

**Code of Conduct
for
Auditor Trainees During Shadow Audits**

An individual in training for PAACO certification within any give auditing discipline shall, at all times, conduct himself/herself in a professional and ethical manner consistent with expectations of a PAACO certified auditor. The trainee agrees he/she is a guest of the PAACO certified auditor and the facility/company being audited. During the entire term of the shadow audit, the auditor trainee will be bound to all PAACO standards of confidentiality and behavior, including but not limited to the following terms and agreements:

The facility/company being audited, PAACO and the PAACO certified auditor, protect their proprietary and confidential information, including all of the audited company's operation and the audit being conducted. The trainee shall adhere to that same standard. The information, documents, items, materials and/or events observed by the trainee may not be disclosed to any person/entity during the audit or at any time after completion of the audit. This includes the results of the audit, the nature and conduct of the audited company's operation or the subjective perceptions/beliefs of the auditor trainee pursuing PAACO certification. The auditor trainee understands and agrees that disclosure of this confidential information, except as necessary in reporting the audit, exposes him/her to a significant risk of being named in a legal proceeding and may make him /her liable for all legal costs, monetary damages and, in some circumstances, jail, associated with the breach of this agreement. The trainee agrees in consideration of being given the PAACO training that he/she shall pay all legal expense incurred by PAACO and the owner of the facility/company being audited.

If the auditor trainee breaches this agreement, he/she is ineligible for PAACO certification.

Auditor Trainee: _____ (print)

Auditor Trainee: _____ (sign)

Date: _____