

CODE OF CONDUCT

Kestrel Apprentice Solutions operates under a Code of Conduct that is based on our values, commitment to professionalism, quality, integrity, leadership and equality. Kestrel Apprentice Solutions and all its employees will be measured on these values.

Kestrel Apprentice Solutions

Kestrel Apprentice Solutions is committed to:

- Complying with the National Standards for Group Training Organisations.
- Ensuring staff have the skills and experience they need to provide quality and culturally sensitive services to job seekers, our apprentices and trainees, employers and local communities.
- Behaving ethically and acting with honesty, due care and diligence.
- Being open and accountable.
- Avoiding any practice or activity which we could reasonably foresee could bring Kestrel Apprentice Solutions into disrepute
- Manage all collection information in a sensitive and confidential manner.
- Treating every job seeker fairly and with respect.

Kestrel Apprentice Solutions and the Community

Kestrel Apprentice Solutions is committed to:

- Encouraging community acceptance and support of entry level training, and the group training employment model.
- Working in collaborative partnerships with stakeholders and communities to identify needs, and how they can be met.
- Making every reasonable effort to conserve the environment for future generations.

Kestrel Apprentice Solutions Management and Staff

Kestrel Apprentice Solutions is committed to:

- Having regard for the professional reputation and business of others.
- Not using authority or office for personal gain.
- Demonstrating compassion and integrity, and avoiding discriminatory practices.
- Ensuring that this code of conduct, our policies and procedures, and all relevant laws and legislation is complied with at all times.
- Respecting the confidentiality of information that comes to them in the course of their duties.
- Ensuring the effective and economic management of all available resources.
- Supporting the principles of Equal Opportunity for Kestrel Apprentice Solutions employees and the community.
- Ensuring, to the best of our ability, a safe and healthy work environment.

Kestrel Apprentice Solutions Values

Kestrel Apprentice Solutions is committed to ensuring we meet our organisation values internally within our team as well as with external stakeholders, clients and candidates:

- Teamwork
- Respect
- Accountability
- Celebration
- Support

A handwritten signature in black ink, appearing to read 'Dan Wright'.

Dan Wright
Regional Manager