

Procedure Title:	Real Estate Education Program Facilitator Conduct
Procedure ID:	#OP 3-300B
Manual Classification:	Human Resources
Linked to Policy:	3-300 Code of Conduct
Approved by Senior Management Team (SMT):	June 18, 2025
Effective Date:	July 1, 2025
Next Review Date:	July 1, 2028
Contact for Procedure Interpretation:	Executive Vice President, Human Resources and Organizational Development

1.0 – Purpose

The Facilitator Conduct Procedure clarifies the rights and responsibilities of facilitators delivering components of the Real Estate Education programs offered by Fleming College. It outlines expectations and defines what is and is not acceptable conduct. It also establishes consequences for unprofessional and unethical behaviour by facilitators.

2.0 – Definitions and Acronyms

Facilitator: an individual responsible for delivering a component of a Real Estate Education program.

3.0 – Guiding Principles

This procedure is guided by the requirements as laid out by the Real Estate Council of Ontario (RECO) for facilitator conduct.

4.0 – Scope

This procedure applies only to facilitators delivering components of Real Estate Education programs.

Employee code of conduct for all other employees of the College is covered by 3-300 Employee Code of Conduct and OP 3-300 Employee Code of Conduct. These codes of conduct also apply to Real Estate Education program facilitators, as well as all other policies and procedures covering employee behaviour such as 3-344 Conflict of Interest.

5.0 – Operating Procedure

5.1 – RECO Code of Conduct

All facilitators who deliver Real Estate Education programs and course components are prohibited from:

1. Recruiting or prospecting students for their brokerages while delivering synchronous components of the program.

2. Participating in or acquiescing to schemes involving learner breaches of the Real Estate Registration Education Program [Exam Misconduct Policy](#), the College's student code of conduct, 5-506 Student Rights and Responsibilities and associated operating procedures, 2-201A Academic Integrity and associated operating procedures.
3. Participating in or acquiescing to schemes involving theft of exam materials or contradict the Real Estate Education Program [Exam Misconduct Policy](#).

Facilitators must promptly report any instances of learner misconduct that they become aware of, which will be handled under the appropriate College and/or RECO policy depending on the misconduct involved.

Instances of facilitator misconduct may be reported to RECO, which may impose sanctions or investigate the matter.

6.0 – Related Documents

- 3-300 Code of Conduct
- OP 3-300 Code of Conduct
- 3-344 Conflict of Interest
- OP 3-344 Conflict of Interest
- [Real Estate Registration Education Program Exam Misconduct Policy](#)

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
June 18, 2025	SMT	NEW