

## ONLINE TEFL TEACHER ETHICS POLICY

- *Plagiarism and the use of AI or other modes of artificial writing assistance, which are considered as counter-productive, for the purpose of demonstrating personal language competence, are strictly not allowed. This is clearly stated right at the onset by means of a written warning on the online application form which students must read and acknowledge by ticking the appropriate disclaimer. This applies to all criteria of the course, from assessment stage to assignments and other tasks.*
- *In the event that anti plagiarism/AI detection tools, or the Tutor's opinion based on the candidates' ability, indicate a possible infringement of a significant degree, the participant is informed, given an explanation or shown evidence and requested to re-submit original work accompanied by a firm warning.*
- *The identity of students is verified by acquiring personal details at application stage, a face-to-face identification during the assessment interview, and submission of A-Level certificates and other social media background checks where applicable. During each course session course participants are required to log in to each session keeping both camera and microphone switched on.*
- *Online TEFL Teacher embraces an inclusive, anti-discrimination policy throughout all its processes, starting from pre-service interaction with applicants, as well as ongoing in-service engagement with students and staff.*
- *A zero-tolerance policy is adopted and any potentially or actual discriminatory behaviour on any part, is checked and addressed immediately, particularly during live course sessions. Any such unwarranted behaviour is stumped by the Tutors, by means of a gentle but firm real-time reprimand to any offender/s clearly stating that it will not be tolerated. If necessary, individuals are also confronted privately by means of a separate zoom meeting, telephone call or text message/email, expressing OTT's strong position and a warning, if warranted. In extreme cases the participant or staff member can be suspended from the course, if warnings go unheeded.*
- *Online TEFL Teacher nurtures an atmosphere of open and transparent engagement among students and staff members alike. Should any such incident go unnoticed, or any party feel they are being discriminated against, there is a complaint form on the website to allow any such event to be brought to the attention of the Administrator and/or Academic Staff.*