



## **1. Introduction**

C-TAC is committed to maintaining a positive and professional work and educational environment for all staff and faculty members. This Code of Conduct outlines the expectations and standards of behaviour that must be adhered to by all staff and faculty members to uphold the values and reputation of C-TAC.

## **2. Principles and Values**

All staff and faculty members at C-TAC are expected to adhere to the following principles and values:

### **2.1. Integrity**

- Act honestly and ethically in all professional and academic matters.
- Avoid conflicts of interest and disclose any potential conflicts promptly.

### **2.2. Respect**

- Treat all individuals with respect, dignity, and courtesy, regardless of their role, background, or beliefs.
- Foster an inclusive and welcoming environment that values diversity.

### **2.3. Professionalism**

- Conduct oneself in a professional manner, demonstrating competence, reliability, and accountability in all responsibilities.
- Uphold the highest standards of academic and professional integrity.



#### **2.4. Collaboration**

- Work collaboratively and cooperatively with colleagues, learners, and stakeholders to achieve C-TAC's educational goals.
- Promote teamwork, open communication, and knowledge sharing.

#### **2.5. Safety**

- Prioritise the safety and well-being of learners, colleagues, and oneself.
- Comply with safety protocols and regulations in all work and educational activities.

#### **2.6. Compliance**

- Adhere to all applicable laws, regulations, policies, and procedures.
- Report any violations or concerns promptly to the appropriate authorities.

### **3. Responsibilities**

All staff and faculty members at C-TAC are responsible for:

#### **3.1. Professionalism**

- Demonstrating professionalism in all interactions with learners, colleagues, and stakeholders.
- Maintaining confidentiality of sensitive information and data.

#### **3.2. Teaching and Learning**

- Delivering high-quality educational content in alignment with CTAC's curriculum and educational standards.
- Providing fair and constructive feedback to learners.



### **3.3. Communication**

- Engaging in clear and respectful communication with learners, colleagues, and stakeholders.
- Resolving conflicts and disputes through open and respectful dialogue.

### **3.4. Safety and Security**

- Ensuring the safety and security of learners and colleagues in all educational and work activities.
- Reporting safety concerns or incidents promptly.

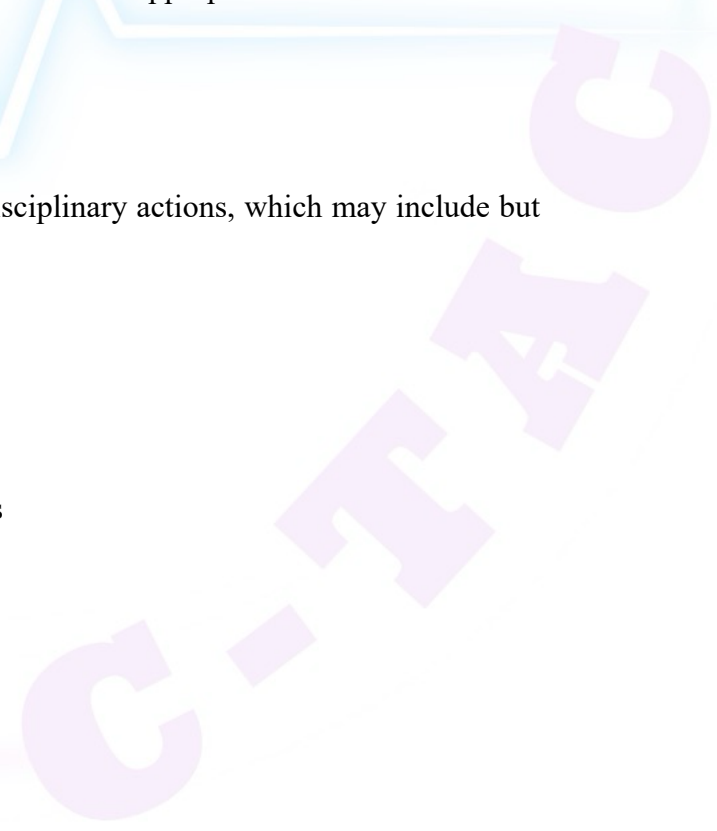
### **3.5. Compliance**

- Adhering to C-TAC's policies, procedures, and guidelines.
- Reporting any violations or ethical concerns to the appropriate authorities.

## **4. Consequences of Violations**

Violations of this Code of Conduct may result in disciplinary actions, which may include but are not limited to:

- Verbal or written warnings
- Suspension or probation
- Termination of employment or faculty status
- Legal action, if applicable





## **5. Reporting Violations**

Any staff or faculty member who observes or becomes aware of a violation of this Code of Conduct is encouraged to report it to their supervisor, department head, or the appropriate C-TAC authority.

## **6. Review and Acknowledgment**

All staff and faculty members are required to review and acknowledge their understanding and acceptance of this Code of Conduct annually.

