

## Impartiality Policy

ROSEN is committed to acting impartially in relation to its applicants, candidates, and certified persons. Certification decisions shall be made in accordance with policies and procedures. Policies and procedures affecting applicants, candidates, and certified persons shall be made public and shall fairly and accurately convey information about the certification program.

ROSEN understands the threats to impartiality that include, but are not limited to, self-interest, activities from related bodies, and relationships of personnel, financial interests, favoritism, conflict of interest, familiarity, and intimidation. In upholding its commitment to maintain the highest level of impartiality and objectivity in its practices and decision-making,

## Non-Discrimination Policy

ROSEN discrimination against its applicants, candidates, certified persons and employees on the bases of race, color, national origin, age, disability, sex, gender identity, religion, and where applicable, political beliefs, marital status, or sexual orientation.

## Confidentiality Policy

ROSEN is committed to protecting confidential and/or proprietary information related to applicants, candidates, certificants and the examination development, maintenance, and administration process. The confidentiality policy applies to all ROSEN personnel, the QPPI Certification Board and committee members, contractors, and other individuals who are permitted have access to confidential information.

Confidential information includes but is not limited to:

- Applicant and candidates' records
- Examination development documentation (including JTA reports, technical reports, exam questions, answer keys, examination scores, etc.
- Disciplinary investigations and/ or actions

ROSEN personnel, the QPPI Certification Board and committee members shall keep confidential all applicants', candidates', and certified persons' information (including name, address, telephone numbers, and other confidential records) unless authorized for release by the applicant, candidate, or certified person.

ROSEN will only release confidential information when required by law and will be notified the candidate/certificants to the extent, which is permitted by law.