



POLICY & PROCEDURE

CODE OF CONDUCT

POLICY STATEMENT

Our Employees and Instructors employed or contracted by First Responder Training are expected to practice according to this policy.

This policy outlines the expectations regarding employee's behaviour towards their colleagues, supervisors and overall organization. The Code of Conduct reminds us of our responsibilities to the Business, to each other, to customers, suppliers and governments. We all must follow the law, act with integrity and honesty in all matters, and be accountable for our actions.

SCOPE

This policy applies to all our employees and contracted instructors regardless of employment agreement or position.

PURPOSE

- Establish a framework for professional behaviour and responsibilities.
- Promote a high standard of training and communication with employees and clients.
- Respect other individual's privacy and maintain confidentiality of information.
- Working with clients with honesty and integrity.
- Communicate effectively with employees, clients and other professionals.
- To be compliant with DCAS, Health & Safety and the UAE laws and regulations.

COMPLIANCE WITH LAW

All employees should comply with all environmental, safety and fair dealing laws. All employees are expected to be ethical and responsible when dealing with First Responder Training finances, products and public image.

RESPECT IN THE WORKPLACE

All employees will show respect at all times towards team members, contractors, visitors, suppliers or students.

DRESS CODE

Employees will follow the dress code as per the company's standard. Shirts will be provided to all employees or instructors contracted by the company. Employees or instructors contracted by the company is responsible for their own trousers and shoes, trousers should be a khaki colour with neat and clean shoes that is most comfortable. Manager and above will be wearing plain black or grey suite when consulting clients outside the office.

RESPONSIBILITIES

1. Paramedic
2. Ensure they are familiar with this policy and its requirements
3. Ensure they are familiar and follow the Code of Conduct as described

POLICY

1. Paramedics will practice according to the Professional Code of Conduct, 2001

REFERENCES

Ministry of Health, Professional Code of Conduct, 2001

Created and Approved by:

Laurence Arca- Bathe

managing Director