



WORKFORCE DEVELOPMENT

Ai GROUP TRAINING SERVICES

Level 2, 441 St Kilda Road
Melbourne VIC 3004 Australia

Code of Conduct

Ai Group Training Services

The National Manager RTO shall ensure that this Code of Conduct is advised to, understood by and adhered to by all employees and contractors (trainers/assessors).

All employees and contractors (trainers/assessors) shall:

- Act with the highest ethical standards.
- Not behave in a manner that damages the public confidence in the delivery of quality training.
- Ensure that all business dealings, financial transactions and training services on behalf of Ai Group Training Services are conducted with integrity in an honest, fair and reasonable manner.
- Use public funds and other resources responsibly.
- Not accept benefits, gifts or other inducements from third parties associated with business activities unless such benefits, gifts or other inducements do not influence the outcome of any dealing on behalf of Ai Group Training Services.
- Not enter any transaction or become engaged in any other situation, which may result in a conflict of interest with Ai Group Training Services.
- Maintain written records of all material dealings with external parties to provide adequate audit substantiation and demonstrate compliance with Ai Group Training Services policies.
- Be familiar with Ai Group Training Services policies and procedures relevant to activities undertaken.
- Not use the name, reputation or other resources to promote any business or non-business related activity without the approval of the National Manager RTO.
- Report to the National Manager RTO or other appropriate authorities any breaches of this Code of Conduct or any other unlawful activities of which he or she may become aware.

Approved by: Fiona Wischnewski-Green

Signature: 

Date: 23rd May 2017