

## Policy Statement

4 TEFL is committed to the highest standards of ethical conduct, integrity, and professional behaviour. This policy sets out the principles that guide our actions, decisions, and relationships with learners, staff, awarding organisations, and external stakeholders.

## Scope

This policy applies to all employees, contractors, associates, assessors, internal quality assurers, learners, and any third parties representing 4 TEFL.

## Principles of Ethical Conduct

- Integrity and Honesty – act with honesty, fairness, and transparency; no false or misleading information.
- Respect for the Individual – dignity, respect, no discrimination, harassment, or abuse.
- Confidentiality – sensitive data handled in line with the Data Protection Policy.
- Compliance with Law and Regulation – follow law, Ofqual, awarding body and internal policies.
- Professionalism – maintain appropriate standards, boundaries, and reputation of the organisation.
- Conflict of Interest – avoid conflicts, declare any potential conflicts of interest.
- Fair Assessment and Teaching Practice – learners assessed fairly, without malpractice or bias.

## Responsibilities

- Senior Management – communicate, implement and monitor ethical standards.
- Staff, Assessors, and IQAs – follow this policy in all activities.
- Learners – engage in training and assessment honestly and respectfully.
- Centre Manager (Quality Nominee) – point of contact for concerns and investigations.

## Procedure for Reporting Ethical Concerns

Any suspected breaches should be reported immediately to the Centre Manager (Quality Nominee). Reports may be made confidentially or anonymously. All reports will be acknowledged within 5 working days. Investigations will be fair, impartial, and evidence-based. Disciplinary actions will follow if misconduct is confirmed.

## Review

This policy will be reviewed annually or sooner if required by changes in law, awarding organisation standards, or internal procedures.

This policy has been approved & authorised by:

James Ruswel  
Quality Assurance  
25 August 2025

