**Code of Ethics**

**1. Introduction**

This Code of Ethics provides a framework for ethical conduct within the ICT Training Organisation. It applies to all staff, contractors, trainers, students, and any others affiliated with the organisation.

**2. Respect and Fairness**

We treat all individuals with respect and fairness, regardless of their race, religion, gender, age, disability, or socioeconomic status. We are committed to creating an inclusive and welcoming environment for all.

**3. Integrity and Honesty**

We act with integrity and honesty in all our interactions. We are transparent in our decisions and actions, and we hold ourselves accountable for our performance.

**4. Professionalism**

We maintain high professional standards in our work. We seek continuous improvement and strive for excellence in everything we do.

**5. Confidentiality**

We respect the privacy of our students, staff, and other stakeholders. We handle personal information responsibly and in accordance with our privacy policy and relevant laws.

**6. Compliance**

We comply with all applicable laws, regulations, and standards. We also adhere to our internal policies and procedures.

**7. Conflicts of Interest**

We avoid conflicts of interest, or the appearance of conflicts of interest, in our work. If a conflict of interest arises, we disclose and manage it in a fair and transparent manner.

**8. Social Responsibility**

We acknowledge our social responsibilities. We strive to make a positive impact on our community and the environment.

**9. Breaches of the Code**

Breaches of this Code of Ethics may result in disciplinary action, up to and including termination of employment or contract, or expulsion for students.

**Ethical Conduct Procedures**

1. **Understanding the Code:** All individuals should read and understand this Code of Ethics. Training sessions and resources will be provided to help individuals understand their ethical responsibilities.
2. **Identifying Ethical Issues:** If individuals are unsure about an ethical issue, they should seek guidance from their supervisor or the Ethics Officer.
3. **Reporting Ethical Concerns:** If individuals observe or suspect a breach of this Code, they should report it to their supervisor or the Ethics Officer. The organisation will treat all reports confidentially and protect reporters from retaliation.
4. **Addressing Ethical Breaches:** If a breach of the Code is reported, it will be investigated promptly. If the breach is confirmed, appropriate disciplinary action will be taken.
5. **Reviewing the Code:** This Code of Ethics will be reviewed periodically to ensure it remains relevant and effective.