

| Document Title | Code of Conduct Policy | Date       |
|----------------|------------------------|------------|
| Version        | V1.03                  | 14/03/2022 |
| Author         | Compliplus Ltd         |            |

## **Policy Overview**

Each learner at Compliplus Limited is required to comply with the Code of Conduct. The purpose of the Compliplus Limited Learner Code of Conduct is to ensure that an appropriate academic environment, in which mutual respect for all learners, visitors and guests is promoted. The Code requires reasonable behaviour and consideration for others and is intended to assist learners in spending a fulfilling and rewarding time at the training. This policy sets out Compliplus Limited's expectations regarding learner implementation of the policy.

## **Policy Statement**

Commitment to the Code of Conduct

In registering for a PHECC training course at Compliplus Limited all learners are accepting the Code of Conduct and agreeing to adhere to the requirements and expectations identified within it.

## **General Behaviour**

All learners are expected to conduct themselves in an appropriate and respectful manner in their interactions with, and on behalf of, Compliplus Limited.

## **Training Course Conduct**

Learners are required to adhere to the reasonable and lawful instruction of PHECC Trainers & Affiliated Trainers during the Training Course.

Where any learner disrupts a Training Course or acts in a manner that fails to display dignity and respect to others, including by failing to follow the instructions of PHECC Trainers & Affiliated Trainers is within their rights to ask the learner to withdraw from the particular Training Course activity and to report the PHECC Manager.

## **Enforcement**

For the purpose of enforcing this Code, Compliplus Limited is entitled but not obliged to investigate any allegation of misconduct.

## **Rights of Compliplus Limited**

Compliplus Limited reserves the right to refuse to provide a certificate to any learner who has breached the Code of Conduct.

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### **Right of Appeal**

A learner has the right to appeal the outcome of a decision made by the PHECC trainers or Affiliated Trainers in consultation with the PHECC management team.