

VII Academy. Teaching code

Responsibility to VII

VII is committed to the highest standards of teaching integrity and ethics. We recognize an obligation to comply with professional standards, legal and regulatory requirements, and our own policies and procedures. VII is the recipient of funds and donations from various agencies, partners, and contributors. We owe it to our colleagues, our students, our partners, our funders and our industry to act responsibly and properly.

In all activities, members of the VII community are expected to conduct themselves honestly and with the utmost integrity. Nowhere is this more important than in a teaching environment.

When teaching or managing a VII educational activity the VII trainer assumes all responsibilities laid out in this document on behalf of themselves, colleagues they teach with and any guests they invite to participate in any activity with the VII Academy or any VII related teaching environment.

Failure to comply with certain laws and regulations can result in significant adverse consequences for VII and for the VII trainer including but not limited to fines, removal from the agency, loss of funding, and negative publicity. Accordingly, all members of the VII community are expected to comply with federal, state, and local laws and regulations that govern their activities.

Responsibility to students

VII respects individual rights. It seeks to uphold these rights through respect, equal treatment and honest dealing. It expects equal treatment and tolerance for differing viewpoints regardless of an individual's race, color, national and/or ethnic origin, age, religion, disability, sex, sexual orientation, gender, gender identity and expression (including a transgender identity), genetics, and any other characteristic protected under applicable international and national laws.

Harassment of any kind will not be tolerated whether it is sexual, racial, or based on religious or political beliefs.

A VII trainer or educator's principle obligation is to create a teaching environment that treats students with dignity and respect. This includes establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

A VII trainer will establish and maintain a teaching environment that promotes the emotional, intellectual, physical, and sexual safety of all students.

Contact and relationships

VII trainers will consider the implication of accepting gifts from or giving gifts to individual students; will never engage in physical contact with students unless there is a clearly defined purpose that benefits the student such as a medical or safety emergency; will avoid relationships with students which might impair objectivity and increase the risk of harm to student learning or well-being or decrease educator effectiveness; acknowledges that there are no circumstances that allow

for educators to engage in romantic or sexual relationships with students; and consider the ramifications of entering into an adult relationship of any kind with a former student, including but not limited to, any potential harm to the former student, public perception, and the possible impact on VII. The VII trainer ensures that the adult relationship was not started while the former student was enrolled in a VII education program.

Data Protection and Communication

VII trainers will interact with students with transparency and in appropriate settings; communicate with students in a clear, respectful, and culturally sensitive manner; will respect the privacy of students and understands the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice; where appropriate, uphold parents'/guardians' legal rights, as well as any legal requirements to reveal information related to legitimate concerns for the well-being of a student; and protect the confidentiality of student records and releasing personal data in accordance with prescribed state and federal laws and local policies.

The VII trainer undertakes to use social media responsibly and transparently for purposes of teaching and learning; will consider the ramifications of using social media and direct communication via technology on his/her interactions with students, colleagues, and the general public; recognize that some electronic communications are records under Freedom of Information Acts and State Public Access Laws in some countries and should consider the implications of sharing sensitive information electronically either via professional or personal devices/accounts; and understand that electronic communication may put the student at risk which must be avoided at all times.

VII trainers will respect the privacy of students' presence on social media unless given consent to view such information or if there is a possibility of evidence of a risk of harm to the student or others; and take appropriate and reasonable measures to maintain confidentiality of student information and educational records stored or transmitted through the use of electronic or computer technology;

Social media and communication in training

The VII trainer will exercise prudence in maintaining separate and professional virtual profiles, keeping personal and professional lives distinct; be vigilant in identifying, addressing and reporting (when appropriate and in accordance appropriate laws) inappropriate and illegal materials/images in electronic or other forms; respect the privacy of students' presence on social media unless given consent to view such information or if there is a possibility of evidence of a risk of harm to the student or others; and ensure that the rights of third parties, including the right of privacy, are not violated via the use of technologies.

VII trainers will monitor to the extent practical and appropriately report information concerning possible cyber bullying incidents and their potential impact on the student learning environment, and will protect students from any practice that harms or has the potential to harm them.

Reporting violations

The VII trainer acknowledges that lack of awareness, knowledge, or understanding of this Code of Ethics is not, in itself, a defense to a charge of unethical conduct;

Alleged violations will be investigated by the VII CEO, the Board and outside experts. If there are complaints against the CEO or the Board they will be investigated by elected members and outside experts.

The VII trainer undertakes to:

- 1 Take proactive steps when having reason to believe that another VII trainer or invited guest may be approaching or involved in an ethically compromising situation;
- 2 Neither discriminate nor retaliate against a person on the basis of having made an ethical complaint;
- 3 Neither file nor encourage frivolous ethical complaints solely to harm or retaliate.
- 4 Cooperate fully during ethics investigations and proceedings.

Name:

Address:

Date:

Signature: