

## Candidate Code of Conduct

### Acceptance of Scheme Requirements

The candidate must agree to:

- Comply with the requirements for certification.
- Not be in possession (deliberately or non-deliberately) or attempt to use forged, doctored, or fake certification to obtain employment or employment opportunities; to use or possess forged, doctored, or fake certification prior to registering on a valid CompEx qualification.
- Make claims for certification only with respect to the scope for which certification has been granted.
- Not use the certification in such a manner as to bring the Certification Body (CompEx Certification Limited) into disrepute. (Learners in possession of an illicitly forged certificate will have all recent valid certification removed. In addition, CompEx will ban learners from registering on further CompEx training for 18-months. For repeated or continuous attempts, the time frame will be increased to a defined or indefinite period deemed appropriate by the Certification Body).
- Report suspicions of fraudulent or fake Approved Training Partners, malpractice, or maladministration and comply with an investigation.
- Not make any statement regarding the certification which the Certification Body (CompEx Certification Limited) may consider misleading or unauthorised.
- Not make any statement regarding the certification which an employer or contractor may consider misleading.
- Not engage in any fraudulent or collusive behaviour before, during or after the practical or theory assessment.
- Not to make false, threatening, or defamatory whistleblowing claims regarding CompEx Certification Limited or an Approved Training Provider.
- Discontinue the use of all claims to certification that contains any reference to the Certification Body (CompEx Certification Limited) or certification upon suspension or withdrawal of certification; and to return any certificates issued to the Certification Body (CompEx Certification Limited).
- Not use the certificate in a misleading manner.
- The processing and storage of personal data and results, as detailed in the CompEx Privacy Policy (CCL2000) and in accordance with the General Data Protection Regulations 2018.

At the registration stage the candidate must:

- Provide centres with all documentation listed in the CompEx Privacy Policy (CCL2000). Documents must include original evidence of qualifications, photographic identification such as a valid passport, driving licence or national ID Card.
- Once registered onto the CompEx course, abide by the individual assessment centre's own code of conduct.