

PROFESSIONAL CONDUCT AND DISCRIMINATION POLICY

Professional Conduct Policy

As a continuing education provider, we are committed to fostering a respectful, inclusive, and professional learning environment for all participants. To maintain this standard, we expect instructors and learners to adhere to the following professional conduct guidelines:

Expectations for Instructors

1. **Respect and Courtesy:** Treat all learners and colleagues with dignity and respect, regardless of their background or perspectives.
2. **Competence and Preparation:** Deliver high-quality instruction, ensuring materials are accurate, up-to-date, and relevant to the course objectives.
3. **Punctuality and Communication:** Begin and end sessions on time, communicate changes promptly, and respond to inquiries in a timely and professional manner.
4. **Confidentiality:** Respect the privacy of learners by safeguarding any personal or sensitive information shared during the course.
5. **Conflict Resolution:** Address disagreements constructively and escalate unresolved issues to appropriate channels.

Expectations for Learners

1. **Engagement and Participation:** Actively participate in learning activities and complete assignments or assessments as required.
2. **Respect for Others:** Interact with instructors and fellow learners in a respectful and courteous manner, both in-person and online.
3. **Academic Integrity:** Refrain from cheating, plagiarism, or any form of dishonest behavior in assessments or coursework.
4. **Constructive Feedback:** Provide feedback in a constructive and respectful manner, aiming to improve the overall learning experience.
5. **Compliance with Policies:** Abide by all course-specific and institutional policies provided at the outset of the program.

Nondiscrimination Policy

We are committed to creating a learning environment that values diversity, promotes equity, and ensures inclusivity. Discrimination or harassment of any kind will not be tolerated.

Policy Statement

Our continuing education programs are open to all individuals regardless of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, age, disability, marital status, veteran status, or any other protected characteristic.

Commitments

1. **Equal Access:** All learners will have equal access to educational resources, materials, and opportunities without discrimination.
2. **Support for Inclusion:** We will provide reasonable accommodations for individuals with disabilities and ensure accessibility across all platforms.
3. **Proactive Measures:** We actively foster an inclusive environment by addressing biases, promoting cultural competence, and preventing discriminatory practices.
4. **Response to Violations:** Any reported incidents of discrimination or harassment will be promptly investigated and addressed in accordance with institutional policies.

Reporting Procedures

Anyone who experiences or witnesses discrimination or harassment is encouraged to report it immediately to the program coordinator or designated representative. All reports will be handled with confidentiality and respect.