

# **Sequoia Analytical Ethics and Data Integrity Agreement**

I, \_\_\_\_\_ (print name), state that I understand the high standards of integrity required of me with regard to the duties I perform and the data I report in connection with my employment at Sequoia Analytical. I understand that the company's vision is to perform its duties for the greater good and long-term survival of all organisms in the biosphere. Our core values are honesty, compassion, success, service, and integrity. I understand that it is critical for our long-term success that each and every employee align with all company core values.

I agree that in the performance of my duties for Sequoia Analytical and its clients, I shall conform to the following ethics standards and will report immediately to the Quality Assurance Manager and the appropriate supervisor any information concerning misrepresentation of analytical data that includes, but is not limited to:

- Altering an instrument computer or clock for any inappropriate purpose;
- Altering the contents of logbooks and/or data sheets to misrepresent data;
- Misrepresenting an analyst's identity;
- Changing raw data documents with correction fluid;
- Preparation and submittal of 'fake' data packages;
- Inappropriate calibration techniques such as peak shaving, setting fraudulent integrator parameters, use of computer macros that alter QC results, or altering biological testing controls;
- Changing reported results without proper documentation and approval;
- Altering injection volumes for calibration and misrepresenting the true values;
- Failure to comply with standard operating procedures or methods without proper documentation and approval;
- Any attempt to misrepresent data or events as they actually occur in the course of data production, review, or reporting;
- Disposing of or deleting electronic data files or hardcopy of raw data;
- Engaging in any practice that ultimately misrepresents data or narratives in any way.

I will not knowingly participate in any such activity and will not tolerate unethical practices by others. I understand that confidentiality will be strictly enforced by Sequoia Analytical when dealing with these matters. As a further extension of my commitment to this program, I am responsible for seeking approval to report data resulting from techniques or procedures that may deviate from standard operating procedures, methods, or industry standard practices. Any such reporting of data will include a laboratory narrative that must be approved by the appropriate supervisor and the QA Manager.

If I am unsure of how to properly handle data generated by me, I am responsible for seeking advise and approval from the Quality Assurance Manager and the appropriate supervisor. I agree to inform the Quality Assurance Manager and the appropriate supervisor of any accidental reporting of non-authentic data by myself or others within 24 hours of discovery.

I understand that if I knowingly participate in any such prohibited activity, I will be subject to serious disciplinary action that may include immediate termination by Sequoia Analytical. I also understand that I face individual suspension and debarment from all Federal programs should I be convicted of such practices. I understand that suspension and debarment from all Federal programs affects my ability to work in the environmental field, as well as, any other

professions where government funding or loans may be involved. I understand the most serious consequence of unethical conduct can be imprisonment if convicted.

My signature affirms my understanding of the consequences of violating this 'ETHICS AND DATA INTEGRITY AGREEMENT' and my commitment to its intent. My signature further affirms that I have received formal training on this topic.

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(Signature)

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(Date)

**Return to the Human Resources Department  
for placement in each personnel file.**

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