



Inspection / Audit No:	
Factory / Supplier:	
Inspection / Audit Date:	

Audit / Inspection Integrity Document

Dear Supplier,

Spector & Co provides impartial and objective assessment and inspection services on our partner facilities. Our assessment and/or inspection findings will be duly recorded and reported to our clients. We request your cooperation to enable us to effectively execute this process.

We operate a strict Code of Ethics for our representatives, which prohibits the acceptance of gifts, payment or benefit in any form, direct or indirect. This Code of Conduct letter is presented to the management of your facility for the purpose of explaining our expectations whilst our representatives execute their scope of service on behalf Spector & Co. We ask that you read this and sign it to confirm your understanding and agreement.

1. Never, under any circumstances, give in to demands or requests for benefits or payments from a Spector representative. If a Spector representative requests or solicits for any direct or indirect benefit, you must contact the Director of Compliance as per the contact details below.
2. Never, under any circumstances, collude or offer a facilitation payment, bribe, gift or benefit to a Spector representative. Any benefit given to a Spector representative will be construed as a corrupt practice and will be reported. This includes “tea money “or any other benefits regardless of the amount.
3. Spector is committed to fully complying with local laws and regulations, including such on anti-corruption and bribery. Where appropriate, Spector will not hesitate to cooperate with law enforcement authorities on suspected or actual offenses against these laws.
4. Do not put any undue pressure on our representatives to execute their work if conditions stipulated are not met
5. Do not put any undue pressure on our representatives to amend the results or recording of their findings.
6. During the work execution, our representatives may be required to take photos of the factory facilities, products being inspected or assessment/inspection processes in order to validate findings. Please ensure this process is not obstructed. Documents/ pictures or any other information gathered during the course of the Spector service will be kept confidential.
7. Provide a safe environment where Spector representatives can work freely & constructively in a way that is safe and conducive to doing their job properly and ensuring that the client's interest is protected. This may mean assistance with locating, moving and opening cartons for inspections. For audits it may mean arranging private and confidential employee interviews in a suitable place. It also means pointing out any safety hazards, and providing appropriate Personal Protective Equipment (PPE) and necessary training regarding any risk that may be encountered. Spector representatives will check the working environment of inspection & audit. In case potential risks are identified, which may jeopardize auditors and inspectors' health or safety; they have the right to discontinue the services if the factory cannot eliminate such risks.
8. We require a factory representative to sign the report prepared by our representatives to acknowledge the execution of their work and findings.
9. With regards to inspections, our representatives may request to take shipment samples for verification.
10. Trainee(s) may come along with senior inspectors /auditors to visit your factory. Also, based on the need, an interpreter may also accompany the Spector staff. Their presence will neither incur any additional charges, nor affects the final results.
11. If in doubt on any issues, please contact the Director of Compliance as specified the address box below

Thank you for your co-operation:



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Declaration by the factory

(to be filed by the factory once Spector Audit / Inspection Integrity Document is explained by Spector Staff)

We confirm that we received the Spector Audit / Inspection Integrity Document and the contents were explained by the Spector Staff, Mr. / Ms. _____ on _____ at _____ and we the understand the content, spirit and intent of the Spector procedure on Integrity.

Signature of Factory Representative

Factory Representative's contact number

(To be filed by factory after completion of services)

Item	Please declare if benefits offered to Spector Staff ✓	Yes	No
A	Meals		
B	Transportation		
C	Accommodations		
D	Money		
E	Gifts		
F	Benefits / Favours		
Explain Details of Free or Subsidized Benefits offered			

Signature of Factory Representative

Name and Designation

Signature of Spector Representative

Name and Designation

Date and Time

Company Chop

Please contact the following for sharings your complaints or suggestions

Chris Pearson
Director of Compliance

Tel: +01 514-337-7721 Ext: 316
Email: chrisp@spectorandco.com

Integrity Complaints Mailbox
integrity@spectorandco.com

Complaint Hotline Numbers:
+01 514-941-3433