



TYPE: POLICY and PROCEDURE
SUBJECT: Code of Ethics
REFERENCE: LWP 26
DATE: 20 <sup>th</sup> July 2024
LAST REVIEWED: 8 <sup>th</sup> January 2026
APPROVED BY: The Board of Directors
<p><b>INTRODUCTION.</b></p> <p>The Code of Ethics (henceforth also referred to as the Code) reflects the ethical principles and the values that inspire Learning Works (hereinafter also referred to as the Institution). This Code is applicable to the Board of Directors, the Chief Executive Officer, The Administration, Mentors in the Residence Homes, the Internal Quality Assurance Team, the Student Body, the Lecturers and all those who work within the Institution.</p> <p><b>GENERAL PRINCIPLES</b></p> <ol style="list-style-type: none"> <li>1. Learning Works is committed to respecting the principles of honesty, correctness and legality with all stakeholders. The rules of correctness, loyalty, and collaboration shall apply.</li> <li>2. Learning Works shall strive at all times to maintain the highest standards of integrity and quality. This is not limited to compliance with laws and regulations and contractual obligations since even the appearance of impropriety or misconduct can be damaging to the Institution. Rules of fairness, honesty, and respect for the rights of</li> </ol>

others shall govern the Institution's conduct in the absence of specific laws or regulations.

3. Learning Works is an institution dedicated to the pursuit of excellence. This commitment is the principle of treating each person who works or studies within this institution fairly and with respect. Inclusion and diversity are practised as a matter of course apart from being enshrined as part of the Institution's policies.
4. The Institution undertakes to respect and pursue objectives of environmental, social and economic sustainability, aimed at minimising its own impact on the environment and natural resources, to increase social cohesion and to reduce inequalities and ensure sustainable economic advancement.
5. The institution encourages academic freedom of inquiry and expression as long as members of faculty follow principles of external rigour. Faculty members are free to teach subjects based on their expertise, without undue interference from political, institutional or external elements so long as course content and methodology are in accordance with the programme approved and accredited by the Malta Further and Higher Education Authority.
6. Members of the teaching profession shall maintain professional boundaries, avoid improper physical contact, avoid inappropriate communication via any form of media and avoid inappropriate relationships with students. The members of the teaching profession are duty bound and are ultimately responsible for maintaining a professional distance. They are expected to act appropriately towards students exercising care in their language, gestures and attitudes, ensuring that they do not act in a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or make inappropriate remarks.
7. The Institution considers excellence in research and innovation as fundamental factors for the advancement of society and expects students and lecturers to respect intellectual property. Teachers are furthermore expected to maintain high standards of practice in relation to teaching and learning, classroom management assessment and reporting. They are also expected to keep abreast of current trends and practices to improve their academic knowledge.
8. All members of the Institution are expected to comply with all applicable rules, laws and regulations and policies pertaining to the use, protection and disclosure of data and information.

9. Members of the Institution are expected to employ sound business practices and exercise prudent financial management in their stewardship of the Institution's resources.

PURPOSE

1. The Code is mainly meant to be aspirational and is intended as a framework to assist staff, students and teachers to achieve excellence.
2. In the case of reported breaches of the Code, the Head of Institution /CEO will appoint an investigative board which will examine the issue raised. After due consultation with the party/parties involved, a report will be drawn up. Action will be taken based on the seriousness of the case with minor infractions being decided internally with the party/parties concerned and more serious ones being referred to the competent authorities.

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CEO