

CODE OF ETHICS

CODE OF CONDUCT FOR MEMBERS OF THE HONG KONG FEDERATION OF PRIVATE EDUCATORS

The purpose of this Code of Ethics is to ensure that all members of the Federation of Private Educators make every effort to work together in providing quality educational services and resources that not only maintain and enhance the reputation and integrity of individual schools, but also of the HKFPE as a whole.

1/ Introduction

This Code of Ethics has been written to ensure that Federation Members will:

- Provide high quality education and services
- Contribute to the long-term well-being of the teaching industry
- Contribute to the enhancement of the quality of teaching in the industry
- Adhere strictly to this Code of Ethics
- Be loyal to the Federation

2/ Compliance with Hong Kong Laws

Federation Members should comply with the laws of Hong Kong, in particular:

- Education Ordinance
- Immigration Ordinance
- Labour laws and Employment Ordinance
- Intellectual Property Ordinance
- Equal Opportunity Ordinance and Privacy and Data Protection Ordinance

3/ Health and Safety

Federation Members will maintain a high standard of health and safety for students, employees and visitors.

4/ Honest and Fair Dealings

- Members will engage in fair trade practices
- Members will refrain from engaging in or conducting unethical or dishonest practices
- Members will not publish or print false or misleading advertisements
- Members will not make false or misleading statements to the public or the Federation

- In making public statements, members will clearly distinguish between personal opinions and opinions representing the Federation, their own institution, or other organisations
- Members will refrain from unjustified or unseemly criticism of the Federation, its members or any other organisations
- Members will not improperly use the Federation for their own organisation' s benefit

5/ Commitment to the profession

- Members will maintain a high standard of professional conduct
- Members will exert every effort to raise professional standards within their own organisation
- Members will recruit staff who are qualified to offer the instruction or services promised, train and supervise the staff responsibly, and assure by means of regular evaluation that the staff are performing acceptably and that the overall programme is meeting its professed goals
- Members will not make false statements regarding competency and qualifications of teachers
- Members will keep up to date with current developments in their fields to ensure the continued improvement of their programmes and services

6/ Commitment to the students

- Members will strive to help each student to realise his or her potential in the acquisition of knowledge
- Members will provide students with high quality tuition or high quality products that represent value for money and Members will accept full responsibility if not meeting these required standards
- Members will provide students with suitably qualified teachers
- Members will not on the basis of race, colour, sex, disability, marital status, political or religious beliefs, social or cultural background, or sexual orientation, unfairly:
 - exclude any students from participation in any programme
 - deny benefits to any students
 - grant any advantage to any students

Full Name: _____ Signature: _____

Organisation: _____ Date: _____