

 <b>AI CERTs™</b>  Date: 28 <sup>th</sup> Nov 2025	<b>AI CERTs</b>	Approved By: Mr. Chintan Dave
	Code of Conduct for Candidates & Certificants	Certification Director

### **Purpose:**

The purpose of this Code of Conduct is to establish clear expectations for ethical, professional, and responsible behavior by all candidates and certificants associated with AI CERTs. This ensures integrity, impartiality, professionalism, and trust in the certification process and the value of AI CERTs credentials.

### **Scope:**

This Code of Conduct applies to all:

- Candidates seeking certification
- Certified individuals (certificants)
- Individuals renewing certification
- Any person representing themselves as part of AI CERTs certification programs

### **1. Professional Conduct:**

Candidates and certificants shall:

- Act with honesty, integrity, and professionalism at all times.
- Demonstrate respect toward peers, trainers, exam staff, and AI CERTs personnel.
- Avoid any behavior that may harm the reputation of AI CERTs or its certification programs.

### **2. Compliance with Laws and Regulations:**

Candidates and certificants shall:

- Adhere to all applicable local, national, and international laws.
- Comply with all AI CERTs policies, certification rules, and examination requirements.

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### 3. Examination Ethics:

Candidates shall not:

- Engage in cheating, copying, impersonation, or any form of misconduct.
- Share, reproduce, or solicit confidential exam content.
- Use unauthorized materials, devices, or assistance during examinations.
- Disrupt the examination environment.

Violations will result in disciplinary action, including cancellation of exam results or prohibition from future exams.

### 4. Confidentiality:

Certificants and candidates shall:

- Maintain confidentiality of all exam materials, scenarios, test items, and secure content.
- Not disclose proprietary AI CERTs certification information to unauthorized individuals.

### 5. Conflict of Interest:

Candidates and certificants must:

- Disclose any conflict of interest that may influence their participation, endorsement, or representation of AI CERTs certifications.
- Avoid situations that could compromise impartiality.

### 6. Ethical Use of Certification:

Certificants shall:

- Present their certification status accurately, without false claims.
- Not misuse, misrepresent, or exaggerate their certification.
- Discontinue use of AI CERTs credentials if certification expires, is suspended, or revoked.

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## 7. Misconduct and Disciplinary Actions:

Examples of misconduct include:

- Fraud, forgery, falsification of documents
- Cheating or attempting to gain unfair advantage
- Unethical professional practice
- Violating AI CERTs policies or exam rules

AI CERTs may impose disciplinary actions such as:

- Written warning
- Exam disqualification
- Revocation or suspension of certification
- Permanent ban from future certification activities

## 8. Reporting Violations:

Candidates and certificants are required to:

- Report any observed misconduct or violations of this Code of Conduct.
- Cooperate fully in investigations conducted by AI CERTs.

Reports may be submitted confidentially to: [compliance@aicerts.ai](mailto:compliance@aicerts.ai)

## 9. Agreement:

By applying for, participating in, or maintaining certification, candidates and certificants acknowledge that:

- They have read, understand, and agree to comply with the AI CERTs Code of Conduct.
- Violations may result in disciplinary action.

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### **Version History**

Version	Date	Description of Changes	Policy Title/Section Updated	Notes
V1.0	8 <sup>th</sup> Jan 2024	Initial Copy	Code of Conduct for Candidates & Certificants	
V2.0	28 <sup>th</sup> Nov 2025	V2.0	Update Code of conduct for candidates	