions may lead to legal and/or criminal proceedings against me.

I undertake to report immediately any breach, or attempted breach, of examination confidentiality and security that I become aware of.

I do not have a child, direct relative or close friend/children of a close friend, who will be writing examinations under my supervision without drawing this to the attention of the Exams Officer.

**I Confirm that** I have read and understood this Confidentiality commitment and I agree to be bound by same.

**Name:** .....

**Signature:** .....

**Date:** .....

### **3.0 CONFLICT OF INTEREST POLICY**

All **STAFF and CERTIFICATION PANEL** and any other persons involved in the certification process will strive to avoid any conflict of interest between the interests of NEMSA on the one hand, and personal, professional, and business interests on the other. This include avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of NEMSA's certification process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of **STAFF and CERTIFICATION PANEL**

Upon appointment and in the course of written examination and interview or other activities each **STAFF and CERTIFICATION PANEL** and any other persons involved in the certification process will make a full, written disclosure of any interests that could potentially result in a conflict of interest, such as relationships, and posts held.

**3.1 CONFLICT OF INTEREST UNDERTAKING**

After disclosure, I understand that I may not be able to take part in the deliberations and decision on the conflict of interest.

I, the undersigned hereby declare that no situation of real, potential or apparent conflict of interest known to me exists between me and NEMSA. I undertake to inform NEMSA of any change in circumstances, including if an issue arises during the course of my activities with NEMSA.

**NAME** .....  
**Signature:** .....  
**Date** .....

#### **4.0 NEMSA IMPARTIALITY POLICY**

- The Top Management at NEMSA is committed to ensure impartiality and objectivity in its certification activities and manage any conflict of interests so as to prevent bias from our certification process.
- NEMSA commits to act impartially in relation to its applicants, candidates, and certified persons.
- NEMSA shall ensure that policies and procedures for certification of persons are fair among all applicants, candidates and certified persons.
- NEMSA shall not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group.
- NEMSA shall not use procedure to unfairly impede or inhibit access by applicants and candidates
- NEMSA shall be responsible for the impartiality of its certification activities and shall not allow commercial, financial or other pressures to compromise impartiality.
- NEMSA understands threats to impartiality that include, but are not limited to, self-interest, relationship of personnel, financial interests, favoritism, conflict of interest, familiarity, and intimidation.
- NEMSA periodically conducts a threat analysis to determine the potential, both real and perceived, of an individual or an organization to influence certification.
- NEMSA shall analyse, document and eliminate or minimize the potential conflict of interest arising from certification.
- NEMSA will comply with the requirements of ISO 17024:2012, applicable accreditation bodies and ensure impartiality for all its personnel related to the certification activities from time to time.

To demonstrate effective Implementation of Impartiality policy of NEMSA, we will

- i. Not provide any training services for realization, continuity and sustenance of certification.
- ii. Not take certification related decisions under any influences.
- iii. Not restrict certification on the grounds of undue financial or other limiting conditions, such as membership of any association, or group.
- iv. Not use unfair means to impede or inhibit access by applicants and candidates.
- v. Not state or imply that certification would be simpler, easier, faster or less expensive if any specified education/training services are used.



- vi. Take action to respond to any threats to its impartiality arising from the actions of other persons, bodies or organization.
- vii. Ensure that our personnel, both external and internal, or committees/examiner/invigilator, who could influence certification activities will not allow any commercial, financial or other pressures to compromise impartiality.
- viii. Not carry-out business with any institutions inducing pressures to compromise impartiality.

#### **4.1 IMPARTIALITY UNDERTAKING**

I, Mr/Ms/Mrs./Engr-----a/an Examiner/Invigilator/ Applicant/Contractor undertake that in line with the NEMSA Impartiality Policy, I commit to act impartiality in the course of carrying out the NEMSA Certification process and shall not allow financial pressure, personal gain or otherwise influence my decision making.

I undertake to administer my duties as an Examiner/Invigilator/ Applicant/Contractor without bias.

I shall report/disclose any factor or factors that could pose a risk to impartiality as with conflict of interest.

**Signature** .....

**Date:** .....

## 5.0 USE OF CERTIFICATES, STAMPS AND SEALS UNDERTAKING

I, Mr/Ms/Mrs./Engr-----undertake to comply with the following:

- a) relevant provisions of the certification scheme;
- b) to make claims regarding certification only with respect to the scope for which certification has been granted;
- c) not to use the certification in such a manner as to bring NEMSA into disrepute, and not to make any statement regarding the certification which NEMSA considers misleading or unauthorized;
- d) to discontinue the use of all claims to certification that contain any reference to NEMSA or certification upon suspension or withdrawal of certification, and to return any certificates issued by NEMSA;
- e) not to use the certificate in a misleading manner.

**Signature** .....

**Date:** .....

## **6.0 NON-DISCLOSURE AGREEMENT**

- ☐ Examination Reference numbers are confidential and should not be disclosed to third party.
- ☐ Candidates are prohibited from releasing confidential examination materials and fraudulent test taking practices will result in disqualification from the Certification process.

## **7.0 POLICY ON TRAINING**

NEMSA does not offer training or issue training certificates that will give any participant or candidate preferential advantage over his /her counterparts participating in the same certification process.

## **8.0 POLICY ON FINANCE AND LIABILITY**

NEMSA shall ensure that yearly budgetary provision is made for all aspects of the certification process in line with the extant rules and regulation. The Top Management also ensures, there would be adequate resources to cover associated liabilities.

## **9.0 SECURITY POLICY**

NEMSA is committed to ensuring maximum protection of both electronic and printed examination materials.

All known and anticipated threats that may compromise the security and validity of the examination results will be identified and mitigated as much as practically possible

The processes and facilities will be made safe and secured for staff, applicant, certification panel and security personnel where applicable.