



CODE OF ETHICAL CONDUCT

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VISION

The Vision of the Association for Skills Development in South Africa (ASDSA) is to seek to establish and maintain the credibility of the skills development profession, regardless of the industrial sector.

MISSION

Our Mission is to:

- Be represented on business and labour forums.
- Develop a designation framework.
- Represent members' skills related interests.
- Support, assist and provide knowledge and information that is required by members in order to fulfil their corporate, socio-economic and community responsibilities.

THE CODE OF CONDUCT

The purpose of this code is to ensure high levels of skills development service. By signing this document, members agree to adhere to this code at all times.

Values

The members of the Association for Skills Development in South Africa subscribe to the following core values:

- Professionalism, Integrity, Honesty, Client Focus, Quality.
- Performing their functions in good faith, giving full effect to the obligations and spirit of the Skills Development Act and any relevant related legislation and/or regulation.
- Abstaining from any conduct or interests that may conflict with relevant legislation and/or regulatory framework.

Code

The “Workplace Skills Planning” process is about engagement between employers and employees within companies that are registered with Sector Education and Training Authorities (SETAs), with

skills development facilitators and members of related professions acting as “process engineers” rather than participants.

Conduct Relating To Skills Development Facilitation

As a member of the Association for Skills Development in South Africa, I agree to:

- Facilitate skills development-related engagement in the workplace.
- Conduct research in the workplace and/or participate in industry research activities.
- Facilitate consensual decision-making in the workplace with regard to skills development activities.
- Facilitate information-sharing between workplace constituencies and the relevant SETA.
- Manage the workplace skills planning evaluation process including acceptance of delays, changes and any additional consultation.
- Liaise with the relevant SETA on behalf of the company / client.
- Be unbiased in dealing with employer and employee constituencies.
- Inform the relevant SETA of skills development-related aspects and developments with regard to the company / client.
- Subscribe to and foster a culture of continuous professional improvement and development.
- Engage in continuing professional development (CPD) activities as appropriate.

Conduct Relating To Professional Ethical Behaviour

As a member of the Association for Skills Development in South Africa, I will abide by the following:

- I will not accept bribes.
- I will be honest when submitting claims to the SETA and any associated stakeholders.
- I will discharge my duties with diligence, punctuality, honesty and integrity.
- I will not profit from confidential information acquired from companies while engaged with a company or after termination of my relationship with such company.
- I will act at all times act fairly, respectfully and with loyalty in the interest of the member company in relation to the relevant SETA and other members or any associated stakeholders.
- I will endeavour to promote a culture of consensus and equality at all times.
- I accept that contravention of this code of ethical conduct may result in disciplinary action against me, including expulsion from the Association for Skills Development in South Africa.