

<b>POLICY:</b>	<b>CONTRACTORS AND AGENTS</b>
<b>NVR Ref:</b>	<b>Standard 2</b>
<b>IBI Ref:</b>	<b>IBI-3-C 4</b>
<b>Purpose</b>	To ensure that all contractors acting on behalf of Investment Banking Institute conduct themselves in a manner suitable to the Institute's ethics and principles.
<b>Scope</b>	This Policy and Procedure covers all contractors associated with training programs delivered by the Institute.
<b>Responsibilities</b>	The CEO has overall responsibility for ensuring procedures in relation to the conduct of contractors are adhered to and complied with.

<b>PROCEDURE:</b>	<b>CONTRACTORS AND AGENTS</b>
<b>NVR Ref:</b>	<b>Standard 2</b>
<b>IBI Ref:</b>	<b>IBI-3-C 4</b>

<b>Action / Method</b>	<p>A contractor representing the Institute is expected to:</p> <ol style="list-style-type: none"> <li>1. Have a thorough understanding of the Institute, its course offerings, facilities, staff and educators.</li> <li>2. Refrain from discrediting other training providers by claiming that they are guilty of dishonourable conduct, are unable to fulfil the terms of a contract, are in trouble financially, or make other derogatory comments.</li> <li>3. Refrain from making exaggerated statements concerning job or employment opportunities.</li> <li>4. Cultivate a highly professional working relationship with all of the Institute's staff, especially educators.</li> <li>5. Avoid making any promises to students that cannot be verified.</li> </ol> <p>It is the responsibility of the Institute to provide all contractors with a copy of this Procedure.</p>
<b>Websites</b>	www.ibi.edu.au
<b>Access and Security</b>	<b>File Security</b>
	<b>Access to Electronic Records</b>
	<b>Access to Secondary Storage Areas</b>
<b>Freedom of Information</b>	<b>Disposal of Records with regard to the Freedom of Information Act</b>
	<b>Retention of Records for Freedom of Information Purposes</b>
	<b>Access to Archived Records</b>

**VERSION CONTROL**

**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer  
**Responsible Officer:** Chief Executive Officer  
**Next Policy Review Date:** April 2017

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes