

Code of Conduct Policy

Australian Institute of Training Solutions- AITS is committed to providing a high quality service to clients as well as quality training and assessments within our industry. Therefore we expect our staff members to conduct themselves in a professional and ethical manner at all times.

This policy affirms Australian Institute of Training Solutions- AITS's belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Australian Institute of Training Solutions- AITS expects of all employees.

Our employees contribute to the success of our organisation and that of our Clients. Australian Institute of Training Solutions- AITS fully endorse that all employees are not deprived of their basic human rights. Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

The standard of behaviour expected by Australian Institute of Training Solutions- AITS:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Communicate professionally and effectively with all stakeholders of Australian Institute of Training Solutions- AITS
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to the General Manager, any interest which may constitute a conflict of interest. Including; working for another training organisation, or providing training to a close friend or family member.
- Promote the interests of Australian Institute of Training Solutions- AITS
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with Australian Institute of Training Solutions- AITS and/or our Clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.
- Rights to any ideas, innovations and discussions related to Australian Institute of Training Solutions- AITS training programs undertaken/developed by a staff member in work time shall vest in Australian Institute of Training Solutions- AITS

Australian Institute of Training Solutions- AITS expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Australian Institute of Training Solutions- AITS does not tolerate the use of tobacco, drugs or alcohol in work hours and similarly does not tolerate working with employees who may still be suffering the effects of drinking, smoking or drug taking.

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Any employee in breach of this policy may be subject to disciplinary action, including instant dismissal/termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the CEO of Australian Institute of Training Solutions- AITS.

This policy will be regularly reviewed by Australian Institute of Training Solutions- AITS and any necessary changes will be implemented by the CEO.

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