

Zen Pilates Training

Code of Conduct Policy

Version 1: 04.07.2026

Review Date: July - 2027

Purpose

Zen Pilates Training is committed to maintaining a professional, safe, inclusive and respectful learning environment. This Code of Conduct outlines the standards of behaviour expected from all learners, staff, tutors, assessors, internal quality assurers (IQAs), visitors and any individual representing the centre.

This policy supports the delivery of high-quality training and ensures that everyone is treated fairly, respectfully and professionally.

Scope

This policy applies to:

- Learners
- Tutors
- Assessors
- Internal Quality Assurers (IQAs)
- Administrative staff
- Contractors
- Visitors
- Any individual acting on behalf of Zen Pilates Training

Professional Behaviour

Everyone associated with Zen Pilates Training is expected to:

- Treat others with courtesy, dignity and respect.
- Behave honestly and with integrity.
- Promote an inclusive and welcoming learning environment.
- Communicate professionally and respectfully.
- Respect different backgrounds, beliefs and experiences.
- Act in a manner that reflects positively on the reputation of Zen Pilates Training.

Learner Expectations

Learners are expected to:

- Attend all scheduled learning sessions punctually.
- Participate fully in learning activities.
- Complete coursework and assessments honestly.
- Respect tutors, staff and fellow learners.

- Take responsibility for their own learning.
- Follow all health and safety requirements.
- Use equipment safely and responsibly.
- Inform the centre of any changes that may affect their learning or assessment.

Staff Expectations

Staff, tutors, assessors and IQAs are expected to:

- Deliver training professionally and impartially.
- Maintain confidentiality where appropriate.
- Assess learners fairly and consistently.
- Avoid conflicts of interest.
- Maintain professional boundaries.
- Keep knowledge and skills up to date through continuing professional development (CPD).
- Comply with all centre policies and awarding organisation requirements.

Equality, Diversity and Inclusion

Zen Pilates Training is committed to providing equal opportunities for all learners and staff.

Discrimination, bullying, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will not be tolerated.

Everyone has the right to study and work in an environment that is safe, respectful and inclusive.

Health and Safety

All individuals must:

- Follow health and safety procedures.
- Report hazards, accidents or near misses promptly.
- Use Pilates equipment correctly.
- Maintain a safe learning environment.
- Follow emergency procedures where applicable.

Confidentiality and Data Protection

Personal information must be treated confidentially and handled in accordance with UK data protection legislation and the centre's Privacy Policy.

Information relating to learners or staff must only be shared where appropriate and authorised.

Social Media and Online Conduct

Anyone representing Zen Pilates Training should:

- Communicate professionally online.

- Respect the privacy of learners and colleagues.
- Avoid posting content that could damage the reputation of the centre.
- Not share confidential information without permission.

Academic Integrity

Zen Pilates Training expects all assessment work to be the learner's own.

Cheating, plagiarism, falsifying evidence or any form of academic misconduct will be managed in accordance with the centre's Malpractice and Maladministration Policy.

Breaches of the Code

Failure to comply with this Code of Conduct may result in appropriate action, including:

- Informal discussion.
- Formal warning.
- Removal from a learning session.
- Disciplinary procedures.
- Withdrawal from a programme where appropriate.
- Referral to the awarding organisation where required.

Monitoring and Review

This policy will be reviewed annually or sooner if legislation, awarding organisation requirements or centre practices change.