

# Student Code of Behaviour Policy

## Scope

This Policy provides advice to staff, students and the community regarding the level of conduct the Institute expects from students and members of the public seeking to enrol as students. It describes behaviours that will not be tolerated and that may trigger disciplinary activity.

All students are expected to adhere to the Student Code of Behaviour at all times, including during class times, meal breaks, whilst on any campus, when on an excursion or when representing TAFE Gippsland in any capacity.

## Policy

TAFE Gippsland is an adult learning environment and is committed to providing students and staff with a safe, equitable, inclusive and respectful context in which to learn. Inappropriate behaviour as defined below poses a threat to the physical and emotional wellbeing of TAFE Gippsland students and staff as well as the Institute's reputation and viability.

Inappropriate behaviours include:

1. Refusal to obey a reasonable order, or direction given, where a TAFE Gippsland staff member has reason to believe that the order or direction was necessary to: ensure the safety of the learner or any other person; ensure order in the learning environment or TAFE Gippsland grounds; or prevent damage to TAFE Gippsland property.
2. Harassment of, or discrimination against, any person at any Campus, for any reason, including, but not limited to visual appearance, ethnicity, gender, sexual preference or political or religious belief. Such behaviour consists of, but is not limited to, exhibiting persistent, unwelcome and unreciprocated behaviour which may be physical, verbal or visual and which may cause the victim unnecessary feelings of distress, guilt, confusion and/or fear. Harassment or discrimination can be inflicted physically, verbally or electronically
3. Bullying, which occurs when a person repeatedly behaves unreasonably towards a person or group of people and causes a risk to health and safety in the classroom or workplace
4. Wilful, reckless or negligent engagement in conduct which causes or may cause bodily harm or psychological distress to another person
5. Behaving in a manner or engaging in any conduct which is detrimental to the reputation and interests of TAFE Gippsland
6. Dressing or behaving in an inappropriate or provocative manner at any time
7. Failure to respect others' personal space within classrooms and/or Institute grounds

8. Wilful, reckless or negligent causing of damage to or removing or wrongfully interfering with any property/facility of TAFE Gippsland, a staff member, a learner, guest or visitor to TAFE Gippsland
9. Refusing to reimburse TAFE Gippsland for damages to property/facility as outlined above
10. Driving negligently or dangerously whilst on TAFE Gippsland premises, or parking illegally or in any non-designated area on TAFE Gippsland grounds
11. Failing to return any property belonging to TAFE Gippsland
12. Engaging in false representation, whether written or oral, in any matter concerning studying at TAFE Gippsland
13. Intoxicating liquor is strictly forbidden on TAFE Gippsland premises, with the exception of liquor in licensed areas. Attending TAFE Gippsland premises, scheduled classes, TAFE Gippsland excursions or a work placement in an obviously intoxicated state is also strictly forbidden.
14. TAFE Gippsland is a Smoke Free Zone.

TAFE Gippsland will not tolerate the unlawful use, possession, sale or transfer of drugs or narcotics within the meaning of the Crimes Act 1958, Drugs, Poisons and Controlled Substances Act 1981, or any other subsequent legislation, by a learner whilst on TAFE Gippsland premises, attending scheduled classes, TAFE Gippsland excursions, or a work placement. Students whom have engaged in behaviour which contravenes these guidelines will be subject to penalties as outlined

15. Failing to adhere to any other TAFE Gippsland policy or procedure

Inappropriate behaviour is treated very seriously, whether committed by prospective students in an enrolment environment or students within a classroom environment. In both cases the outcomes are the same - staff and students feel intimidated and the learning environment is disrupted.

Instances of inappropriate behaviour will trigger application of the Managing Student Suspension or Expulsion Process and, depending on the severity / frequency of breach, may lead to placement on a behaviour contract, warnings, suspension or expulsion. In the case of prospective students inappropriate behaviour may lead to the Institute exercising its right not to accept enrolments from that person.

#### Document Version Control Table

Item	Summary of Update	Version Control	Revised Date
1	Policy Developed	V1.0	24/11/2016
2	Policy updated	V1.1	23/11/2017
3	Rebranded from Federation Training to TAFE Gippsland	V2.0	12/06/2019