

CODE OF CONDUCT (CoC)

INTRODUCTION

The Code of Conduct applies to every Instructor/ Trainer/ Employee/ Member of the Training Institution. The CoC sets out acceptable, recommended and required professional and ethical behaviours. Adhering to the CoC is a commitment to ethical integrity in delivering training sessions.

PURPOSE

The purpose of the CoC is to foster a safe and respectful set of guidelines for the professional training delivery by the Training Institution and to assure that instructors/ trainers/ employees/ members maintain a high level of teaching ability and accountability.

CODE OF CONDUCT PRINCIPLES

Principle 1: Adhere to Applicable Law/s

All instructors, employees and members of the Training Institution need to abide by the applicable National Laws. For example, the Mauritius Qualifications Authority Act 2021, Equal Opportunities Act, etc

Principle 2: Follow the Scope of Practice

The instructors/ trainers must follow the Scope of Practice of the Training Institution. All instructors/ trainers must attest that they have read, understood, and agree to the Scope of Practice. The latter sets out acceptable, recommended, required practices by which instructors/ trainers agree to conduct themselves during training delivery.

Principle 3: Follow the Policies of the Training Institution

Instructors/ trainers must follow the anti-harassment and the sexual misconduct policies as stated below:

- ***ANTI-HARASSMENT & MISCONDUCT POLICY***

The Training Institution prohibits the conduct outlined below:

- Harassment of any person based on age, gender, gender identity, sexual orientation, race, ethnicity, culture, natural origin, religion, personal appearance, physical or mental ability, socioeconomic status, marital status, political activities or affiliation or any other basis proscribed by local, national and federal laws and regulations of Mauritius.

- Harassment of any person, either in-person or through online medium, such as trolling, stalking, using hate speech, threatening, intimidating, falsely accusing, reporting of false grievances, manipulating or otherwise harassing in any form or manner.
 - Sexual Harassment/ Misconduct of any person. Sexual Misconduct is any unwelcome conduct of a sexual nature either physical or verbal in nature.
 - Retaliation against any person who reports any instances of harassment.
- **NO SMOKING POLICY**
Smoking and use of tobacco are not allowed in the training room or in any location or venue where the training is taking place.

APPLICABILITY OF THE ABOVE POLICIES

- These Policies apply to any instructor/ trainer/ employee/ member of the Training Institution, in any context or environment where the latter presents themselves on behalf of the Training Institution at in-person training sessions or online sessions.
- Any grievance must be reported to the Training Institution within 2 years of its occurrence.

Principle 4: Do no harm

Any instructor/ trainer/ employee/ member of the Training Institution must attest that they will take reasonable steps to do no harm, verbally or physically; and will not intentionally or negligently cause harm to any person.

For safety purposes, the Training Institution prohibits smoking, the use of alcohol or drugs during any training session, except for drugs that have been prescribed for medical purposes by a licensed medical/ mental health professional.

Principle 5: Actively include all individuals

Instructors/ trainers/ employees and members of the Training Institution must not discriminate against and should actively include, accommodate and welcome all individuals.

This principle includes, but is not limited to, the following:

- Avoiding Discrimination: based on age, gender, gender identity, sexual orientation, race, ethnicity, culture, national origin, religion, personal appearance, physical or mental ability, socioeconomic status, marital status, political activities or affiliation or any other basis proscribed by local, national, and federal laws and regulations of Mauritius.
- Active Inclusion: Instructors/ trainers/ employees/ members of the Training Institution must include, accommodate and welcome people who are excluded on the bases named above. This practice promotes Equity within the Training Institution.

- Reasonable Accommodation: The Training Institution must facilitate, to the best of its ability, reasonable accommodations for people with disabilities. The Training Institution is responsible for complying with the disability laws and regulations of Mauritius, such as the Training and Employment of Disabled Persons Act and the Equal Opportunities Act.
- Judicious Physical Location/ Venues: The safety and accessibility of the physical location or venue of the training sessions must be carefully contemplated.

Principle 6: Respect the student-teacher relationships

This principle consists of, but is not limited to the following:

- Consent-based touch: The instructor/ trainer must obtain Explicit and Informed consent before physically assisting or adjusting students/ participants and trainees in practical training sessions. Explicit and informed consent may be verbal.
- Consent to record or take photograph: Instructors/ trainers must not take photographs and record video without the expressed consent of the students/ participants, trainees or members of the public who are included in the photograph or video.
- Romantic and/or sexual relationships: The instructors/ trainers should not enter into a new romantic and/or sexual relationship with a student/ participant or trainee during the course of a training programme/ course/ workshop or any such event / programme organized by the Training Institution.

Principle 7: Honesty and Transparency in communication and teaching

- Instructors/ trainers must not falsely represent their professional history, such as education, training, experience, and credentials.
- Instructors/ trainers must not plagiarize any copyrighted material and must accurately disclose the source of any teaching, writing, document, or resource which is not their own.
- Instructors/ trainers must not make unsupported or exaggerated claims regarding the effects of the protocols used in the training programmes of the Training Institution.
- Instructors/ trainers must abide by the Standard Operating Procedures (SOPs) of the Training Institution and not deviate from the standard process of any training sessions.