

1. CANDIDATE/ EMPLOYER RIGHTS

- Right to a fair and equal access for all candidates;
- Right to an impartial and fact-based assessment;
- Right to be notified whenever confidential information, by legal or contractual provision, is made publicly available, unless prohibited by law.

2. CERTIFIED PERSON/ EMPLOYER DUTIES

The certified person/ Employer commits to:

- Comply with the provisions described on the Personnel Certification Body Regulations;
- Comply with certification requirements;
- Do not use the Certificate in a misleading and/ or abusive way;
- In case of annulment of the certification, return the certificate issued by MWS and in case of suspension or cancellation of the certification, cease any references of it.
- Inform the Certification Body of all the elements or events that may affect the person's abilities to continue to comply the certification requirements.
- Do not act in a harmful way to the reputation of the certifying body or the certification process.

3. DUTIES OF THE PERSONNEL CERTIFICATION BODY

The Personnel Certification Body must:

- Verify and give information, upon request, if a person has certification, validity and scope, except where it is at issue compliance with a legal obligation;
- Provide information, including advertising, accurate and non-misleading.

4. CONFIDENTIALITY

- The Certification Body confidentially treats all the information, data and documents obtained during the certification process, from applicants, candidates, certified persons, employers and other parties involved, and makes those data and documents an exclusive use for the purposes of certification contemplated in this regulation, except when authorized by writing.

- In case where the Certification Body make available confidential information, by legal or contractual disposal, the customer or individual will be notified of the information provided, unless prohibited by law.

5. SUSPENSION AND CANCELLATION OF CERTIFICATION

The Personnel Certification Body may suspend or cancel the certification, within the validity period, in the following situations:

- For non-compliance with the certification scheme requirements;
- If the certified person presents a physical incapacity to carry out the activities covered by the certification;
- After proven evidence of the breach of ethical principles by the Certified Person/ Employer;
- After complaint, duly substantiated and proven by the Personal Certification Body, about the conduct of the certified person/ Employer.

In both cases, the Certified Person/ Employer shall immediately cease the use of certification rights, including the reference of the Certification Body. [The suspension of the certificate has a maximum period of two months, after which the certificate will be annulled.](#)

After the cancellation of the certification, the certified person/ employer must return the certificate issued by the Certification Body.

6. USE OF THE CERTIFICATE

The issuance of a certificate by the Personnel Certification Body attests that the person has demonstrated competence to perform a certain task, assessed according to the requirements of a specific documents, applicable to the certification scheme. The Certification Body only issues one original certificate per certification/ qualification. Only the original certificate issued by the Certification Body is valid to prove the certification/ qualification, all the copies will be considered invalid.

People or entities owners of certificates issued by Personnel Certification Body shouldn't use or make reference of the certification in a fraudulent or abusive manner. Whenever undue use of the Certificate is detected, the Personnel Certification Body will analyze the situation and take the necessary measures.

Certificates must be kept in a safe place. Any suspicion of falsification must be immediately reported to the Certification Body, as well as their loss or theft.