

	Document Name: <b>QRS Impartiality and Confidentiality Policy</b>	Control No: CP05-P03	Rev. No: <b>1</b>
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### QRS Impartiality Policy

QRS addresses compliance to ISO 17025 Impartiality requirements by establishing an Impartiality Policy. QRS assures personnel awareness of all instances of potential breach of impartiality by documented means. QRS personnel complete a risk questionnaire to assure continuous impartial laboratory and organizational activities as a primary means of structuring and managing risks to Impartiality. QRS maintains procedures outlining the details of the elements of Impartiality.

### QRS Confidentiality Policy

QRS assures personnel awareness of the elements involved in maintaining confidential company proprietary information, to include equipment records, calibration certificates, financial information, purchase order agreements, and intellectual property (customer specifications, designs). QRS personnel records reflect Employment Contracts with NDA clauses addressing confidentiality. QRS captures the customer approval in advance when QRS plans indicate placing customer information in the public domain. QRS adheres to statutory requirements when releasing confidential information to public law enforcement authorities by informing the customer if authorized by legal authorities. QRS does not disclose any third party information obtained by sources other than the source of origination to the customer. This information remains confidential between the source and the laboratory and not shared with the customer.

### Document Revision History Table

Rev #	Note	Date
0	Initial Release	3/10/2022
1	Updated to reflect all requirements of Impartiality and Confidentiality.	3/29/2022