



AIFL Code of Conduct Policy

AIFL Code of Conduct

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Code of Conduct	April 2020/V1.1	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015

The Code of Conduct is to be read in conjunction with the organisations Policies and Procedures.

All staff members, trainers and assessors, students, third party providers and contractors are expected to maintain a standard of personal and professional behaviour that contributes to developing and sustaining a positive, safe and supportive work environment and culture.

All staff members, Trainers and Assessors, students, third party providers and contractors are expected to:

- Uphold high standards of honesty and integrity in their dealings and duties.
- Respect the dignity of all people we engage with as a community, by treating them with courtesy, honesty and sensitivity to their rights.
- Treat others fairly and with respect.
- Make decisions ethically, fairly and without bias using the best information available.
- Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority
 - Attention is drawn to the need to protect confidential information
 - Attention is also drawn to the strict guidelines surrounding working with vulnerable people, especially children
- Comply with all policies and procedures relevant to the person's position including declaring conflicts of interest as appropriate
 - Attention is drawn to the Work Health and Safety Policy and Procedure that emphasise the shared responsibility of all parties to keeping our work environment safe and which exclude:
 - Carrying, possessing, displaying or using a weapon
 - Smoking or Drinking whilst attending programs
 - Being under the influence of drugs or alcohol whilst attending programs
- Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of the organisation
- Act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any member of the organisation's community

All staff members, Trainers and Assessors, students, third party providers and contractors must not engage in any activity (including verbal abuse, physical abuse, assault, sexual or racial harassment, or bullying) that may, or does, cause physical or mental harm to another person.

Your signature on this document, or on my organisational letter of offer, or on my organisational employment contract, or on my service contract, means that, as a staff member, Trainer and Assessor, student, third party provider or contractor:

- you have read the code of conduct
- you are prepared to abide by the Code of Conduct; and
- you recognise the penalties for non-compliance



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Declaration

I have read and understand the information in this document, and I agree to follow the Code of Conduct during my involvement with the Australian Institute of Flexible Learning (AIFL).

My signature on this document, or on my AIFL letter of offer, or on my AIFL Employment contract, or on my Service contract, means that, as a staff member, Trainer and Assessor, student, third party provider or contractor:

- I have read the code of conduct
- I am prepared to abide by the Code of Conduct, and
- I recognise the penalties for non-compliance.

Name of individual signing: _____

Signed: _____

Date: _____