



TUTORING CODE OF ETHICS

- 1. Best Interest:** Tutors will be committed to acting in the best interest of tutees as the employing organization or institute specifies.
- 2. Responsibility:** Tutors must remain dependable and show up on time during their scheduled hours, act and respond with integrity towards others around them, fulfill their commitments made, maintain a professional character by keeping work and private life separate, respect and use LRCC equipment and material with care, remain accountable for any shortcomings or mistakes, and always adhere to LRCC Tutor Policies.
- 3. Integrity:** Tutors will practice and promote accuracy, honesty, and truthfulness.
- 4. Fairness:** Tutors will exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.
- 5. Communication & Cooperation:** Tutors must communicate and work together with tutees and staff with clear, direct, and considerate diction. Proper communication is necessary to ensure that everyone can sort out potential issues, brainstorm within projects, listen to others effectively, express ideas in meetings, resolve concerns effectively and professionally, and follow the chain of command.
- 6. Respect for Others' Rights and Dignity:** Throughout all interactions, tutors must maintain the highest respect towards all regardless of race, age, religion, disability, language, nationality, gender, political opinion, physical appearance, and personal, situational differences. Some of these may include but are not limited to: polite manners, knowing when to stop situations escalate, giving undivided attention, being self-aware of your behavior, and appropriate acknowledgment of tutees and staff.
- 7. Excellence:** Tutors will strive to maintain excellence by improving their tutoring skills and engaging in appropriate professional development activities.
- 8. Respect for Individual Differences:** Tutors will respect cultural, individual, and role differences, including age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status.
- 9. Professionalism:** Tutors will not engage in inappropriate relations with tutees.
- 10. Confidentiality:** All information discussed between you and tutees and staff while at work must always remain private. The LRCC strives to embody a safe environment for all students. If there is an urgent or immediate concern that you believe needs reporting, contact the LRCC Director immediately.

I, _____ have read and acknowledged this LRCC Tutoring Code of Ethics, and agree to uphold this code and actively work toward the ultimate goal of student independence.

(EMPLOYEE SIGNATURE)

(DATE)