



**INSTITUTE OF CORROSION AND CORREX LTD**

**POLICY DOCUMENTS**

**Institute of Corrosion**

**Corrosion House**

**5 St Peters Gardens**

**Marefair**

**Northampton NN1 1SX**

**United Kingdom**

REVISION AND AMENDMENT REGISTER

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# INSTITUTE OF CORROSION QUALITY POLICY

It is the policy of the Institute of Corrosion (ICorr) to provide services of consistent high quality to its Members and Customers.

To achieve this objective the Institute has developed a Quality Management System in accordance with BS EN ISO 9001: 2015 as applicable to a Professional Engineering Institute.

This is achieved by the implementation of the Quality System contained in this Manual together with compliance with the requirements of *BS EN ISO 9001:2015 Quality management systems – Requirements* and other related Client, British, European and International Standards and Codes of Practice including any Statutory Regulations.

The Institute is committed to:

1. develop, implement and maintain the Quality Management System
2. continually improve the effectiveness of the Quality Management System
3. the enhancement of member/customer satisfaction#

As part of this commitment the Institute undertakes to:

1. ensure that member/customer needs and expectations are determined and fulfilled with the aim of achieving member/customer satisfaction
2. communicate throughout ICorr the importance of meeting member/customer needs and legal requirements
3. establish the Quality Policy and its objectives
4. conduct Management Reviews of the effectiveness of the implementation of the Quality Management System
5. ensure the availability of resources

**Scope of Manual**

The structure of the Quality Management System is defined in the Quality Manual and covers the following activities:

* Governance
* Professional assessment and sustainability of the membership of ICorr
* Approval and monitoring of training and certification schemes such as Cathodic Protection, Coating Inspection and the Industrial Coating Applicator Training Scheme (ICATS)

The structure of the Quality Management System is defined in the Quality Manual.

All personnel understand the requirements of this Quality Policy and abide by the contents of the Quality Manual.

ICorr continuously monitors its quality performance and implements improvements when appropriate.

This Quality Policy is regularly reviewed in order to ensure its continuing suitability.



G Hinds

President

# CORREX LTD QUALITY POLICY

It is the policy of Correx Ltd to provide services of consistent high quality to its Customers.

To achieve this objective Correx has developed a Quality Management System in accordance with BS EN ISO 9001: 2015 as applicable to a Professional Engineering Institute.

This is achieved by the implementation of the Quality System contained in the Quality Manual together with compliance with the requirements of *BS EN ISO 9001:2015 Quality management systems – Requirements* and other related Client, British, European and International Standards and Codes of Practice including any Statutory Regulations.

Correx is committed to:

1. develop, implement and maintain the Quality Management System
2. continually improve the effectiveness of the Quality Management System
3. the enhancement of member/customer satisfaction

As part of this commitment, Correx undertakes to:

1. ensure that customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction
2. communicate throughout Correx the importance of meeting customer needs and legal requirements
3. establish the Quality Policy and its objectives
4. conduct Management Reviews of the effectiveness of the implementation of the Quality Management System
5. ensure the availability of resources

**Scope of Manual**

The scope of the Quality Management System is the Management of the Industrial Coatings Applicator Training Scheme

The structure of the Quality Management System is defined in this Quality Manual.

All personnel understand the requirements of this Quality Policy and abide with the contents of the Quality Manual.

Correx continuously monitors its quality performance and implements improvements when appropriate.

This Quality Policy is regularly reviewed in order to ensure its continuing suitability.

………………………………….

S J Barke

Managing Director

Correx Ltd

# INSTITUTE OF CORROSION AND CORREX LTD - DATA PROTECTION POLICY

**Introduction**

The Institute of Corrosion (ICorr) is required to maintain certain personal data about living individuals for the purposes of satisfying operational obligations. The Institute recognises the importance of the correct and lawful treatment of personal data; it maintains confidence in the organisation and provides for successful operations.

The types of personal data that the Institute of Corrosion may require include, as examples, information about current, past and prospective employees and officers of ICorr; members of ICorr; individuals who hold certification where ICorr is the Certificating Body; suppliers and others with whom it communicates. This personal data, whether it is held on paper, on computer or other media, is subject to the appropriate legal safeguards as specified in the Data Protection Act 1998.

The Institute of Corrosion fully endorses and adheres to the eight principles of the Data Protection Act. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation, and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for the Institute must adhere to these principles.

**Principles**

The principles require that personal data shall:

1. be processed fairly and lawfully and shall not be processed unless certain conditions are met;
2. be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;

be adequate, relevant and not excessive for those purposes;

1. be accurate and, where necessary, kept up to date;
2. not be kept for longer than is necessary for that purpose;
3. be processed in accordance with the data subject’s rights;
4. be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures;
5. not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Satisfaction of principles**

In order to meet the requirements of the principles, the Institute of Corrosion shall:

* observe fully the conditions regarding the fair collection and use of personal data;
* meet its obligations to specify the purposes for which personal data is used;
* collect and process appropriate personal data only to the extent that it is needed to fulfil operational or any legal requirements;
* ensure the quality of personal data used;
* apply strict checks to determine the length of time personal data is held;
* ensure that the rights of individuals about whom the personal data is held, can be fully exercised under the Act;
* take the appropriate technical and organisational security measures to safeguard personal data;
* ensure that personal data is not transferred abroad without suitable safeguards.

**The Designated Data Protection Officer**

The Institute of Corrosion shall ensure compliance with the Data Protection Act by nominating a Data Protection Officer who shall be responsible for implementation of this policy on behalf of the Council, Trustees and President of ICorr. The Data Protection Officer may be contacted at:

Data Protection Officer

Institute of Corrosion

Corrosion House

5 St Peters Gardens

Marefair

Northampton NN1 1SX

Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with the Data Protection Officer.

**Status of the policy**

This policy has been approved by the Council of the Institute of Corrosion and employees of ICorr shall be bound by its principles. Any employee who considers that the policy has not been followed in any way (for example in respect of personal data about themselves or others) should raise the matter with the Data Protection Officer in the first instance.

**Subject access**

All individuals who are the subject of personal data held by ICorr are entitled to:

* ask what information ICorr holds about them and why.
* ask how to gain access to it.
* be informed how to keep it up to date.
* be informed what ICorr is doing to comply with its obligations under the 1998 Data Protection Act.

**Employee responsibilities**

All employees are responsible for:

* checking that any personal data that they provide to ICorr is accurate and up to date. ▪ Informing ICorr of any changes to information that they have provided, e.g. changes of address.
* checking any information that ICorr may send out from time to time, giving details of information that is being kept and processed.

If, as part of their responsibilities, employees collect information about other people (e.g. about the personal circumstances of members, or about individuals in a certification scheme), they must comply with this Policy.

**Data security**

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted. All staff are responsible for ensuring that:

* any personal data which they hold is kept securely
* personal information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

**Rights to access information**

All subjects of personal data held by ICorr have the right to access any data that is being kept about them on computer and also have access to paper-based data where it is held on manual filing systems. This right is subject to certain exemptions that are set out in the Data Protection Act. Any person who wishes to exercise this right should make the request in writing to the Data Protection Officer..

The Institute of Corrosion reserves the right to charge a fee payable for each subject access request. If personal details are inaccurate, they shall be amended upon request for no further charge. ICorr aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days of receipt of a request unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

**Publications**

Information that is in the public domain is exempt from the 1998 Data Protection Act. This would include, for example, information contained within publications. Any individual who has good reason for wishing details in such publications to remain confidential should contact the Data Protection Officer.

**Subject consent**

The need to process data for normal purposes has been communicated to all data subjects (e.g. members of ICorr). In some cases, if the data is sensitive, for example information about health, race or gender, express consent from the individual to process the data must be obtained.

**Retention of data**

The Institute of Corrosion shall keep some forms of information for longer than others. All staff are responsible for ensuring that information is not kept for longer than necessary.

The Institute of Corrosion has produced a Data Protection Manual in support of this policy. These documents can be obtained from the Data Protection Officer. The purpose for holding personal data, and a general description of the categories of people and organisations to whom it may be disclosed, are listed in the Data Protection Manual as part of the Data Protection register. This information may be inspected or obtained from the Date Protection Officer.

# INSTITUTE OF CORROSION AND CORREX LTD - CONFLICT OF INTEREST POLICY

All staff, volunteers, Council and management committee members of ICorr and Correx will strive to avoid any conflict of interest between the interests of the Organisation on the one hand, and personal, professional, and business interests on the other. This includes 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 the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Examples of conflicts of interest include:

1 A committee member who is also a user who must decide whether fees from users should be increased.

2 A committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.

3 A committee member who is also on the committee of another organisation that is competing for the same funding.

4 A committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment, each committee member will make a full, written disclosure of any interests that could potentially result in a conflict of interest, such as relationships, and posts held. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisation’s best interests and the committee member’s best interests or a conflict between the best interests of two organisations that the committee member is involved with.

\*Option 1: After disclosure, I understand that I may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.

**This Conflict of Interest Policy was approved by:**

**Signature: Position:**

**Date:**

**INSTITUTE OF CORROSION AND CORREX LTD - CONFLICT OF INTEREST STATEMENT**

**Declaration of Interest**

I declare that I have **no/** **the following\*** interests that may be viewed as an actual/potential/perceived conflict of interest:

(\* *delete as required)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Company, Partnership, Body, Organisation, or Person. | Nature of Interest (e.g. shareholder, director, partner, advisor, employee, investor, friend) | Type of Interest (e.g. direct or indirect, financial) | Date of Appointment | Date of Resignation |
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I confirm I have read and I understand the Institute’s Conflict of Interests Policy and in declaring the above interest(s) I am complying with the policy. I accept that in submitting this declaration I remain personally responsible for ensuring I do not place myself in a position or situation which may result in a potential or perceived breach of this policy.

Signed:

Name:

ICorr Position:

Date:

# INSTITUTE OF CORROSION AND CORREX LTD - IMPARTIALITY POLICY

The Council of the Institute of Corrosion and Board of CORREX are committed to ensure impartiality and objectivity in their certification activities and manage any conflict of interests.

ICorr and CORREX will comply with the requirements of ISO 17024:2012 and ensure impartiality for all its personnel related to the certification activities.

ICorr and CORREX commit to act impartially in relation to their applicants, candidates, and certified persons. Certification decisions are made in accordance with policies and procedures. Policies and procedures affecting applicants, candidates, and certified persons accurately convey information about the certification program. ICorr and CORREX understand threats to impartiality that include, but are not limited to, self-interest, relationship of personnel, financial interests, favouritism, conflict of interest, familiarity, and intimidation. ICorr and CORREX periodically conduct a threat analysis to determine the potential, both real and perceived, of an individual or an organisation to influence certification.

ICorr and CORREX do not and will not offer any commission, to any individual or institution in respect of referrals of Candidates. Any training offered by ICorr and CORREX is general in nature. ICorr and CORREX will ensure that it is not linked or marketed in any way which links it with the activities of a training related to personnel certification.

To demonstrate effective Implementation of Impartiality policy of ICorr and CORREX, we will:

1. Not provide any customised training services for realisation, continuity and sustenance of certification within 2 years prior to certification of a candidate.
2. Not take certification related decisions under any influences.
3. Not restrict certification on the grounds of undue financial or other limiting conditions, such as membership of any association or group.
4. Not use unfair means to impede or inhibit access by applicants and candidates.
5. Not state or imply that certification would be simpler, easier, faster or less expensive if any specified education/ training services are used.
6. Take action to respond to any threats to its impartiality arising from the actions of other persons, bodies or organisation.
7. Ensure that our personnel, both external and internal, or committees, who could influence certification activities will not allow any commercial, financial or other pressures to compromise impartiality.
8. Not require the candidates to complete ICorr and CORREX’s own education or training as an exclusive prerequisite for certification.
9. Not carry out business with any institutions inducing pressures to compromise impartiality.
10. Not allow any Examiner/Invigilator to compromise on the assessment timing as required as per the accreditation / ICorr and CORREX policies.
11. Maintain transparency with regard to all information.
12. Not allow any of its Examiners and Invigilators to accept any gifts from applicants / individuals /institutions.
13. Not allow any Examiner/Invigilator to conduct examination for the candidates, who are family members/close relatives

**This Impartiality Policy was approved by:**

**Position:**

**Date:**

**Signature:**

# INSTITUTE OF CORROSION AND CORREX LTD - HEALTH AND SAFETY POLICY

## 1. Statement of general policy

This is the statement of general policy and arrangements for Institute of Corrosion and Correx Ltd

The organisation is committed to:

* Provide a safe place of work
* Provide safe systems of work
* Provide training, instruction and supervision
* Provide and maintain safe plant and equipment
* Assess the risks to anyone who might be affected by carrying out work activities
* Ensure materials and substances are safely stored, handled and transported
* Work to prevent accidents

## 2. Responsibilities

Building Manager has overall and final responsibility for health and safety.

Office Manager has day-to-day responsibility for ensuring this policy is put into practice.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.

## 3. Arrangements

### 3.1 Training

All staff and subcontractors will be given a health and safety induction and provided with appropriate training, including manual handling, asbestos awareness and working at height.

Supervisors and managers are responsible for identifying training needs.

Office Manager is responsible for keeping a record of all training.

### 3.2 Carrying out risk assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce to an acceptable level and the risk assessments will be provided to operatives.

### 3.3 First aid

Adequate first aid provisions will be available. All first aid incidents will be recorded.

### 3.4 Welfare facilities

Management will ensure there are adequate welfare facilities on all sites.

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### 3.5 Accident reporting

All employees will report accidents to their supervisor or manager. The Office Manage is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.

All accidents will be recorded in the accident book which is kept by Office Manager and is located in the Office Manager’s Office.

### 3.6 Emergency procedures

Building Manager is responsible for carrying out fire risk assessments.

Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

**This Health and Safety Policy was approved by:**

**Position:**

**Date:**

**Signature:**

# CODE OF ETHICS FOR ICORR MEMBERS

See ICorr Code of Professional Conduct and Enforcement of the Code.

# CODE OF ETHICS FOR ICORR CERTIFICATED INSPECTION AND CATHODIC PROTECTION PERSONNEL

This code must be upheld by all personnel Certificated to Levels 1 to 5 under the Institute of Corrosion’s *ICorr Certification Scheme* for Inspection and Cathodic Protection personnel engaged in painting and coating inspection, cathodic protection, and in inspection of pipe coating, insulation, fire proofing and metallic coatings.

This Code was approved by the Council of the Institute of Corrosion in December 2013.

Before ICorr Certification or Re-certification can be issued, participants in the scheme shall sign this Code of Ethics and undertake to comply with the following:

1. I undertake to uphold the dignity and good standing of my profession and the Institute of Corrosion and its Certification Scheme; I will observe the highest standards of ethical behaviour and obey local laws.
2. I will exercise due skill, care and diligence in all of my professional activities.
3. I acknowledge that my activities may impact on the health and safety of individuals, of the public at large, on the safety of plant and facilities on which I work and on the environment; I will be rigorous in the execution of my professional activities.
4. I shall not use ICorr Certification to mislead any individual, employer or authority by presenting it as testimony that applies to any task outside the scope of the Certification as declared on the ICorr Certificate. I shall not permit my ICorr Certification to be used by any other party nor shall I knowingly permit my Employer or others to misuse the Certification documents issued to me.
5. I shall always endeavour to become fully familiar with my duties and understand the scope of my authority prior to performing work. I shall not accept duties for which I am not trained and proficient; if I am requested to do so I will request – (in writing) – to receive additional training and mentored experience.
6. I recognise that it is my duty to perform tasks as I have been contracted to do and I shall not allow deviations from specified requirements unless given permission – (in writing) – to do so by a higher authority.
7. I will report – (preferably in writing) – to a higher authority if I am aware of any specified requirements which may lead to adverse work or conditions which were not intended.
8. I will endeavour to perform inspections, tests, measurements and any other work for which I have been contracted to the best of my ability and will inform my superior(s) – (in writing) – if I am unable to do so.
9. I will not accept gratuities of any kind which may affect my judgement in the work that I am performing as an ICorr Certificated individual.
10. I will endeavour to be fair, reasonable and objective towards the requirements for which I perform at all times.
11. I will not allow my work to be influenced by personalities or other individual considerations.

I hereby agree to uphold and abide by this code and I acknowledge that I may be subject to a disciplinary procedure, that could result in loss of Certification, if it can be proven that I have failed to comply or have provided false information associated with my participation in the scheme.

Printed Name:

Signature

Date:

# CODE OF ETHICS FOR ICORR CERTIFICATED INDUSTRIAL COATING APPLICATORS

This code must be upheld by all personnel Certificated under the *ICATS Certification Scheme* for industrial coating application personnel..

Before commencing ICATS Certification, Candidates in the scheme shall sign this Code of Ethics and Confidentiality Agreement and undertake to comply with the following:

1. I undertake to uphold the dignity and good standing of my profession and the Institute of Corrosion and its Certification Scheme; I will observe the highest standards of ethical behaviour and obey local laws.
2. I will exercise due skill, care and diligence in all of my professional activities.
3. I acknowledge that my activities may impact on the health and safety of individuals, of the public at large, on the safety of plant and facilities on which I work and on the environment; I will be rigorous in the execution of my professional activities.
4. I shall not use ICorr Certification to mislead any individual, employer or authority by presenting it as testimony that applies to any task outside the scope of the Certification as declared on the ICorr Certificate.
5. I shall always endeavour to become fully familiar with my duties and understand the scope of my authority prior to performing work. I shall not accept duties for which I am not trained and proficient; if I am requested to do so I will request – (in writing) – to receive additional training and mentored experience.
6. I recognise that it is my duty to perform tasks as I have been contracted to do and I shall not allow deviations from specified requirements unless given permission – (in writing) – to do so by a higher authority.
7. I will report – (preferably in writing) – to a higher authority if I am aware of any specified requirements which may lead to adverse work or conditions which were not intended.
8. I will endeavour to perform inspections, tests, measurements and any other work for which I have been contracted to the best of my ability and will inform my superior(s) – (in writing) – if I am unable to do so.
9. I will not accept gratuities or payments of any kind that may affect my judgement in the work that I am performing as an ICorr Certificated individual.
10. I will endeavour to be fair, reasonable and objective towards the requirements for which I perform work at all times.
11. I will not allow my work to be influenced by personalities or other individual considerations.
12. I will not possess, disclose, distribute, or use any ICATS exam-related materials or assist another person in obtaining or using such materials.

I hereby agree to uphold and abide by this code and I acknowledge that I may be subject to a disciplinary procedure administered by the Institute of Corrosion, which could result in loss of Certification, if it can be proven that I have failed to comply or have provided false information associated with my participation in the scheme.

Printed Name:

Signature

Date:

# CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

ln consideration of my association with the Institute of Corrosion, including any association with CORREX Ltd. a wholly owned subsidiary of the lnstitute, l, the undersigned (the associate), hereby agree to the terms of this agreement (the "Agreement"):

For the purposes of this agreement "association" covers employment by the lnstitute, paid or unpaid office of the lnstitute, membership of any committee of the lnstitute or employment by or membership of any body (including individuals) involved in offering or delivering products or services of any kind to the lnstitute

### CONFIDENTIAL INFORMATION

1. Information. I agree at all times during the term of my association and for a period of 10 years thereafter, to hold in strictest confidence, and not to use, except for the benefit of the lnstitute, or to disclose to any person, firm or corporation without written authorisation of the lnstitute, any confidential information of the lnstitute. I understand that "confidential information" means any lnstitute proprietary information, technical data, trade secrets or know-how, including, but not limited to, research, training programmes or training materials, lnstitute services, membership lists, markets, software, developments, marketing, finances or other business information disclosed to me by the lnstitute, either directly or indirectly.
2. **Exceptions. T**he foregoing obligations and restrictions do not apply to that part of the Confidential information that I can demonstrate:
3. was available or became generally available to the public other than as a result of a disclosure by me;
4. was available, or became available, to me on a non-confidential basis prior to its disclosure to me by the lnstitute or an lnstitute officer, but only if such information was not made available through a breach of confidentiality owed to the lnstitute;
5. was requested or legally compelled (by oral questions, interrogatories, requests for information or documents, subpoena, civil or criminal investigative demand or similar process) or is required by a regulatory body to make any disclosure which is prohibited or otherwise constrained by this Agreement, provided, that I shall: (a) provide the lnstitute with prompt notice of any such request(s) so that the lnstitute may seek an appropriate protective order or other appropriate remedy: and (b) provide reasonable assistance to the lnstitute in obtaining any such protective order. If such protective order or other remedy is not obtained or the lnstitute grants a waiver hereunder, then I may furnish that portion (and only that portion) of the Confidential lnformation which, in the written opinion of counsel reasonably acceptable to the lnstitute, I am legally compelled or am otherwise required to disclose; provided, that I shall use reasonable efforts to obtain reliable assurance that confidential treatment will be accorded any Confidential lnformation so disclosed.

## Former Employment lnformation. I agree during my association with the lnstitute, not to improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and not bring onto the premises of the lnstitute any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

## Third Party lnformation. I recognise that the lnstitute has received and, in the future, will receive from third parties their confidential or proprietary information subject to a duty on the lnstitute's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out my work for the lnstitute consistent with the lnstitute's agreement with such third party.

### RETURN OF PROPERTY

Upon termination of my association, I will return to the lnstitute, retaining no copies or notes, all documents relating to the lnstitute's business including, but not limited to, reports, abstracts, lists, correspondence, information, computer files, computer disks, and all other materials and all copies of such material, obtained by me during my employment or other activity with the Institute.

### NOTIFICATION OF FUTURE EMPLOYER

I hereby grant consent to notification by the lnstitute to any future or prospective employer about any rights and obligations under this Agreement.

### LEGAL AND EQUITABLE REMEDIES

I recognise that the lnstitute may be irreparably damaged by any breach of this Agreement and that the lnstitute shall be entitled to seek an injunction, specific performance or other equitable remedy to prevent such competition or disclosure, and may entitle the lnstitute to other legal remedies, including legal fees and costs.

###  ASSIGNS

I may not assign any of my rights, or delegate any of my obligations, under this Agreement.

### CONTINUING OBLIGATIONS

The obligations and rights described in this Agreement shall survive the termination of my association with the lnstitute.

### SEVERABILITY

Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other provision or any other jurisdiction, but this agreement will be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provisions had never been contained herein.

### COUNTERPARTS / ELECTRONIC SIGNATURES

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, use of a facsimile, e-mail or other electronic medium shall have the same force and effect as an original signature.

### GOVERNING LAW

This Agreement shall be governed by the laws of England without regard to its conflicts of law provisions.

lN WITNESS WHEREOF, the parties below hereby execute this Agreement on ……………

Signed: Signed Witness:

Name: ………………………………. Witness Name: ………………………………..

Accepted and Acknowledged

INSTITUTE OF CORROSION

…………………………………

Name:…………………………

Position: …………………………..