



# CIFA's Code of Conduct Policy

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## 1: Introduction

CIFA Education Ltd is committed to maintaining the highest standards of integrity, professionalism and ethical behaviour in its operations. This Code of Conduct outlines the expectations for all students, staff and associated parties to ensure a respectful, fair and responsible learning and working environment.

## 2: Scope

This Code applies to:

- All staff, including tutors, administrators and contractors.
- Students enrolled in any CIFA Education Ltd courses.
- Any third parties interacting with CIFA Education Ltd.

## 3: General Principles

All individuals associated with CIFA Education Ltd are expected to:

- Act with honesty, integrity and professionalism at all times.
- Treat others respectfully and fairly, avoiding discrimination, harassment or bullying.
- Comply with all applicable laws, regulations and internal policies.
- Maintain confidentiality regarding sensitive company, student or staff information.
- Report any misconduct or unethical behaviour.

## 4: Academic Integrity

Students must uphold the highest standards of academic honesty by:

- Submitting their work and avoiding plagiarism, cheating or unauthorised collaboration.
- Complying with assessment and examination rules, including those related to remote proctoring (the Gauge proctoring system).
- Reporting any observed violations of academic integrity.
- Adhering to the **Exam Policy (Doc Ref: EP)** to ensure compliance with examination procedures and integrity measures.



## 5: Professional Conduct for Staff

CIFA Education Ltd staff members must:

- Deliver educational services with professionalism, fairness, and impartiality.
- Avoid conflicts of interest and disclose any potential biases.
- Use IT resources responsibly and follow the **IT Security & Acceptable Use Policy, (Doc Ref: ITSAP)**.
- Provide a safe, inclusive and supportive learning environment for all students.

## 6: Respect, Diversity, and Inclusion

CIFA Education Ltd is committed to equal opportunities and diversity. All individuals must:

- Treat others with respect regardless of gender, age, disability, race, religion or any other protected characteristic.
- Adhere to the **Equal Opportunities & Diversity Policy (Doc Ref: EQDP)**.
- Promote an inclusive learning and working environment.

## 7: Use of IT and Communication

All users of CIFA Education Ltd's IT systems must:

- Use IT resources lawfully and in line with the **IT Security & Acceptable Use Policy, (Doc Ref: ITSAP)**.
- Avoid sharing misleading, offensive or inappropriate content.
- Protect personal and confidential data.

## 8: Reporting Concerns and Misconduct

Anyone who becomes aware of a violation of this Misconduct and Maladministration Code, (**refer to Policy MMP**) should report it through the appropriate channels:

- Staff should report to their line manager or the Compliance Officer.
- Students should report concerns via the **Complaints and Feedback Policy procedures (Doc Ref: CFP)**.



- Reports will be handled confidentially and retaliation against whistleblowers will not be tolerated. **Please refer to the Whistle Blowing Policy (Doc Ref: WP)**

### **9: Consequences of Breaching the Code**

Violations of this Code of Conduct may result in:

- Warnings or formal disciplinary actions.
- Suspension or termination of student enrolment or employment.
- Legal action if required under applicable laws.

### **10: Review and Amendments**

This Code of Conduct will be reviewed regularly to ensure it remains relevant and effective. Updates may be made in response to regulatory changes, organisational needs, or feedback from relevant parties.

**For further guidance, please refer to the relevant policies or contact the Compliance Officer at CIFA Education Ltd.**