



## **IBABC Code of Conduct**

### **1. Purpose**

This Code of Conduct supports a respectful, professional, and productive learning environment for all students in an IBABC course, including live, virtual, and on-demand formats.

### **2. Professional Conduct**

Students are expected to:

- Treat instructors, fellow students, and IBABC staff with respect and professionalism
- Communicate courteously and constructively
- Contribute to a positive, inclusive learning environment
- Recognize that IBABC courses reflect professional industry standards

**Respect** means:

Communicating and behaving in ways that acknowledge the dignity, contributions, and learning needs of others. This includes listening without interrupting, speaking courteously (even when disagreeing), avoiding sarcasm or personal criticism, and being mindful of how words and actions affect the group.

### **3. Participation & Engagement**

Students should:

- Arrive on time and prepared
- Participate actively and allow others space to contribute
- Stay focused on course-related content
- Use hand-raising tools when applicable and respect the order in which questions are addressed

### **4. Use of Chat & Communication Tools**

- Use chat and discussion tools for questions, clarification, and constructive discussion
- Avoid disrespectful, disruptive, or inappropriate comments
- Do not engage in personal criticism, sarcasm, or side conversations that distract from learning

### **5. Academic Integrity**

Students must not:

- Share, copy, or distribute course materials, exam content, or answers
- Misuse or reproduce IBABC intellectual property

### **6. Virtual Classroom Expectations**

- Maintain a stable internet connection and appropriate learning environment
- Use microphones responsibly and mute when not speaking



- Follow instructor guidance on camera use and participation

## **7. Respect for Instructors**

Students must:

- Allow instructors to teach without interruption
- Provide feedback or concerns to [education@ibabc.org](mailto:education@ibabc.org)
- Recognize instructors as industry professionals facilitating learning

## **8. Disruptive Behaviour**

Unacceptable behaviours include:

- Disrespectful or inappropriate comments
- Repeated interruptions or off-topic disruptions
- Harassment, discrimination, or intimidation
- Misuse of chat or communication tools
- Failure to follow instructor or IBABC guidance

## **9. Consequences of Misconduct**

Misconduct may result in:

- Verbal or written warning
- Removal from a session
- Temporary or permanent removal from the course
- Forfeiture of course fees (where applicable)
- Reporting to IBABC leadership and/or employer (where appropriate)

## **10. Commitment to a Positive Learning Environment**

IBABC is committed to a high-quality educational experience. All students share responsibility for maintaining a respectful, engaging, and professional learning environment.

## **Acknowledgement**

By participating in an IBABC course, students agree to follow this Code of Conduct.