

## Staff Code of Conduct

The South African College of Applied Psychology (SACAP) is committed to high standards of professional and ethical conduct in all activities, and holds expectations about its employees' responsibilities. The following Code of Conduct sets out the responsibilities expected of a SACAP employee.

The Code of Conduct Policy is supported by (but not limited to) the following SACAP policies: Staff Grievance Policy and Procedure, Staff Disciplinary Code and Procedure Policy, Employment Equity Policy, Code of Ethics in the Practise of Teaching and Learning.

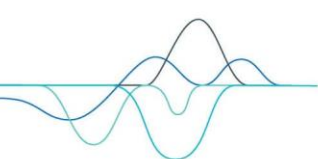
For the purposes of this policy, inappropriate behaviour includes, but is not limited to: theft, fraud, gross dishonesty, insubordination, unauthorised absenteeism, inebriation/intoxication on duty, violence, sexual harassment, language or behaviour deemed to be offensive/unacceptable, and any form of abuse towards fellow co-workers, superiors, students, and the public.

SACAP is committed to providing a safe and secure work environment for all its employees and stands by the following principles:

- We value and encourage diversity and strive to be an employer of choice.
- We endeavour to carry out all activities with honesty and fairness.
- We value trust, integrity, and teamwork in workplace relationships and are committed to treating people with dignity and respect.
- We do not permit the use nor abuse of drugs or alcohol in the workplace.
- We do not permit intimidation or harassment in any form, and they have no place in our work environment.
- We maintain high standards of financial probity.
- We maintain a high standard of marketing and advertising integrity, and aim to market our products responsibly.
- We endeavour to provide high quality education and training to our clients.
- We comply with all applicable regulations and legislation.

The SACAP employee is expected to:

- Treat fellow co-workers, superiors, students, clients, and the general public with respect, courtesy, and fairness.

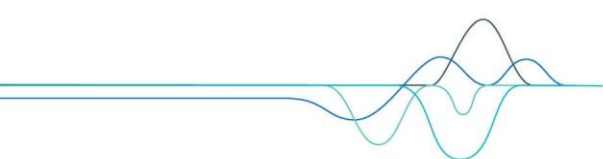


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- Carry out his/her tasks, duties and responsibilities with honesty, integrity, authenticity and legitimacy.
- Conduct his/herself in a way that is fair, ethical, and within the framework of SACAP's ethical philosophy as well as applicable laws and regulations.
- Act at all times in a way that demonstrates respect for the rights and privileges of other members of the College community and show commitment to the ideals and reputation of the College.
- Foster and maintain an attitude of equity towards others.
- Foster and maintain an open-minded attitude towards others, and not display or engage in discriminatory behaviours/values.
- Respect confidentiality. Confidential information or information which is not generally available to the public may not be shared with anyone outside of SACAP, including former employees. SACAP respects the confidential information of others.
- Refrain from Trolling. Trolling refers to posing inflammatory or defaming messages in an online community with the intent of provoking an emotional response or causing a disruption. Employees in breach of this conduct on any of the SACAP social networks, including but not limited to, *MySACAP*, the SACAP *Facebook* pages and the *@SACAP Twitter* handle will be held accountable in accordance with this Code of Conduct.
- Bring any concerns or difficulties to the immediate attention of his/her supervisor/line manager who can then support, mediate, and liaise as required.

Any employee who in good faith seeks advice, raises a concern, or reports a breach of this Code of Conduct is following the Code and will have SACAP's support.



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