

IBS Trainers' Code of Ethics

Introduction and Purpose:

Institute of Banking Studies (IBS) employs highly qualified practitioners as part-time trainers attracted from the banking and financial sectors or any houses of expertise from within those professionals who possess dignity and reputation with high moral values as well as technical and professional competences in practicing their noble profession; to deliver and facilitate IBS training activities according to the highest professional learning delivery quality standards.

High standards of professional ethics are central to the role of training and facilitation, and in this Code of Ethics, IBS management expects its trainers and facilitators to behave ethically and adhere to trainers' professional Code of Ethics that express IBS vision, mission and core values.

This code is developed, issued and enforced by IBS management to outline specific trainers' behaviors that are **required** or **prohibited** as a condition of ongoing as an approved trainer with IBS. Accordingly, IBS management lists the general framework of behaviors required of the trainers, and in return, the behaviors that trainers are prohibited from practicing for the benefit of the institute, the trainer, and the profession as a whole.

Institute of Banking Studies (IBS) trainers will kindly adhere to the following:

- Ensure a healthy, safe and sustainable learning environment.
- Invest all their skills and experiences to deliver high quality training activities with all care and due diligence.
- Respect trainees confidential information gained in any training activities, except as required by law.
- Uphold the reputation and standing of the profession.
- Act with honesty, competence, and diligence in all aspects of the profession.
- Avoid conflict between their private interests and their professional work.
- Place the integrity of the profession and the interests of IBS, trainees, nominating institutions above their personal interests.
- Use reasonable care, transparency, fairness and independent professional judgment when conducting training evaluation, exams & marks, and providing recommendations.
- Respect trainees, colleagues and co-professionals; and interact with them in a way that respects the dignity and rights of all without prejudice as to race,

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religious beliefs, color, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socioeconomic background or linguistic background.

- Appreciate the unique and privileged relationships that exist between IBS trainers as a team; and conduct these relationships professionally, respectfully and appropriately.
- Provide complete and accurate information and authentic documents with respect to their professional status, qualifications and experience.
- Comply with all copyright laws and any related regulations governing the profession.
- Continuously keen to forward constructive applicable initiatives and suggestions for the benefit of the profession, trainees and IBS.
- Continuously strive to improve their professional skills and abilities.

Institute of Banking Studies (IBS) trainers will not:

- Act in any way that would bring into disrepute the reputation of IBS, its training activities, designations, examinations, validity, secrecy and confidentiality.
- Use language, scenarios, cases and examples that may be offensive to trainees explicitly or implicitly during the training particularly with respect to race, religious beliefs, color, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socioeconomic background, and linguistic background.
- Refer explicitly or implicitly to any person/entity in a negatively when presenting practical examples and cases.
- Undermine the skill, experience, and competency of other approved IBS trainers.
- Engage in any conduct involving dishonesty, fraud, or deceit or commit any act that reflects adversely on their profession and/or IBS.

Code Violation Case:

IBS enforces its Trainers' Code of Ethics by receiving and investigating all complaints of violations and by taking disciplinary action, including revocation of certification against any member who is personally found to be guilty of Code violation, or who as a trainer is found to be willfully supporting a practice of Code violation. Since at the end, it is the desire of all related parties to strengthen the respect and confidence of training profession as a major tool to transfer practical knowledge & skills to the banking & financial sectors' employees.

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