



International 4 Wheel Drive Trainers Association Code of Conduct

Be trustworthy....

Agreed by: _____



The I4WDTA Code of Conduct

Below are the first 7 behaviors expected from all members. These compliment the TFC assessment but go beyond as many interactions are not part of the first assessment.

1. Act with honesty and integrity
2. Follow the law, be accountable
3. Respect other members and the public
4. Respect our partners
5. Preserve training quality, professionalism, and safety
6. Keep private information private
7. Do not speak ill about other members



Detail descriptions

Act with honesty integrity:

- Integrity is adherence to moral and ethical principles; soundness of moral character. By acting with integrity, we reflect positively on the values and reputation of the I4WDTA and its members in the countries where we have presence.
- A membership base that is formed on the integrity of other members is paramount to our working relationships. If you observe behavior that concerns you, or that may represent a violation of our Code, raise the issue promptly.

Follow the law and be accountable

- I4WDTA operates in many countries and our members are subject to the laws of those countries and other jurisdictions around the world.
- Members are expected to comply with the Code and all applicable government laws, rules and regulations. If a provision of the Code conflicts with applicable law, the law controls.
- Use good judgment and avoid even the appearance of improper behavior.



Detail descriptions

Respect other members and the public

- We're one team, but we represent many ideas, experiences and backgrounds that will be respected.
- We value each other's contributions and believe that everyone should have an equal chance to succeed—this is essential to advancing our goals and initiatives.
- The I4WDTA membership is a diverse, inclusive and respectful group that recognizes the many strengths and talents our many colleagues bring to the organization. As such, there is no tolerance to any discrimination, of any kind, for any reason.

Respect our partners

- We work with manufacturers and suppliers around the world. Responsible interaction is core to who we are and what we do, so work to ensure that relationships we form are based on mutual respect and trust.
- We value our business relationships and work to be a good, responsible partner, never taking advantage of those willing to work with us regardless of their background.
- Do not disparage or insult partners, or their products and services. But we do give honest, measured and consistent feedback.



Detail descriptions

Preserve training quality, professionalism and safety

- Foster an environment of continuous improvement to ensure the quality and value of our training methods and materials remain the best in the industry.
- Present yourself in a professional manner in all your interactions, in person and virtually
- Develop and follow safe work procedures to ensure training safety and prevent injuries.

Keep private information private

- Information is also a critical asset. Confidential information and intellectual property represent the outcome of significant organization or members investment and years of hard work.
- Protect our assets and keep them private, do not distribute any proprietary information to anyone outside the organization or without explicit permission from the leadership. Keep any applicant information private.
- Theft of the Organization assets—whether physical theft, intellectual property, and proprietary ideas, from either I4WDTA or any fellow members and their private enterprises—may result in termination and criminal prosecution.



Detail descriptions

Do not speak ill of other members

- When you consider the power of words, the number of ways that words can be shared and the impact those words can have from a trusted source like yourselves, you can understand the effect of negative messaging.
- Refrain from negative public commentary, on any media, about the organization or fellow members. Disagreements will happen, speak directly with your fellow member or ask for help from the leadership team.
- This behavior, nor any kind of hazing will not be tolerated.



Corrective Actions

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Our Association may have to take disciplinary action against I4WDTA members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Alleged infractions of the I4WDTA Code of Conduct may be submitted by any member or client to the Association Board of Directors for initial review. The Association Board will advise the member violating the code of conduct, and may further investigate the issue. Depending on the findings and seriousness of the issue, the Association may convene a peer review of the code violation and assess the resulting actions to take.

Possible consequences include one or more of the below:

- Suspension of credential for a specified length of time
- Corrective Action Plan for behavioral or substandard performance
- Reprimand
- Suspension or termination of membership for more serious offenses
- The Association may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior