



THE CENTRE OF EXCELLENCE

Code of Conduct

Policy

All Students enrolled in programs or using the services of The Centre of Excellence (COE) are required to maintain appropriate standards of conduct at all times, whether attending a COE campus or representing COE in any capacity (such as a work placement or vocational experience program).

Guidelines

Where behaviour is deemed to be improper or inappropriate as outlined below, the college will take action in accordance to the SMP 4 Student Disciplinary Policy

Improper or Inappropriate Behaviour

- 1.1. Improper or inappropriate behaviour includes but is not restricted to:
 - i. Being on COE or work placement provider premises and consuming or having consumed alcohol;
 - ii. Persistent disruptive behaviour;
 - iii. Verbally abusive or hostile behaviour affecting fellow Student, fellow employees or colleagues;
 - iv. Smoking or the use of prohibited or illegal substances at COE classes or on COE or work placement provider premises;
 - v. Deliberate misuse of COE or work placement provider equipment or materials;
 - vi. Wilful or malicious damage to COE or work placement provider property or equipment.
 - vii. Arson of COE property or work placement provider property;
 - viii. Behaviour of a discriminatory nature;
 - ix. Carriage, use or being in possession of a prescribed or regulated weapon or dangerous article on COE or work placement provider premises;
 - x. Physical assault on a member of general or training staff, other Students, employees, colleagues or members of the public or behaviour which is perceived to be threatening;
 - xi. Theft from staff, fellow Students, fellow employees or colleagues at COE or work placement provider;
 - xii. Slander or harassment (whether verbal, sexual or otherwise) of staff fellow Students, fellow employees or colleagues;
 - xiii. Any Student who has been found to willingly or accidentally activate fire or security alarms which result in the calling out of emergency services such as the fire department, police, ambulance or any other emergency service will be liable for whatever costs are incurred by their actions. Furthermore, Students may be prosecuted under State or Federal laws in relation to their actions.
 - xiv. Any Student who has been found willingly overloading the lifts/elevators resulting in the malfunctioning of the same in COE buildings will be liable to share the costs incurred in repairing and maintaining these.
- 1.2. Students not adhering to the HRP 25 No Smoking Policy with regards to refraining from smoking in COE designated areas will be asked to comply or leave the premises or site. Improper or inappropriate behaviour may result upon investigation in suspension of enrolment or payment of damages.



THE CENTRE OF EXCELLENCE

2.0 Student Classroom Behaviour

COE requires behaviour in the classroom to be conducive to the most effective learning environment for the class participants' observation of consideration and respect for classmates and trainers is expected.

- 2.1 Students are required to maintain punctuality at all times to ensure fellow classmates are not disadvantaged by lateness or early departure from scheduled classes.
- 2.2 Students are required to arrive at all scheduled classes with prescribed text books, correct uniforms and all necessary equipment to ensure they are able to meet course competencies.
- 2.3 Any class session or activity missed, regardless of cause, reduces the opportunity of learning and may adversely affect a Student's achievement in their enrolled course.
- 2.4 No food or beverages are to be consumed in the classrooms, except bottled water.
At the end of every class, the room is to be tidied up, chairs pushed in, and tables straightened.
- 2.5 The use of electronic equipment, such as mobile phones and ipods/CD players, is not permitted in the classroom by Students or staff.
- 2.6 A lap top computer is permissible provided it is relevant to the class. The use of a dictionary by Students in class is permitted. Under no circumstance may a Student connect their laptop, personal digital Assistant (pda), smart phone (such as an iPhone), or any other electronic device, to the COE server for any reason whatsoever, including for use of the Internet.
- 2.7 Students are expected to use appropriate language at all times.

3.0 Serious Misconduct

- 3.1. Serious misconduct is deemed to be behaviour that is illegal, wilful or premeditated. This behaviour can result in immediate suspension pending investigation and may lead to expulsion.

Misconduct of a criminal nature will be reported to the appropriate authority.

4.0 Student Conduct

Students enrolled at COE should adhere to the following;

- 4.1. Respect other people's rights to hold different positions and views in our society;
- 4.2. Be receptive to others point of view;
- 4.3. Refrain from discriminating against another person for their beliefs, nationality, religion, age, associations or sex;
- 4.4. Refrain from imposing their own values on other Students.
Students are given the capacity and right to learn with equal opportunity to develop their maximum potential.

5.0 Parents and Guardians

Staff at COE will enhance the standing of the Organisation by being:

- 5.1. Honest, sensitive and constructive in the service of appropriate partnerships with parents and guardians for the benefit of Students;
- 5.2. Respectful of parents and guardians roles and rights whilst maintaining Students rights to privacy;
- 5.3. Open, courteous and responsive in seeking assistance and support from members of the Organisation and wider community.