
Cobra Sports Services (CSS) – Impartiality Policy

This Policy sets out the framework & the processes of Cobra Sports Services (CSS) as a certification body (CB), to ensure that the certification activities are undertaken impartially.

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Caution

1. This document is electronically controlled, and only hard copies, identical in version no. to those published in the CSS e-Library, are considered.
2. This document should be updated before 36 months of its effective date.

Version History

| Revision | Date | Description | Modified By |
|----------|---------------|----------------------------|--------------|
| V1 | 01/April/2022 | Develop the main document. | Hany Shalaby |
| V2 | 01/03/2023 | Update | IM |
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Distribution List

| Departments |
|-------------------|
| - CEO Office |
| - Operations |
| - Commercial |
| - Human Resources |
| - Supply Chain |

Approvals

DECLARATION: The following sign-off represents agreement to the contents of this document. All signatories of this document must ensure that their team abides with it until it is superseded by another version.

| Name | Title | Responsibility | Signature & Date |
|----------------|---------------------------|----------------|------------------|
| Ahmed Moustafa | General Manager | Approver | |
| Ibrahim Mersal | Management Representative | Owner | |

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Introduction

- 1.1. This Policy sets out the framework & the processes of Cobra Sports Services (CSS) as a certification body (CB), to ensure that the certification activities are undertaken impartially. It also warrants that CSS shall not allow commercial, financial or other pressures to compromise impartiality.

Policy Structure

- 2.1. The top priority of CSS is to provide certification and other relevant services with no tolerance to any violations of our core values which are:
 - Impartiality
 - Integrity
 - Transparency
 - Competence
 - Objectivity
 - Confidentiality
- 2.2. The purpose of this policy is to establish, promote, and maintain a certification process that acknowledges that our clients comply with applicable local and, international standards and requirements.
- 2.3. CSS is committed to providing and maintaining a high quality, professional, impartial and cost-effective service that meets all relevant standards, specifications and other applicable requirements as required by accreditation bodies.
- 2.4. CSS manages conflicts of interest and potential conflicts of interest, and ensures the independence and impartiality of those involved in the services.
- 2.5. Adherence to this policy and the achievement of the goal will reassure all stakeholders about the value, integrity and reliability of the certificates issued by Cobra Sports Services.
- 2.6. The company's management is committed to providing all the necessary resources, to support those involved and to get involved in the efficient operation and continuous improvement of the company's management system.
- 2.7. CSS staff and other stakeholders are committed to understanding this policy, adhering to the principles and documented requirements, and maintaining ongoing competence.
- 2.8. CSS is committed to promoting fairness and avoiding all forms of discrimination based on race, gender, difference of ability, age, class, caste, or religious or ethnic affiliation in all its activities.

Roles & Responsibilities

- 4.1. The Certification Director is the owner of this Policy and he/she is fully responsible of the full adherence to its' clauses. The owner must take all reasonable measures to ensure that all relevant processes, procedures and work instructions are fully compliant with this policy.

Implementation of Policy

- 5.1. This Policy shall be deemed effective as of April 2022. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.
- 5.2. This Policy will be reviewed on bi-annually basis and upon making relevant changes to the aforementioned documents.