

PO-60 CODE OF ETHICS AND ANTI-BRIBERY POLICY

1. Purpose

This policy affirms IAME RTO 09409's (hereafter "the RTO") commitment to maintaining the highest standards of ethical conduct, integrity, and moral responsibility across all operations. It serves as a keystone policy to support and guide ethical behaviour, particularly with regard to preventing bribery, corruption, and undue influence between trainers, students, stakeholders, and any third parties.

This policy complements and strengthens existing IAME RTO policies on **PO-47 Disciplinary Policy**, **PO-39 Student Disciplinary Policy**, **PO-38 Student Code of Conduct**, **PO-15 Trainer Continuing Professional Development (CPD) Policy**, **PO-53 Misconduct Policy**, **PO-44 Confidentiality Policy**, **PO-61 Non-Disclosure Policy** and **PO-10 Privacy Policy**, without requiring their re-writing.

2. Scope

This policy applies to:

- All RTO staff, including Trainers, Assessors, Management, and Approved Administrative personnel
- All enrolled and prospective students
- Third-party contractors (if approved), partner organisations, host employers, and guests

It also addresses **bidirectional bribery risks**—where a student may offer a bribe to a Trainer, or a Trainer may attempt to bribe or coerce a student.

3. Ethical Principles

The IAME RTO is committed to the following principles:

- **Integrity:** Upholding honesty and truthfulness in all actions and decisions
- **Accountability:** Being answerable for personal and organisational conduct
- **Respect:** Treating all persons fairly and without discrimination
- **Justice and Fairness:** Ensuring decisions are free from bias, favouritism, or undue influence
- **Confidentiality:** Respecting the privacy and dignity of others, as detailed in our **PO-44 Confidentiality Policy** and **PO-61 Non-Disclosure Policy**
- **Moral Courage:** Reporting unethical behaviour or suspected misconduct without fear of reprisal

4. Anti-Bribery Commitment

Bribery is strictly prohibited. This includes:

- Offering, promising, or giving any undue advantage (money, gifts, favours, services) to influence an outcome (e.g. assessment results, disciplinary outcomes)
- Soliciting, accepting, or receiving such benefits as a condition for silence, leniency, or preferential treatment
- Attempting to cover up, ignore, or facilitate breaches of policy or misconduct through bribery

This applies in all directions:

- **Student to Trainer**
- **Trainer to Student**
- **Any RTO staff or external stakeholder to any party**

5. Examples of Prohibited Conduct

This policy explicitly prohibits, but is not limited to:

- Accepting or offering bribes in exchange for:
 - Inflated or fraudulent assessment results
 - Ignoring student misconduct or plagiarism
 - Suppressing misconduct reports against trainers or staff
 - Providing unfair training or employment opportunities

Document Name	PO-60 Code of Ethics and Anti-Bribery Policy	Date Created	04/08/2025
Version	V1.0	Date Last Modified	04/08/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	1 of 3

Address: PO Box 70, Blaxcell NSW 2142

Website: www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-60 CODE OF ETHICS AND ANTI-BRIBERY POLICY

- Facilitating or engaging in:
 - Cheating, fraud, or academic dishonesty
 - Theft of RTO or third-party resources
 - Discriminatory conduct, sexual harassment, or abuse
 - Cover-ups of incidents or ethical breaches

6. Alignment with SRTO 2025

This policy supports compliance with the following clauses of the **Standards for RTOs 2025 (SRTO 2025)**:

- **Clause 1.1-1.8:** Quality Training and Assessment (ensuring assessments are valid and not subject to unethical influence)
- **Clause 2.2:** Managing Operations (upholding organisational ethics and integrity)
- **Clause 3.1 & 3.2:** Compliance and Reporting (ensuring full disclosure and prohibition of corruption)
- **Clause 5.2 & 5.3:** Learner Information and Support (guaranteeing ethical, fair, and accurate information)
- **Clause 7.1 & 7.3:** Legal and Ethical Compliance (ensuring staff conduct aligns with legal and ethical responsibilities)

7. Legal and Regulatory References

Bribery, corruption, and fraud are prosecutable offences under Australian law, including:

- **Criminal Code Act 1995 (Cth)** – Part 7.6: Bribery of Commonwealth Public Officials
- **State and Territory Crimes Acts** – prohibiting corruption, fraud, and misconduct in public office
- **Australian Consumer Law (ACL)** – Misrepresentation and unconscionable conduct
- **Fair Work Act 2009** – Protections against coercion, bullying, harassment, and discrimination
- **Public Interest Disclosure Act 2013** – Protection for whistleblowers
- **Privacy Act 1988 (Cth)** – Ensuring confidentiality and lawful handling of sensitive information

8. Reporting and Response

Any person who suspects or becomes aware of a breach of this policy must report the matter immediately via the **PR-17 Misconduct and Incident Reporting Procedure**.

Reports may be made:

- Directly to the RTO Director or HMA
- Via the Whistleblower protection framework (anonymously if necessary)
- To the RTO CEO or any of the Board of Directors, where high-level intervention is required

All reports will be managed confidentially, fairly, and in accordance with natural justice.

9. Consequences of Breach

Consequences may include:

- Disciplinary action (for students and staff) under the RTO's **PO-47 Disciplinary Policy**
- Termination of enrolment or employment
- Notification to regulatory bodies (e.g. ASQA, Police, State Training Authorities)
- Civil or criminal legal action

10. Moral and Ethical Reversibility

This policy recognises that both trainers and students can be perpetrators or victims of unethical conduct.

Example:

- If a **Trainer** attempts to bribe a **Student** into silence about misconduct, the same procedures apply in reverse.
- Students must be protected and supported in reporting such events without fear of penalty.

The ethical standards apply regardless of role, rank, or circumstance.

Document Name	PO-60 Code of Ethics and Anti-Bribery Policy	Date Created	04/08/2025
Version	V1.0	Date Last Modified	04/08/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409			Page Number

PO-60 CODE OF ETHICS AND ANTI-BRIBERY POLICY

11. Continuous Improvement and Training

Ethical awareness and anti-bribery principles form part of:

- Staff **PR-09 Trainer/Assessor Induction, Certification, Review & Professional Development Procedure**
- Student orientation and academic integrity briefings
- Regular review of procedures under the **PO-48 Continuous Improvement Policy**

12. Related Documents and Policies

- **PO-53 Misconduct Policy**
- **PR-17 Misconduct and Incident Reporting Procedure**
- **PO-44 Confidentiality Policy**
- **PO-61 Non-Disclosure Policy**
- **PO-38 Student Code of Conduct**
- **PO-47 Disciplinary Policy**
- **PO-15 Trainer Continuing Professional Development (CPD) Policy**
- **PO-27 Assessment Validation Policy**
- **PO-11 Complaints and Appeals Policy**
- **PO-39 Student Disciplinary Policy**
- **PO-10 Privacy Policy**

13. Monitoring and Review

The policy will be reviewed annually to ensure alignment with regulatory requirements and industry standards.

Document Control Information and History				
Version	Date	Created / Modified	Created by	Approved by
V1.0	04/08/2025	Created	Peter Blanshard Chief Executive Officer – IAME / RTO	Jeffrey Richards Chairperson: IAME Board of Directors

Document Name	PO-60 Code of Ethics and Anti-Bribery Policy	Date Created	04/08/2025
Version	V1.0	Date Last Modified	04/08/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409			Page Number
			3 of 3