



## **Professional Conduct and Nondiscrimination Policy**

### **1.0. Policy Statement**

Future Horizons is committed to providing high-quality, ethical, and unbiased continuing education. This policy outlines the professional standards expected of all stakeholders—including employees, instructors, contractors, and learners—to foster a respectful, inclusive, and productive learning environment. Adherence to these standards is mandatory.

### **2.0. Scope**

This policy applies to all individuals participating in or contributing to any program, event, or activity organized or sponsored by Future Horizons, whether in person, online, or in a hybrid format.

### **3.0. Standards for all stakeholders**

#### **3.1. Respect and non-discrimination**

All individuals must treat others with dignity, courtesy, and respect, regardless of background, identity, beliefs, or role. Prohibited conduct includes, but is not limited to, discrimination, harassment, bullying, and offensive behavior based on gender, race, creed, national origin, sexual orientation, religion, age, disability, or any other legally protected characteristic.

#### **3.2. Confidentiality**

Participants and staff must maintain the confidentiality of any sensitive information obtained during a CE activity, including confidential company data, proprietary information, and participant details.

#### **3.3. Responsible use of technology**

Participants and staff must use all company technology, online platforms, and communication channels responsibly and for their intended purpose. Any form of cyberbullying, misuse of company accounts, or violation of data privacy is strictly prohibited.

### **4.0. Standards for instructors and course developers**

#### 4.1. Integrity and objectivity

Instructors and content developers must deliver educational material that is factual, free of commercial bias, and based on objective evidence.

- **Commercial bias:** Recommendations or conclusions should not promote any specific product, service, or commercial interest. Any potential conflicts of interest must be disclosed clearly.
- **Content integrity:** Information must be current, accurate, and relevant to the professional practice of the learners.

#### 4.2. Competence and qualifications

Instructors must only teach in areas where they have documented competence, training, and experience. Misrepresenting qualifications is a serious violation of this policy.

#### 4.3. Fair and accurate representation

Instructors and staff will not make false or misleading claims about course content, learning outcomes, or their own credentials. All advertising and communication must be truthful and transparent.

#### 4.4. Intellectual property

Instructors must respect the intellectual property of others by properly citing sources and ensuring that all teaching materials are their own original work or used with appropriate authorization.

#### 4.5. Respectful instruction

Instructors must create a safe and inclusive learning environment, treating all learners fairly and with respect. They must facilitate discussion professionally, avoiding any personal attacks or intimidation.

#### 5.0. Standards for participants and learners

##### 5.1. Academic honesty

Participants are expected to complete all coursework, exams, and evaluations honestly. This includes refraining from plagiarism, cheating, or misrepresenting completion of course requirements.

##### 5.2. Active and respectful participation

Participants in live or online sessions are expected to engage respectfully with instructors and other learners. This includes constructive feedback, active listening, and refraining from monopolizing discussions or using disrespectful language.

### 5.3. Attendance verification

Participants are responsible for adhering to all stated attendance and participation requirements to receive credit. This includes following instructions for logging in and out of online sessions and completing mandatory activities.

### 6.0. Policy violations and reporting

#### 6.1. Reporting procedure

Any individual who believes this policy has been violated is encouraged to report their concerns to [Info@fhautism.com](mailto:Info@fhautism.com) by email or by filling out the Contact Us form on the website. All reports will be handled with discretion and confidentiality to the extent possible.

#### 6.2. Investigation

Future Horizons will conduct a fair and thorough investigation of any reported violations. All parties involved will have the opportunity to present their perspective.

#### 6.3. Consequences

Confirmed violations of this policy may result in disciplinary action up to and including:

- Removal from a course or program without a refund.
- Termination of an employment or instructor contract.
- Ineligibility for future courses or partnerships.
- Reporting to relevant professional licensing or accreditation bodies, if applicable.

### 7.0. Review

This policy will be reviewed periodically to ensure it remains relevant and effective.