



Occupational Services to Industry

## GUIDELINES FOR ETHICAL USE OF EXERCISES & ASSESSMENT

Adherence to ethical standards in using any professional materials is important to protect and preserve respondents' rights, as well as the integrity of the material. Registered Users of Os2i's Materials are expected to achieve high standards in administering and interpreting the Materials, and in protecting the relevant copyright and trade marks. Registered Users who can be shown to have contravened the guidelines set out below may be refused access to any further Os2i Materials, and they may be asked to return any Materials in their possession. We respectfully remind Registered Users of exercises of obligations that form part of an assessment procedure. These are:

- To follow the administration and interpretation instructions contained in the manual of the exercise concerned, to ensure that exercises and assessments are properly used.
- To ensure that no unqualified person is allowed to administer or interpret Os2i Materials.
- To keep Os2i Materials in a safe place to prevent unqualified use and other abuses.
- To tell respondents how long data (e.g. results) will be kept on file, and indicate to whom and under what circumstances data will or will not be released.
- To take reasonable steps to keep individuals' results confidential, only divulging them to someone other than the respondent when there is legitimate cause and with the respondent's full knowledge.
- To observe all applicable laws on the protection of personal data.
- When communicating results, to ensure that their implications are clear to the recipient, and to explain the limitations of the exercises in any report.
- To use their best efforts to see that the respondent receives adequate information about the theory on which the exercises are based and appropriate feedback on his or her results, preferably in a face-to-face setting.
- Never to contravene copyright law by photocopying, computerising or adapting any part of the materials without prior agreement with Os2i and acceptance of Os2i's [Creative Commons Attribution-NonCommercial 3.0 Unported License](#).
- To take corrective action where bad practice or breach of copyright or infringement of trade mark is evident in their organisation.
- To review results regularly, including the outcome of decisions taken on them, and to pay attention to differences between groups, in particular those of a different race, gender, ethnic background or who are disabled.

Where a Registered User moves to a new employer or a new section of their existing employer, and is unable to take with him or her any Materials in his or her possession, it is the Registered User's responsibility to ensure that the Materials are not left in the care of an unqualified person. It may be possible, for instance, to pass them on to a colleague who is registered with Os2i and is qualified to use the relevant Materials. In the event that there are no known qualified individuals registered with Os2i to whom the Materials may be entrusted, Registered Users may wish to contact Os2i to discuss possible return and/or deletion of all Materials.



Occupational Services to Industry

All Registered Users shall be required, in using Os2i's Materials to verify any local requirements and/or restrictions on using the Materials in particular, in that jurisdiction, whether imposed by law, regulation or by a local regulatory or governmental body. Where any local requirements and/or restrictions exist that alter the criteria for, or prevent, use of the Materials within a particular jurisdiction, it shall be the responsibility of the Registered User to ensure that it fully complies with any and all such local requirements and/or restrictions. Where any individual or entity uses Materials in a particular jurisdiction in contravention of any local requirements and/or restrictions, whether knowingly or inadvertently, such individual or entity shall be solely responsible and liable for such use and shall hold harmless and indemnify Os2i in respect of any loss or claim by a third party against Os2i arising from such. Further, in the event that a Registered User has failed to ensure that any Materials may be legitimately used within a particular jurisdiction and subsequently purchases Materials for use in that jurisdiction, such Registered User shall be liable for the costs thereof and Os2i shall bear no responsibility or liability for return of such Materials or the reimbursement of any associated costs.

Further information on some of the issues raised above is given in the appendices that follow.

## Appendices to Guidelines for Ethical Use of Exercises & Assessments

### Appendix I - Feedback and Use of Data (Including Research)

This section gives guidance for appropriate feedback in the following scenarios:

- Assessment and development applications
- Recruitment applications, specifically:
  - Select-out (often an early stage of the selection process where candidates identified as less suitable for a role are deselected from the process)
  - Select-in (usually a final stage of a selection process, when one or more candidates have been identified as someone to whom a role may be offered)
- Research

The level of feedback that Os2i recommends:

- All assessment and development applications require person-to-person feedback
- 'Select-in' situations require person-to-person feedback
- In 'select-out' situations (e.g. large scale sifting), feedback should be offered, but may not always be taken up by the candidate. Feedback in select-out situations would be given sufficiently by computer-generated narrative reports for individual candidates

Therefore in practice this means: The feedback session is necessary to develop understanding, allow questions to be addressed and to explore and establish an individual's best fit.

BPS guidelines state that meaningful feedback should be given to candidates in a form, which is "clear and in a style appropriate to their level of understanding".

- Feedback in research projects

The requirements for giving feedback on individual results to respondents may be waived where data are being gathered for research purposes only. Respondents should be told beforehand that they will not receive feedback. However, researchers are encouraged to provide feedback if an individual requests it. If the exercise is being used in a research context such as to establish its reliability or validity, the experimental nature of its use should be clearly communicated to respondents. Assessment and development exercise data acquired within an organisational context should not be used to determine an individual's career development or promotion, unless it is supported by independent data such as a work progress record or peer review.

- Candidate consent for data use

Data acquired for one purpose, e.g. team building, should not be used for another purpose without the respondent's specific knowledge and consent.

## Appendix II - Proper Use of Trade Marks

Os2i produces many Materials under non-exclusive licenses:-



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Os2i asks that its trade mark be acknowledged. It also offers the following practical advice about the legal protection of trademarks: The TM symbol represents a trade mark, while the ® symbol represents a trade mark legally registered in a particular country or countries.

The appropriate symbol (TM or ®) should appear by the first reference to the trade mark within any document, or in the first place where it is used prominently. A footnote legend, indicating the ownership of the trade mark, should be put at the bottom of the page or at the end of the text or document. It is normal to use small print for the footnote. If it is not possible to reproduce the TM or ® symbol, use an asterisk after the trade mark and to precede the footnote legend. The trade marks should always be used as adjectives (for example, the phrasing "The ADEPT®



Occupational Services to Industry

exercises are used for development potential" must be used, not "ADEPT® is used for development potential"). Note that the term "ADEPT®" is a registered trade mark. If it is used within a document, then the ® symbol should appear by the first reference to it. This trade mark is registered with respect to software and printed matter. This advice applies particularly to consultants referring to trade marks within their proposals, client reports, promotional literature or advertising.

### Appendix III - Copyright

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