



## STUDENT CODE OF CONDUCT

### PURPOSE

Atlantis College of Management's (ACM) Student Code of Conduct is aimed to guide the practices that result in equitable access to a safe learning environment.

The purpose of this policy and procedure is to ensure Atlantis College of Management's (ACM) complies in all respects with the Occupational Health and Safety Act 2014 (Victoria), the Occupational Health and Safety Regulations 2014 (Victoria), any other relevant legislation and to ensure that the provided learning environment is a safe and healthy workplace.

The main objectives are:

- a) To secure and promote the health, safety, and welfare of people whilst learning and studying at ACM campuses.
- b) To promote a learning environment that meets the physical and psychological needs of people.
- c) To provide for consultation and cooperation between employees and past and present students.
- d) To identify, assess and eliminate or control risks to health and safety.

### SCOPE

Atlantis College of Management (ACM) applies *zero tolerance* towards discrimination, harassment, or victimisation.

Allegation and Complaints of such matters are responded through a range of avenues such as formal investigation, conciliation or informal resolution underpinned by principles of natural justice.

ACM asserts that employees and students have the right to work, study and interact in a learning and/or work environment that is fair and free from discrimination, harassment, and victimisation.

The diverse needs of ACM employees and students are best addressed by inclusive practices and, where required, the provision of reasonable adjustment.

ACM ensures to the best of capability that all organisational documents use inclusive and use non-discriminatory language

ACM ensures its employees and students, where possible in a prompt and timely manner, are informed of any changes to legislative and regulatory requirements that affect the services and delivery of this policy and procedure



## DEFINITIONS

<b>Discrimination</b>	It is unlawful to discriminate on the basis of a number of protected attributes including age, disability, race, sex, intersex status, gender identity and sexual orientation in certain areas of public life, including education and employment.
<b>Diversity</b>	Differences between individuals or groups of people in age, cultural background, disability, ethnicity, family responsibilities, gender, language, marital status, religious belief and sexual orientation; including other ways in which people are different, such as learning, life experience, work experience and socio-economic background.
<b>Equal Opportunity</b>	the right to be treated without discrimination, especially on the grounds of one's gender, race, or age
<b>Equity</b>	The fair treatment of people on the basis of respect and merit, the recognition of disadvantage and the absence of discrimination.
<b>Reasonable Adjustment</b>	Is a legislative term that, for VET, refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability.
<b>Sexual Harassment</b>	An unwelcome sexual advance, or an unwelcome request for sexual favours or other unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.
<b>Victimisation</b>	Any form of detriment directed at a person for alleging, making or participating in, supporting or resolving a complaint of discrimination, sexual harassment or victimisation; or a person associated with a person who alleges, makes or participates in, supports or resolves a complaint of discrimination, sexual harassment or victimisation.



## PROCEDURES

### Informing learners of the Student Code of Conduct

Information about the student code of conduct is provided to learners in the Atlantis College of Management (ACM) Student Handbook and is also provided in the orientation session prior to the first classes attended by each student.

Trainers and/or Assessors are required to discuss the student code of conduct in class during the first week of classes.

### Informing Employees of the ACM Student Code of Conduct

Employees are informed of the student code of conduct during their induction session and in this policy and procedures manual.

### General Guidelines

It is expected that all learners will:

- attend classes on each day they are scheduled
- be respectful and courteous to student services staff, trainer/assessors and other learners
- dress and behave in an appropriate manner
- contribute to the life of the college in a constructive manner
- respect the property of the college and other learners
- comply with all visa regulations for Overseas Students

### Classroom and Simulated Environments Behaviour

The classroom and simulated environments are a place of learning.

It is expected that all learners will:

- attend class on time bring the required learning resources, stationery and materials to class each lesson
- show appropriate respect toward the trainer/assessor and fellow learners
- not disrupt the class or other learners
- speak only English in class
- remain in the classroom throughout the class
- not eat or drink in the class
- turn off mobile phones during class time
- submit all class work and assessments
- leave the classroom tidy after each lesson

### Course Progression

It is the learners' responsibility to be familiar with their course requirements and prepare a study plan that will assist them in meeting the course requirements.



Learners are required to make satisfactory course progress according to the policy for monitoring course progress and attend at least *80% of classes each term* according to the attendance policy.

Refer to the following policy and procedures *Attendance and Monitoring Course Progress*.

### **Assault**

Any form of assault in class or outside class is strictly forbidden.

This includes assaults of a physical, verbal, written, electronic, sexual, or racial nature.

Assault between learners or between student and trainers and/or assessors will not be tolerated.

### **Carrying Weapons**

Carrying knives and other weapons or objects that may be used as weapons on campus is forbidden and may constitute criminal activity.

### **Bullying**

Bullying is unreasonable behaviour that is intimidating, threatening, or humiliating and repeated over time or occurring as part of a pattern of behaviour.

Bullying can be physical, verbal, or indirect, and creates an unfriendly, threatening, or offensive environment.

Examples of behaviour that could be bullying include, but are not limited to:

- excluding someone from workplace/learning activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- abuse using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- humiliating someone through sarcasm or insults
- intimidation
- initiation practices
- sabotaging someone's work
- practical jokes.

Any form of bullying at campus, in class or outside class is strictly forbidden.

Bullying amongst learners or between student and trainer/assessor or between staff will not be tolerated.

Refer to the following policy and procedures *Equity and Diversity, Sexual Harassment and Work Health and Safety (WHS)*.



## Cyber – bullying - Social Media

Cyber bullying notably via Social Media is the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm others.

- Learners at ACM have a responsibility to ensure that they:
- do not participate in cyber bullying
- do not use mobile phones, cameras, or other digital devices to record audio and visual material unless they seek and receive authorisation to do so
- do not breach the privacy of learners, employees, and members of the ACM community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of employees
- advise learners being victimised by cyber bullying to talk to an adult

Refer to the following policy and procedures *Equity and Diversity, Sexual Harassment and Work Health and Safety (WHS)*.

## Harassment

Harassment is any behaviour (through words or actions) based on the personal characteristics listed above that is unwanted, unasked for, unreturned and likely to make ACM an unfriendly or uncomfortable place by:

- humiliating (putting someone down)
- seriously embarrassing
- offending (hurting someone's feelings) or
- intimidating (threatening someone so they behave in a certain way).
- Some examples of harassment are:
- name calling
- stereotyping jokes
- offensive comments.
- Sexual harassment is an unwelcome sexual advance, request for sex or any other sexual behaviour that a reasonable person would know or expect would offend, humiliate, seriously embarrass or humiliate another.
- Some examples of sexual harassment are:
- unwanted touching
- unwelcome sexual innuendo or jokes
- displaying sexually explicit material (posters, emails, internet sites).

Refer to the following policy and procedures *Equity and Diversity, Sexual Harassment and Work Health and Safety (WHS)*.

## Racial and religious Vilification

Vilification is behaviour (through words or actions) that incites hatred, serious contempt or ridicule of another person or group of people because of their race or religious belief.

Some examples of vilification are:



- public threats of harm
- encouraging others to hate someone because of their religion
- racist statements made in a public meeting
- racist graffiti

Refer to the following policy and procedures *Equity and Diversity, Sexual Harassment* and *Work Health and Safety (WHS)*.

## Discrimination

ACM will act quickly to ensure that unlawful discrimination does not occur or continue to occur in the workplace for trainer/assessors, or in the provision of training and assessment to learners.

Discrimination in employment and in the supply of goods and services is also unlawful under various Victorian and Commonwealth legislation and guidelines.

Discrimination is unlawful, and will not be tolerated, on the grounds of:

- age
- breastfeeding
- carer status
- disability/impairment
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status
- physical features
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- sexual orientation
- Personal association with someone who has, or is assumed to have, one of these personal characteristics.

## Food and Beverages

To ensure a hygienic, tidy, and comfortable learning environment:

- Food and beverages are to be consumed in the common areas only. (Bottled Water is permitted in Classrooms and Simulated Environments)
- No food may be consumed in the classrooms and/or computer labs.
- All rubbish is to be placed in bins provided.
- Kitchen areas are to be kept clean and tidy.
- Student breakout rooms and lounges are to be kept clean and tidy.



## **Alcohol and Drugs**

The consumption or possession of alcohol or illegal drugs is always prohibited by ACM.

Refer to the following policy and procedure *Work Health and Safety (WHS)*.

## **Plagiarism, Collusion, and Cheating**

Plagiarism, collusion, and cheating are not acceptable practices.

Please refer to the policy and procedure *Plagiarism, Collusion, and Cheating*, and of the consequences of engaging in these practices.

## **Suspension or cancellation of enrolment for learners in breach of the Student Code of Conduct**

According to ACM's deferment, suspension or cancellation policy and procedures, ACM may cancel a student's enrolment for breaching the ACM student code of conduct.

Refer to the policy and procedure *Deferment, Suspension or Cancellation*.



## RESPONSIBILITIES

- a) The Chief Executive Officer (CEO) is responsible for the development and maintenance of this policy and for communicating this policy to all employees and students.
- b) All employees, students and third parties engaged by ACM on campus or whilst carrying out functions in connection with ACM are responsible for complying with this policy and procedure, behaving appropriately, and promoting a culture of equity and diversity.

## RELATED DOCUMENTS

- a) Form: Compliant and Appeal Lodgement
- b) Form: Deferment, Suspension, Withdrawal and Cancellation
- c) Form: Student at Risk
- d) Letter: Academic Misconduct (Template)
- e) Letter: Course Progression Warning (CPL) (Template)
- f) Letter: Non - Academic Misconduct (Template)
- g) Orientation and Induction PowerPoint Presentation
- h) Student Handbook
- i) Work Health and Safety – Near Miss Register

## ASSOCIATED DOCUMENTS

- a) ACM Evacuation Plan
- b) APA Referencing Style Guide
- c) Human Rights Fact Sheets
- d) Policy and Procedure: Complaints and Appeals
- e) Policy and Procedure: Critical Incident
- f) Policy and Procedure: Equity and Diversity
- g) Policy and Procedure: Information Provided to Applicants Prior to Enrolment
- h) Policy and Procedure: Monitoring Course Progress
- i) Policy and Procedure: Plagiarism, Collusion, and Cheating
- j) Policy and Procedure: Privacy
- k) Policy and Procedure: Records (Management)
- l) Policy and Procedure: Records (Retention)
- m) Policy and Procedure: Refund
- n) Policy and Procedure: Reviewing and Improving Learner Support and Welfare Services
- o) Policy and Procedure: Sexual Harassment
- p) Policy and Procedure: Work Health and Safety (WHS)