

## POLICY

<b>Code of conduct</b>			
General	Standard 1 Clause 1.1 Standard 2 Clause 2.1	Policy No.	<b>RTO.GEN-POL-002</b>
		Related Procedure No.	<b>N/A</b>
Policy Owner	Ferne Robinson, Compliance Man		
Scope	This policy applies to clients, participants and employees of RMTS and its associated entities.		
Date of approval	01.10.18	Review Date	30.09.19
Change Control			
Version No.	1.1 (Initial version)		
Related Policies	Complaint and Appeals Policy Course withdrawal/cancellation Policy Enrolment Policy Access and Equity Policy Management of personal information Policy		

### 1. Overview

Risk Management Training Solutions (RMTS) clients, participants, visitors and staff have rights and responsibilities.

To ensure that all individuals are treated with respect and fairness and are provided with a supportive and stimulating learning environment to pursue their goals RMTS expect all stakeholders including staff clients, participants and visitors to adhere to our code of conduct.

### 2. Policy

2.1 The following expectations and responsibilities are expected to be adhered to:

- Adhere to Workplace Health and Safety requirements;
- Report illegal activity of any sort and not engage in criminal behavior.

- Treat other Participants and RMTS Employees with respect and fairness;
- Avoid discriminatory conduct on grounds such as gender, sexuality, race, ability, cultural background, religion, age or political conviction;
- Not engage in conduct which may objectively be considered as harassment or bullying, or which is otherwise disruptive or intimidating;
- Respect the privacy of others in the collection, use or access of personal information whilst undertaking studies;
- Not disclose confidential information concerning any matter relating to RMTS;
- Avoid disrupting or interfering with any teaching, learning, or other academic activity of RMTS;
- Not impair the rights of others to participate in any legitimate RMTS activity; and
- Not encourage, persuade or incite others to engage in conduct or behavior constituting misconduct in accordance with RMTS policies and procedures.
- Read and comply with their enrolment conditions and RMTS policies, procedures and ethical requirements;
- Read and comply with their program and course requirements;
- Take responsibility for their own education and direct their own learning;
- Monitor their academic progress; and
- Refrain from swearing, drinking and eating in classrooms and other learning areas (water only allowed) unless otherwise directed or pre-approved;
- Behave responsibly by not littering, harassing fellow Participants or staff, damaging, stealing, modifying or misusing RMTS or another Participant's property;
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes;
- Complete all assessment tasks and final assessments honestly, and not engage in plagiarism, collusion or cheating;
- Not use, possess or supply a prohibited weapon or any prohibited substance at RMTS;
- Not participate in any activity conducted by RMTS or authorised to be held at RMTS while under the influence of alcohol or any prohibited substance;
- Use RMTS property or resources, including communication technology resources, cooperatively, legally, ethically responsibly and appropriately;
- Not behave in a way that would offend, embarrass or threaten others; this also applies to the use of RMTS social media outlets.
- Comply with any reasonable request or directions from RMTS Employees with regard to safety or compliance with policy, procedure or ethical requirements.
- Make payment of all fees, charges and other costs charged by RMTS within the required timeframe; and
- Comply with course requirements and timely notification of any absences from scheduled classes.

## 2.2 In accordance with Legislation, RMTS staff should:

- Not tolerate offensive behavior, bullying, harassment, physical or verbal assault;
- Report any unsafe behavior;
- Exclude anyone under the adverse influence of alcohol and/or drugs; and

- Report criminal activity of any sort to the relevant authorities.

2.3 Wherever possible, resolution of behavioural problems will be attempted through discussion and mediation.

2.4 Compliance with this policy forms part of each Participants' conditions of admission and enrolment.

2.5 Breaches in relation to this Policy are to be reported.

2.6 All breaches specified above may also be reported via the Complaints and Appeals Policy and Procedure located on our website.

2.7 Participants who are found to have breached this policy may be subject to penalty, including exclusion from training and/or cancellation of enrolment.

2.8 Some breaches of this policy may also have separate consequences for Participants under criminal or civil jurisdictions.

2.9 If Senior Management or their delegate, believes that a participant has acted or behaved in such a way that involves a risk of:

- injury to the Participant or any other person whether physical or psychological;
- damage to any property;
- undue interference or disruption to any RMTS activity; or
- a dangerous or unstable situation developing which needs to be controlled to protect the health, safety or welfare of any person including, but not limited to, the rights of Participants to pursue their studies or the rights of RMTS employees to carry out their duties;

Senior Management, or their delegate, may in their discretion exclude a Participant on such terms as they consider necessary.

2.10 Where a decision has been made to exclude a Participant, notice to the Participant must be provided in writing that:

- sets out the terms of the decision;
- sets out in summary form the reason for the decision;
- advises the Participant of the provisions of this section; and
- refers the Participant to this policy, the Complaints and Appeals policy and any other relevant policy and procedure.

2.11 This policy will be communicated to Participants via the RMTS website and referenced in the Participant Handbook.

### 3. Definitions

- **Participant** – Student, Participant or client
- **Academic Integrity** - The pursuit of academic activity in an open, honest and responsible manner. Academic Integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the VET industry and compromise the worth of work completed by others.
- **Academic Misconduct** - Academic Misconduct involves providing aid or assistance in relation to, creating or making, obtaining or acquiring, or using information, services or equipment that may unfairly give a Participant an unauthorised advantage relative to other Participants with regard to a formal assessment item. 'Unauthorised advantage' includes any advantage not identified for the formal assessment work.
- **Admission** - The process of submission and assessment of applications for entry to study at Risk Management Training Solutions.
- **Authorised Representative** -A representative who has been authorised to represent or act on behalf of a Participant and acknowledged as such by Risk Management Training Solutions in writing and in compliance with relevant policies.
- **Bullying** - Bullying occurs where an individual or group of individuals repeatedly behaves unreasonably towards a person or group of persons (in this instance, a Participant or group of Participants), and that behavior creates a risk to health and safety of individuals.
- **Decision** - A determination made by a Risk Management Training Solutions employee, contractor or other authorised delegate in the course of their duties on behalf of Risk Management Training Solutions.
- **Delegate** - An authorised representative appointed by the Chief Executive Officer or Senior Management team to act on and make formal decisions in relation to matters on his/her behalf in his/her absence.
- **Discrimination** - Unlawful discrimination occurs when a person or a group of people are treated less favorably than another person or group because of race, color, national or ethnic origin; gender or marital status; disability; religion or political beliefs; sexual preference; or some other central characteristic. Discrimination may occur when a person is denied the opportunity to participate freely and fully in normal day-to-day activities, for example being harassed in the workplace or being denied entry to public places and other facilities.
- **Employee** - A person employed by Risk Management Training Solutions and whose conditions of employment are covered by a Risk Management Training Solutions Terms of Employment Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with Risk Management Training Solutions.
- **Enrolment** - The process of admitting Participants to one or more Courses for the current Academic Year.
- **Exclusion** - Prohibition from enrolling in a Course or a program for a specified period.
- **General Misconduct** - Behavior or conduct by a Participant which: is deemed to be serious in nature; and is a deliberate failure to comply with the specific provisions of the Participant Code of Conduct; and/or is persistent or negligent behavior in breach of the Participant Code of Conduct; and does not constitute as Academic Misconduct.



- **Harassment** - Unlawful harassment occurs when a person is made to feel intimidated, insulted or humiliated because of their race, color, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation. Harassment may include behavior, comments or images which a reasonable person would consider to be offensive, humiliating, intimidating or threatening. Harassment includes all forms of sexual harassment.
- **Participant** - A person who has been enrolled with Risk Management Training Solutions but has not yet graduated from their Course or Program. Where Participant is referred to, it is deemed to be the same as learner or student.

#### 4. References

Standards for Registered Training Organisations (RTOs) 2015

Legislation:

Age Discrimination Act 2004

Occupational Health & Safety Act 2004

Anti-Discrimination Act

Racial Discrimination Act 1975

Crime and Corruption Act 2001

Racial and Religious Tolerance Act 2001

Drugs Poisons and Controlled Substances Act 1981

Sex Discrimination Act 1984

Information Privacy Act 2009

Public Interest Disclosure Act 2010

Equal Opportunity Act 2010

Work Health and Safety Act 2011

Privacy and Data Protection Act 2014 (Vic)