

### Purpose:

The purpose of this policy is to provide staff, students and clients with the understanding and procedures in relation to the Code of Conduct of Skills Training Australia.

### Policy Outline:

The Code of Conduct identifies specific standards of behaviour required of everyone involved with Skills Training Australia.

The Code of Conduct affirms that behaviour must be based on Skills Training Australia's values of:

- Excellence
- Integrity
- Trust
- Respect
- Fairness
- Accountability
- Diversity
- Leadership

Skills Training Australia is committed to providing a supportive environment which is ethical, safe and respectful for all of its staff, contractors, students and clients.

Regardless of cultural background, gender, sexuality, disability or age, everyone has the right to work and/or study in an environment free from discrimination and harassment and be treated in a fair and considerate manner.

The principles of the Code of Conduct takes into account the requirements of any applicable industrial awards as well as the provisions of various legislations related to employment, equal opportunity, harassment, discrimination, occupational health and safe, criminal behaviour and the responsibility to observe all policies and procedures of Skills Training Australia. This also includes the expectation of staff members and contractors to execute their duties ensuring the integrity of the organisation as well as all regulatory and contractual obligations.

### Policy Detail:

#### Expected behaviour of staff and contractors

To ensure all staff and contractors receive equal opportunities and gain maximum benefits from their time with Skills Training Australia, this policy applies to all employees or contractors. Any display of dysfunctional or disruptive behaviour will be addressed by management however staff and contractors will be provided an opportunity to discuss the matter.

Dysfunctional behaviour may include:

- Smoking in non-smoking areas
- Being drunk or under the influence of illegal drugs
- Being disrespectful to other staff, contractors, students or clients
- Harassment by using offensive language or physical harassment
- Sexual harassment
- Bullying

- Acting in an unsafe manner placing themselves or others at risk
- Continued absence at required times

Furthermore, staff members and contractors must execute their duties ensuring the integrity of the organisation as well as all regulatory and contractual obligations.

All staff members and contractors have the right to appeal through the Academic-Non Academic Grievance process.

### **Expected behaviour of students**

To ensure all students receive equal opportunities and gain maximum benefits from their time with Skills Training Australia, this policy applies to all people who attend any training sessions. Any person(s) displaying dysfunctional or disruptive behaviour may be asked to leave the session and/or course.

Dysfunctional behaviour may include:

- Continuous interruptions to class
- Being drunk or under the influence of illegal drugs
- Smoking in non-smoking areas
- Being disrespectful to other participants
- Harassment by using offensive language or physical harassment
- Sexual harassment
- Bullying
- Acting in an unsafe manner placing themselves or others at risk
- Refusing to participate when required in group activities
- Continued absence at required times

Any student asked to leave a session has the right to appeal through the Academic-Non Academic Grievance process.

### **Approval Authority:**

This Policy is approved by the Executive Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

### **Documents Referenced:**

- Academic-Non Academic Grievance policy and procedure