

# CODE OF ETHICS

## Global International College

Professional standards for integrity, respect, accountability, and responsible conduct within the college community.

**This document sets out the ethical principles and behavioural expectations that support a safe, fair, inclusive, and academically responsible environment for all students, staff, governors, and representatives of the College.**

## Document Control

<b>Document Title</b>	Code of Ethics
<b>Institution</b>	Global International College
<b>Applies To</b>	All students, staff, volunteers, contractors, governors, and third parties acting on behalf of the College
<b>Review Cycle</b>	Annual review or earlier where legal, regulatory, or operational changes require amendment
<b>Owner</b>	Principal / Management Team

## 1. Purpose

This Code of Ethics establishes the values, standards, and behaviours expected across Global International College. It is designed to protect the interests of learners and stakeholders, promote confidence in the College, and support a culture of honesty, professionalism, and mutual respect.

The Code should be read alongside the College's policies and procedures, including academic regulations, safeguarding arrangements, complaints handling, equality and diversity provisions, and disciplinary procedures.

## 2. Scope

This Code applies to every member of the College community, including students, employees, agency staff, volunteers, governors, consultants, and any person representing the College in an official capacity.

All persons covered by this Code are expected to understand its principles, exercise sound judgement, and act in a manner that protects the reputation, lawful operation, and educational mission of the College.

## 3. Core Ethical Principles

**Integrity:** We act honestly, truthfully, and consistently. Records, assessments, communications, and decisions must be accurate and must never be falsified or misleading.

**Respect and Dignity:** We treat every individual fairly and courteously, valuing diversity and rejecting harassment, discrimination, bullying, victimisation, and abuse.

**Responsibility and Accountability:** We accept responsibility for our actions, follow College procedures, use authority appropriately, and remain answerable for decisions and conduct.

**Academic Honesty:** Teaching, learning, research, and assessment must be carried out fairly. Plagiarism, cheating, collusion, fabrication, and other forms of academic misconduct are unacceptable.

**Confidentiality and Privacy:** Personal, academic, and operational information must be handled lawfully, securely, and only for legitimate College purposes.

**Safeguarding and Wellbeing:** The safety, wellbeing, and best interests of students remain paramount. Concerns about harm, exploitation, or vulnerability must be reported without delay.

## **4. Standards of Conduct**

- Act professionally in all College-related communications, whether face-to-face, in writing, online, or through social media.
- Comply with all applicable laws, regulatory requirements, awarding body rules, and College policies.
- Promote equality of opportunity and maintain an inclusive learning and working environment.
- Avoid conflicts of interest and declare any actual, perceived, or potential conflict as soon as it arises.
- Use College property, facilities, funds, systems, and information responsibly and only for authorised purposes.
- Maintain appropriate professional boundaries and never misuse position, influence, or access for personal benefit.
- Protect the health and safety of self and others, and take reasonable steps to prevent harm or risk.
- Raise concerns in good faith where misconduct, malpractice, safety risks, or unethical behaviour is suspected.

## **5. Academic and Professional Responsibilities**

Students are expected to attend, participate, prepare work honestly, respect staff and peers, and observe all rules relating to assessment, behaviour, technology use, and the learning environment.

Staff are expected to exercise competence, impartiality, and care in teaching, assessment, learner support, record-keeping, recruitment, supervision, and decision-making. Staff must not exploit learners or colleagues, nor allow personal bias to influence professional judgement.

Managers and leaders carry an additional duty to model ethical conduct, respond appropriately to concerns, maintain fair processes, and foster a culture in which concerns can be raised without fear of retaliation.

## **6. Confidentiality, Data Protection, and Use of Information**

Information obtained through College activities must be handled responsibly and in accordance with data protection requirements, confidentiality obligations, and College procedures.

Confidential information must not be disclosed improperly, used for personal advantage, or accessed without a legitimate reason. The duty of confidentiality continues after an individual leaves the College, except where disclosure is required by law or safeguarding obligations.

## **7. Reporting Concerns and Breaches**

Anyone who becomes aware of behaviour that may breach this Code should report the matter promptly through the appropriate College channel, such as a line manager, designated safeguarding lead, complaints process, human resources, or the Principal, depending on the nature of the concern.

Reports will be handled seriously, sensitively, and as far as reasonably possible in confidence. No person should suffer retaliation for raising a genuine concern in good faith, even where that concern is not ultimately substantiated.

## **8. Non-Compliance**

A breach of this Code may result in informal action, formal disciplinary procedures, removal from duties, termination of engagement, referral to an awarding or professional body, or referral to external authorities where appropriate.

## **9. Implementation and Review**

This Code will be communicated to the College community and supported through induction, training, policy guidance, and leadership practice. It will be reviewed regularly to ensure that it remains effective, lawful, and aligned with the College's values and responsibilities.

### **College Commitment**

*Global International College is committed to maintaining a learning and working environment in which ethical conduct is expected, supported, and upheld at every level of the institution.*