



Ethiopian Civil Service University Trainer's Code of Conduct

As trainers are committed to upholding the highest standards of professionalism, integrity, and respect in all aspects of his/her work. This code of conduct serves as a guide to ensure the quality, fairness, and effectiveness of our training programs while fostering a positive learning environment for all participants.

1. Professionalism

- Every trainer shall maintain the highest standards of professionalism in his/her interactions with participants, colleagues, and stakeholders.
- Trainers shall adhere to all relevant laws of ECSU (Senate Legislation, Regulations, and Training Policy and Guide lines governing training activities).
- Trainers continuously update and enhance his/her knowledge and skills to provide the best possible training experience for participants.

2. Integrity

- Trainer shall conduct training sessions with honesty, transparency, and integrity, presenting accurate and unbiased information to participants.
- The trainer shall avoid conflicts of interest and disclose any personal or financial relationships that may influence the training activities.
- The trainer shall respect the confidentiality of participants and refrain from sharing sensitive information without proper authorization.

3. Respect

- The trainer shall treat all participants with dignity, respect, and fairness, regardless of their background, beliefs, or opinions.
- The trainer shall create an inclusive and welcoming environment that values diversity and promotes mutual understanding among participants.
- The trainer shall listen actively to participants' feedback and concerns, addressing them promptly and constructively.

4. Professional Boundaries

- The trainer shall maintain appropriate professional boundaries with participants, refraining from engaging in any form of harassment, discrimination, or inappropriate behavior.
- The trainer shall avoid abusing his position of authority for personal gain or advantage, and he/she will refrain from asking or accepting gifts, favors, or other forms of undue influence from participants.

5. Safety and Well-being

- The trainer shall prioritize the safety and well-being of participants, providing a physically and emotionally safe learning environment.
- The trainer shall adhere to health and safety protocols to minimize risks during training sessions, including emergency procedures and accommodations for participants with special needs.

6. Continuous Improvement

- The trainer shall seek feedback from participants, colleagues, and stakeholders to continuously improve the quality and effectiveness of the training programs.
- The trainer shall engage in ongoing professional development activities to enhance his/her skills, knowledge, and competencies as trainers and educators.

7. Dress Code

- Dress code for trainers reflects his/her commitment to maintaining a professional appearance while facilitating training sessions. Here are some guidelines for appropriate attire:

7.1 Business Casual:

- Trainers in ECSU should dress in business casual attire, which typically includes clothing that is neat, clean, and well-fitting. Professional-looking pants made of cotton or a similar material. Business casual attire for trainers may include:
 - Slacks or khakis
 - Collared shirts or blouses
 - Sweaters or cardigans
 - Closed-toe shoes or loafers

7.2 Avoid Casual or Overly Formal Attire:

- Trainers should avoid clothing that is too casual or too formal for the training environment. Examples of clothing to avoid include:
 - T-shirts with logos or slogans
 - Jeans or denim pants
 - Athletic wear or sneakers
 - Evening wear

7.3 Professional Grooming:

- Trainers should maintain a professional appearance by grooming themselves appropriately. Examples of professional grooming practices include:
 - Neatly styled hair
 - Clean and trimmed fingernails
 - Minimal use of strong perfumes or colognes
 - Conservative makeup and accessories

8. Compliance

- The trainer shall comply with all applicable laws, regulations, and ethical standards governing training activities in ECSU specifically in Training Institute, including intellectual property rights and data protection regulations. All this are addressed in ECSU senate legislation document.

Ethiopian Civil Service University Trainees' Code of Conduct

To ensure a positive and productive experience for everyone, ECSU Training Institute demands that the trainees or participants adhere to the following code of conduct:

1. Respect Others

- The trainee shall treat his/her fellow trainees, trainers, and staff with kindness, courtesy, and respect.
- The trainee shall listen actively and attentively during training sessions, and avoid interrupting others while they are speaking.
- The trainee shall embrace diversity and be open to different perspectives and backgrounds.

2. Participate Actively

- The trainee shall engage actively in training activities, discussions, and exercises. His/her participation enriches the learning experience for everyone.
- The trainee shall share his/her ideas, questions, and insights openly and constructively.
- The trainee shall be willing to collaborate with others and contribute to a supportive learning environment.

3. Be Punctual and Prepared

- The trainee shall arrive on time for all training sessions and come prepared with any materials or equipment required.
- The trainee shall respect the schedule and be mindful of the time allocated for each activity or topic.
- The trainee shall notify the trainer or organizer in advance if he/she is unable to attend a session or if he/she anticipate being late.

4. Maintain Confidentiality

- The trainee shall respect the confidentiality of information shared during training sessions, including personal stories, experiences, and sensitive topics.
- The trainee shall refrain from discussing or sharing confidential information with others outside of the training program without proper authorization.

5. Follow Guidelines and Instructions

- The trainee shall adhere to all guidelines, instructions, and rules provided by the trainers or organizers.
- The trainee shall seek clarification if he/she is unsure about any instructions or expectations.
- The trainee shall respect any specific rules or protocols related to the use of training facilities, equipment, or resources in the Training Institute.

6. Be Responsible

- The trainee shall take ownership of his/her learning journey and actively seek opportunities for growth and development.
- The trainee shall be accountable for his/her actions and their impact on himself/herself and others.

7. Respect Intellectual Property

- The trainee shall respect the intellectual property rights of trainers, guest speakers, and fellow trainees.
- The trainee shall not reproduce, distribute, or use training materials or resources without proper authorization of the University.

8. Feedback and Improvement

- The trainee shall provide constructive feedback to trainers and organizers to help improve the quality of the training program.
- The trainee shall be open to receiving feedback from trainers and fellow trainees, and use it as an opportunity for growth and improvement.