

Corporate Policy  
For  
Human Resources

**Code of Ethics**

**Environmental Health Laboratories**

A division of MAS Technology Corporation

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MAS TECHNOLOGY CORPORATION Corporate Policy

TITLE: **Code of Ethics**

Approved by:  Date: 2-24-2001  
President, CEO

Approved by:  Date: 2-21-2001  
Vice President

Approved by:  Date: 2-26-2001  
General Manager

Approved by:  Date: 2-26-2001  
Quality Assurance Officer

Approved by:  Date: 2-28-2001  
Human Resource Manager

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## **1. SCOPE & APPLICATION**

**1.1** Environmental Health Laboratories is committed to ensuring the integrity of our data, meeting the quality needs of our clients, and providing our employees with guidelines and an understanding of the ethical and quality standards required to work in the environmental testing industry.

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## **2. STATEMENT OF POLICY**

It is our policy to promote the highest standard of quality into all of our services by adhering to the following practices:

**2.1** EHL will only offer environmental analyses for which it can consistently demonstrate compliance with high quality, traceable and legally defensible performance standards.

**2.2** EHL staff are committed to complete honesty in the production and reporting of data and will present our services in a confidential and forthright manner.

**2.3** EHL staff who are aware of misrepresentation of facts regarding analytical data, or the improper manipulation of data, are required to immediately inform the Quality Assurance Officer, General Manager, and/or the President.

**2.4** The General Manager and Quality Assurance Officer will promptly investigate any reports of suspected violations and will respond in a timely manner to all employee concerns regarding data quality and ethical behavior. The General Manager and President have the authority to resolve all known or potential violations of this policy and will determine if the circumstances warrant client notification.

**2.5** Willful disregard or failure to comply with the EHL Code of Ethics will result in immediate and unconditional termination of employment.

**2.6** Some examples of laboratory issues and acceptable solutions are given in an article written by Ann Rosecrance, which appeared in Water Environment Laboratory Solutions, Aug/Sept, 2000.

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### 3. DEFINITIONS

**3.1** Fraud -is defined as an employee willfully, knowingly and intentionally misrepresenting the facts or analytical data.

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### 4. REFERENCES

- The internal MAS Technology Corporation Non-Technical SOP template.
- ACIL Seal of Excellence Program.
- NELAC Quality Standards, July 1, 1999 and as revised November 1999.
- Water Environment Laboratory Solutions, August/September 2000.

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## Environmental Health Laboratories

### Controlled Document Validation Sign-Off Sheet

#### Corporate Policy for Code of Ethics / MAS-HR-005-01 Document Name / Number to be Reviewed

I have read and fully understand all provisions of the EHL Code of Ethics. I further realize and acknowledge my responsibility as an EHL staff member to follow these standards. I clearly understand that adherence to these standards is a requirement of continued employment at EHL.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_