

# Code of Conduct for Trainers and Assessors

MTA promotes a safe and friendly environment for its trainees, assessees, employees, contractors, customers and other visitors. All Trainers and Assessors engaged by MTA are required to conduct themselves in accordance with this Code of Conduct and must abide by all of MTA's Policies and Procedures.

## MTA's Trainers and Assessors compliance with laws

MTA's Trainers and Assessors are required to be fair and honest when dealing with trainees, assessees, MTA's employees, customers, governments, regulatory authorities and the public. Trainers and Assessors must not knowingly misrepresent MTA, the Victorian Infrastructure Development Authority (VIDA) or their products or services in advertising, public statements or offerings to customers, trainees or assessees.

## MTA workplace behaviour

MTA promotes a safe and friendly environment for trainees, assessees, employees and customers. Trainees, assessees and MTA employees should be able to participate in training, assessments or carry out their jobs without being upset or harassed by others.

## All Trainers and Assessors are required to comply with this Code of Conduct and will:

- treat all people fairly and with respect
- not harass, bully, threaten or commit acts of violence, victimise or discriminate, either directly at work, by phone or through social media
- not participate in any improper conduct or illegal activity and report any such activity amongst others
- not make direct or implied threats regarding a trainee's participation in or assessment of training courses or an assessee's assessment process
- not make comments of a sexual nature or explicit statements, questions, jokes or anecdotes regardless of the means of communication
- not initiate unwanted touching, patting, hugging or brushing against a person's body or enquiries or commentaries about sexual activity, experience or orientation
- not display sexually orientated material in a location where others can view them
- not engage in verbal abuse, physical assault, unjustified criticism, sarcasm, insults, spreading false or malicious rumours about someone to the extent that it creates a risk to health and safety
- be punctual and regular in their attendance for training courses and assessments and present in a professional manner wearing attire suitable for classroom delivery and in-field assessments, including any required personal protective equipment
- provide the training services safely and comply with all of MTA's and Rail Academy Newport's applicable policies and procedures
- not make any derogatory comments or remarks regarding MTA, VIDA, Metro Trains Melbourne Pty Ltd or V/Line Pty Ltd



**Jason Westwood**

Executive Director Business Operations