



Code of Conduct

Effective Date: 09th March 2024

As members of the MCFM Global Academy community, including Learners, Subject Matter Experts, the Leadership Team, and the Advisory Board, we are committed to creating a respectful, inclusive, and supportive online learning environment.

This Code of Conduct outlines the principles and expectations that govern our interactions and behaviour within the Academy.

1. Respect and Inclusivity

- ✓ We treat each other with dignity, respect, and kindness, regardless of differences in background, identity, or opinion.
- ✓ We value diverse perspectives and actively seek to create an inclusive learning environment where everyone feels welcomed and valued.
- ✓ We refrain from engaging in any form of discrimination, harassment, bullying, or offensive behaviour based on characteristics such as race, ethnicity, gender, sexual orientation, religion, disability, or age.

2. Professionalism and Integrity

- ✓ We conduct ourselves with professionalism and integrity in all interactions within the academy, including discussions, assignments, and communications.
- ✓ We acknowledge and respect intellectual property rights, giving proper credit to sources and avoiding plagiarism in our work.
- ✓ We adhere to academic honesty principles, refraining from cheating, fabrication, or falsification of information.

3. Collaboration and Contribution

- ✓ We actively participate in the learning process, engaging in constructive discussions, sharing knowledge, and contributing to the academic community.
- ✓ We collaborate with fellow learners, subject matter experts, and members of the leadership team in a spirit of cooperation and mutual support.
- ✓ We respect the opinions and contributions of others, even when we disagree, and engage in productive dialogue to resolve conflicts or differences of opinion.

4. Privacy and Confidentiality

- ✓ We respect the privacy and confidentiality of fellow learners, subject matter experts, and academy staff, refraining from sharing personal information without consent.
- ✓ We maintain the confidentiality of sensitive information shared within the Academy, including course materials, discussions, and proprietary information.
- ✓ We comply with data protection laws and regulations, ensuring the secure handling and storage of personal data and sensitive information.

5. Compliance with Policies and Guidelines

- ✓ We familiarise ourselves with and adhere to all policies, guidelines, and terms of service established by MCFM Global Academy, including but not limited to those related to acceptable use, intellectual property, and data protection.
- ✓ We report any violations of this Code of Conduct or academy policies to the appropriate authorities or designated contact person.

6. Continuous Improvement

- ✓ We strive for continuous improvement in our academic pursuits, professional development, and personal growth, seeking feedback and actively incorporating suggestions for improvement.
- ✓ We contribute to the ongoing enhancement of MCFM Global Academy by providing feedback, sharing ideas, and suggesting ways to enhance the learning experience for all members of the community.

By adhering to this Code of Conduct, we uphold the values and principles of MCFM Global Academy and contribute to the creation of a positive and enriching learning environment for all.

