

*This Code of Practice has been developed for My Freight Career (MFC) staff. This includes Trainers and Assessors, Administration, Sales & Marketing, and Directors.*

- Principle 1* MFC Staff will treat as confidential all client and trainee information. Information may not be used to the detriment of clients or trainees and may not be sent indiscriminately.
- Principle 2* Each trainee will have the trainee program explained to them in full. The trainee will be given access to a Trainee handbook, which must be signed as an acceptance of their understanding of its contents and which acts as a receipt of it being issued.
- Principle 3* MFC Staff will give honest and truthful representation of all information in all dealings with clients and trainees. Permission must be obtained before releasing confidential information.
- Principle 4* MFC Staff will not undertake actions that may jeopardise a trainee's host employment.
- MFC Staff will not attempt to prevent a trainee from seeking work with other hosts, provided the potential host can enhance the trainee's ability to meet the training package competency standards.
- Principle 5* My Freight Career will not engage in any form of collusive practices. MFC Staff will not knowingly put at risk trainee/s or client/s.
- Principle 6* MFC Staff must adhere to the principles of truth in advertising.
- Principle 7* Prior to any work being undertaken for a client, all fees, charges, and services are to be explicitly and fully disclosed to the client. Each host organisation will sign the "Terms and Conditions for the Supply of My Freight Career Trainees" contract.
- Principle 8* Prior to the engagement of a trainee to a host employer, that individual will be given details of work conditions, the nature of the work to be undertaken, rates of pay, and pay arrangement. Any variation to the engagement can only occur with prior notification to the trainee.
- My Freight Career will not take on assignments that could result in the inability to pay trainee workers.
- Prior to any trainee being placed or contracted to a host employer, a My Freight Career representative will conduct a WHS Site Safety Checklist to ensure the safety and well-being of the Trainee in the host employer's workplace.
- Principle 9* My Freight Career will comply with all legal, statutory, and Government requirements.
- Principle 10* My Freight Career shall ensure that trainees honour all legal and common law obligations to previous host or employers. Trainees will not solicit, lure, or endeavor to entice away clients, trainees, or candidates associated with their previous host or employer.
- Principle 11* MFC staff must adhere to and follow all of My Freight Career's policies and procedures, including the Access and Equity policy.