



# ديسكفري رويال سبورتس ش.ذ.م.م *Discovery Royal Sports L.L.C*

Tel: + 971 4 2955003 , Fax: 04 2955008  
PO BOX 64335, Port Saeed Dubai, UAE – [www.drsportsuae.net](http://www.drsportsuae.net)

## IMPARTIALITY POLICY

**Discovery Royal Sports LLC** is the legal entity responsible for personnel certification activities; reference to **Discovery Royal Sports LLC** in this Policy and Public Statement refers to these legal entities.

**Discovery Royal Sports LLC** it's Director, Staff and Sub-contractors fully understands the importance of impartiality in undertaking its Personnel certification activities. **Discovery Royal Sports LLC** will therefore ensure that in all its dealings with Candidates or potential Candidates all employees or other personnel are and will remain impartial. To ensure that impartiality is both maintained and can be demonstrated the following principals have been established.

- **Discovery Royal Sports LLC** Certificates are only issued following a review by an independent authorised and competent member of the management team (who has not been involved in the examination) to ensure that no interest shall predominate
- **Discovery Royal Sports LLC** does not offer (and has never offered) training related to personnel certification or any other form of consultancy to candidate.
- **Discovery Royal Sports LLC** does not offer (and has never offered) an internal examination service to its certified persons.
- **Discovery Royal Sports LLC** does not own or have any interest (financial or otherwise) in any other company that offers certification or training related to personnel certification services.
- **Discovery Royal Sports LLC** does not have (and will not form) any relationships with companies who offer consultancy or training or other services that can be construed as having an impact on the certification services provided by **Discovery Royal Sports LLC**. Any proposed relationship between **Discovery Royal Sports LLC** and any other company will undergo a risk assessment by the Committee for Impartiality prior to that relationship being formalised. Any current relationships with companies, organisations and individuals will be risk assessed on a regular basis to ensure that the relationship does not impact upon the impartiality of the personnel certification process.
- Individuals employed by or otherwise contracted to **Discovery Royal Sports LLC** are required to document and record their current and past relationships with all companies. Any situation past or present, which may present a potential conflict of interest, is required by **Discovery Royal Sports LLC** to be declared. **Discovery Royal Sports LLC** will use the information to identify any threats to impartiality and will not use that individual in any capacity unless they can demonstrate that there is no conflict of interest.
- **Discovery Royal Sports LLC** will not allocate a member of staff or sub-contractor to a management system examination where any past relationship has existed. Exceptionally and at the discretion of the Office Manager or Director an individual or sub-contractor may be allocated to a management system examination where a past relationship has existed but there has been no relationship for a minimum of 2 years.
- **Discovery Royal Sports LLC** does not and will not offer any commission, ('finders fees' or other inducements) to any individual or company in respect of referrals of Candidates unless:
  1. The terms and conditions of any such referral are clearly established and can be demonstrated and it can also be demonstrated that the fee is for a referral and the fact that a commission has been paid will in no way effect the outcome of an examination.



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2. A risk assessment (to establish the potential for an unacceptable threat to impartiality) has been carried-out on the process through which any such payment is made to an individual or organisation (normally a training institute) requesting the commission for referrals.
  3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.
- Examiners and invigilators and others involved in the certification process are not and will not be put under any pressure and will not be influenced in any way to come to a particular conclusion regarding the result of an examination.

## **Discovery Royal Sports LLC's Impartiality Norms:**

- No outsourcing of Examinations to Training Institutes.
- No Referral Fees to be paid to Training Institutes.
- Facts based communication to Candidates / Training Institutes.
- Not require the candidates to complete the certification body's own education or training as an exclusive prerequisite when alternative education or training with an equivalent outcome exists
- Adherence to all Accreditation and other **Discovery Royal Sports LLC** Policies.
- **Discovery Royal Sports LLC** shall not carry-out any other conflicting services other than its core business of Certification.
- **Discovery Royal Sports LLC** shall not employ any professional conflicting its ethical policies.
- **Discovery Royal Sports LLC** shall not allow any of its Examiners and invigilators to market the services and conduct the examinations for the same candidate.
- **Discovery Royal Sports LLC** shall not allow any of its Examiners and invigilators to carry out financial transactions with Candidates / Training Institutes.
- **Discovery Royal Sports LLC** shall not carry-out business with any Training Institutes inducing pressures to compromise impartiality.
- All employees of **Discovery Royal Sports LLC** shall disclose any situation impairing the business ethics.
- **Discovery Royal Sports LLC** shall not allow any of the Examiners and invigilators to carry out examinations for the customer at least for 2 years from the date of relinquishment from their services for the candidate.
- **Discovery Royal Sports LLC** shall not allow any Examiners and invigilators to compromise on the examination timing as required as per the accreditation / **Discovery Royal Sports LLC** norms.
- **Discovery Royal Sports LLC** shall not allow any Examiners and invigilators to conduct the examination for the customer for which it has not been approved.
- **Discovery Royal Sports LLC** shall maintain transparency with regard to all information.
- No Examiners and invigilators shall divulge any confidential information of the customer to any third party without written consent from the customer and approval by Director
- No Examiners and invigilators shall carry any customer information with them after the usage period. All customer information shall be returned after usage.
- Utmost care / verification to be carried out for granting the right scope of certification.
- Any unethical practice observed should be notified to the management at the earliest.
- **Discovery Royal Sports LLC** shall not allow any of its Examiners and invigilators to accept any gifts from customer / Training Institutes.



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- **Discovery Royal Sports LLC** shall not allow any Examiners and invigilators to conduct examination for the organization where any of its family members / close relatives are involved at a decision making position.
- The Management in consultation with Impartiality Committee shall take disciplinary actions for non-adhering to impartiality policies.

**Public Statement (as it appears on Discovery Royal Sports LLC's website)**

**Discovery Royal Sports LLC**, its Director, Managers, Staff and others involved in the Certification of Persons fully understand the importance of impartiality in undertaking its Personnel certification activities.

**Discovery Royal Sports LLC** will therefore ensure that in its dealings with Candidates or potential Candidates, all employees or other personnel involved in Personnel certification activities are, and will remain, impartial.

To ensure that impartiality is both maintained and can be demonstrated, **Discovery Royal Sports LLC** has identified and risk assessed all relationships, which may result in a conflict of interest or pose a threat to impartiality.

Approved

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Om Prasad Uprey  
Managing Director