

# Code of Ethics

## PL007

Shafston International College operates as a registered training organisation under the Standards for RTOs 2025 and all applicable legislation.

We, the directors and employees of Shafston, seek to maintain the highest standards of corporate behaviour. When representing Shafston, our objective is to comply with the following minimum standards in our relationships with our students, clients, each other, our employer and with all those with whom we work.

### Integrity

We intend to act honestly and with integrity.

We will act only in the areas of our competence and in a careful and diligent manner.

We shall act with honesty, good faith and equity without discrimination towards our students, clients, each other, our employer and the community. We will not engage in misleading or deceptive conduct, including unacceptable tendering practices, and falsifying or wrongly withholding information.

### Respect and Inclusion

We intend to treat all persons and the community with dignity and respect.

For us this means:

- Providing and maintaining a safe and healthy environment within which to work and study;
- Continuing to develop relevant knowledge, skill and expertise throughout our careers and encouraging and actively assisting those with whom we are associated;
- Not discriminating against any person on the basis of age, sex, race, nationality, religion, political opinion, sexual orientation, gender identity, disability, or any other protected attribute under applicable legislation;
- Using digital tools and artificial intelligence (AI) responsibly and ethically in all professional activities.

### Conflicts of Interest

We will endeavour not to place ourselves in situations which result in conflicts of interest.

For us, conflicts of interest may arise:

- When our private interests conflict directly or indirectly with our obligations to Shafston;
- When we receive benefits from a person doing or seeking to do business with Shafston which is not in the best interests of Shafston.

### Use of Assets

We intend to use Shafston's assets (including funds, equipment and information) responsibly and only in the best interests of Shafston.

We will use Shafston's funds and equipment only for Shafston business purposes and not for our personal benefit. We will respect the proprietary character of confidential information concerning or owned by Shafston or its clients and not disclose it without proper authorisation.

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### Accountability

We accept responsibility and are accountable for our actions.

We take responsibility for the way in which we perform our functions and for fully reporting the results of our actions to our supervisor or management.

### Compliance with Law

We intend to comply with the law of the country in which we are operating.

We will seek to know and understand the laws which affect or relate to our activities, and notify our supervisor or management of any known failure to comply with the law.

### Document Control

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