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| A close up of a logo  Description automatically generated | <Code of Ethical Conduct for the ICT industry >Policy and Procedures |

Purpose

Regulate employee's behavior without violating company ethics

Scope

Company-wide

Policy principles

ACS Code of Professional Conduct Professional Standards Board Australian Computer Society

（<file:///C:/Users/sine/Downloads/Code-of-Professional-Conduct_v2.1.pdf>）

Responsibilities

1. The whole company should have a high-level ethics commander to update the company's ethics policy

2.Every employee should do his/her job well and not cut corners

Procedures

1.Review the grievance procedure

2.Review and report on the application of the RTO's code of ethics to the grievance procedure:

3.Write a report on your findings and submit report and recommendation to the relevant personnel (trainer/assessor) for their feedback.

4.Your trainer will provide feedback/instructions on your recommendations.

5.Make updates to the procedure or relevant documentation as per the personnel's feedback/instruction.

6.Submit changed/updated procedure or relevant documentation to the relevant personnel for approval and sign off.

（from student guide）

Once a month, the company can hold a group meeting and ask them to conduct a morality questionnaire to popularize people with low scores according to their scores