

## CODE OF ETHICS

We, the directors and employees of Shafston House College Ltd trading as Service Skills Academy and Mary McConnel School of Early Childhood, seek to maintain the highest standards of corporate behaviour. When representing Service Skills Academy, 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.

### **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 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.

### **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 assist those with whom we are associated;
- not discriminating against any person on the basis of age, sex, race, nationality, religion, political opinion or personal characteristics.

### **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 Service Skills Academy;
- when we receive benefits from a person doing or seeking to do business with Service Skills Academy which is not in the best interests of Service Skills Academy.

### **We intend to use Service Skills Academy's assets (including funds, equipment and information) responsibly and only in the best interests of Service Skills Academy.**

We will use Service Skills Academy's funds and equipment only for Service Skills Academy business purposes and not for our personal benefit.

We will respect the proprietary character of confidential information concerning or owned by Service Skills Academy or its clients and not disclose it without proper authorisation.

### **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.

### **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 HISTORY AND VERSION CONTROL**

This document is uncontrolled when printed.

Version	Date Approved	Effect Date	Approved By	Brief Description
2.0	12/12/2013	12/12/2013	Compliance Manager	Minor updates
2.1	19/07/2016	22/07/2016	Compliance Manager	<ul style="list-style-type: none"> <li>• Re-brand</li> <li>• Addition of MMSEC to policy</li> </ul>
2.2	03/03/2017	06/03/2017	Compliance Manager	Re-brand