

CODE OF CONDUCT AND ETHICS

FOR ABG TRAINERS

Association Bernard Gregory (ABG), as a training organisation, provides training services designed to promote the professional development of researchers in all disciplines, regardless of their level of experience. To this end, the ABG trainers, hereinafter referred to as "the trainer", apply the following principles of professional conduct and ethics:

Respect for others

The trainer commits to:

- treat each participant with respect, kindness and fairness, without discrimination based on age, gender, origin, beliefs, disability or any other personal characteristic;
- foster an inclusive and respectful learning environment, free from any form of harassment, psychological pressure or inappropriate behaviour;
- respect the confidentiality of personal or professional information exchanged during the training.

Its mission is to allow learner to find their own path and their own answers within the themes of the facilitated training sessions. Participants are free to choose what they say and what they don't say. They are solely responsible for their decisions.

Integrity and impartiality

The trainer:

- carries out its mission with honesty, neutrality and objectivity;
- does not seek any personal advantage or particular interest in the course of its activity;
- avoid any conflict-of-interest situation and immediately inform the training organisation of any risk in this regard.

The information and advice provided by the trainer is not the responsibility of the trainer. They are the result of studies, recognised models or theories, reference works, testimonies from professionals (HR directors, recruitment officers, managers, etc.) on their practices and the experience capitalised on by ABG in the context of its various activities. Sources are provided in the training materials.

The trainer demonstrates impartiality in the presentation of possible careers and potential employers. No path or organization is privileged *a priori*. Only the interests expressed by the participants guide the trainer in his intervention. In particular, no proselytizing is done for the clients of ABG or its other activities.

Professional competence

The trainer undertakes to:

- maintain and regularly update his/her knowledge, skills and teaching practices;
- only provide training for which they have the required qualifications and experience;
- adapt its methods to the pedagogical objectives, the learners' profiles and the needs of the companies or institutions concerned.

Privacy and data protection

The trainer:

- undertakes not to disclose confidential information obtained in the course of its missions.
- complies with the current regulations on the protection of personal data (GDPR).
- ensures the security and privacy of shared media and documents.

None of the information provided by the client to ABG is used for any purpose other than the successful delivery of the service.

The trainer does not communicate by name, to third parties, the exchanges, testimonies, questions and concerns shared by the beneficiaries during the sessions. This rule is the basis for the relationship of trust through which participants can address all relevant aspects of their experience and thus benefit from appropriate advice. It is also mandatory for anyone present during the training as a speaker or as an observer.

The exchanges, testimonies, questions and concerns shared during the session by the beneficiaries can be noted by the trainers. These are strictly reserved for the facilitation of the training and the follow-up of the participants.

Responsibility and setting an example

The trainer:

- behaves in a professional and responsible manner, ethically, pedagogically and interpersonally;
- represents the training organisation with dignity and respects its values;
- encourages learners to adopt an ethical posture in their professional practices.

Compliance with the legal and contractual framework

The trainer:

- complies with the legal and regulatory requirements applicable to professional training;
- complies with the terms of the order placed by the party funding the training;
- contributes to the traceability of training actions (attendance sheets, evaluations, reports, etc.).

Commitment to quality

The trainer:

- actively participates in the organization's quality assurance process;
- solicits and welcomes feedback, observations and evaluations from learners and the client with a view to continuous improvement;
- contributes to pedagogical innovation and the sharing of good practices.