

# Code of Conduct

## FCIA Training Academy

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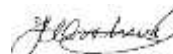


The FCIA Training Academy CEO, shall ensure that this Code of Conduct is advised to, understood by and adhered to by all staff and contractors (trainers/assessors).

*All staff and contractors (trainers/assessors) **MUST:***

- 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 the FCIA Training Academy 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 FCIA Training Academy.
- Not enter any transaction or become engaged in any other situation, which may result in a conflict of interest with the FCIA and its business.
- Maintain written records of all material dealings with external parties to provide adequate audit substantiation and demonstrate compliance with FCIA Training Academy policies.
- Be familiar with FCIA Training Academy 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 CEO.
- Report to the CEO any breaches of this Code of Conduct or any other unlawful activities of which he or she may become aware.

**Approved by** Fiona Wischnewski  
CEO  
FCIA Training Academy Ltd  
Suite 314, 19 Milton Parade  
MALVERN VIC 3144

**Signature**   
**Date** 19 April 2022