

Intec Business Colleges Ltd

Code of Conduct

For the benefit of employee's, customers, learners and other stakeholders Intec's code of professional conduct is set out below:

Staff have a duty to establish clearly the limit of their role and identify professional boundaries:

- Make it clear to learners what you can and cannot offer in the way of personal support
- Be careful when "off-loading" if it is personal you could be breaching confidence
- Keep relationships professional at all times
- Protect yourself from accusation and disciplinary action by maintaining your professional boundaries
- Consistency is essential for learners in delivering a high quality learning experience

As an Employee of Intec Business Colleges, it is expected that all staff exercise the greatest care in the relationships with all stakeholders including but not limited to learners and employers. Intec expects a high standard of integrity, conduct and for staff to avoid occasion for the suspicion of, or the appearance of improper conduct.

Behave in a professional, mature, respectful and fair manner whilst carrying out your role, Intec's employees should:

- Not making sarcastic remarks or jokes that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive
- Not embarrassing or humiliating learners and colleagues
- Not discriminating favourably or unfavourably towards any learner
- Treat all learners equally – never confer favour on particular learners
- Not to give or receive gifts

Ensure relationships with learners remain professional at all times:

- Not make arrangements to contact, communicate or meet with learners outside of work -including use of email, text, social networking sites and other messaging systems
- Maintain position of trust with the learner at all times
- Do not share, discuss or pass (confidential or otherwise) information regarding learners with those outside the organisation including on social network sites, text, email etc
- Maintain learner security/confidentiality of learner information at all times

Code Review

The Code of Conduct is reviewed annually by all members of the Senior Management Team.

Plan last reviewed: March 2022

Next Review Date: March 2023

Additionally this code will be reviewed as a result of legislative changes between dates.

Darren Bunting
Managing Director