

# HRD - Learner Code of Conduct

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## Learner Code of Conduct

### Compliance

Standards for RTOs 2015 Standard 1.3, 5.2 (c), (e)

### Related documents

- *HRD-Access, Equity and Conduct Policy*
- *HRD-Cheating and plagiarism policy and procedure*
- *HRD-Equal opportunity policy*
- *HRD-Learner performance policy and procedure*
- *HRD-Learner induction information*
- *HRD-Learner induction checklist*

### Relevant legislation

Relevant legislation includes

- *Racial Discrimination Act 1975 (C'wealth)*
- *Sex Discrimination Act 1984 (C'wealth)*
- *Disability Discrimination Act 1992 (C'wealth)*
- *Racial Hatred Act 1995 (C'wealth)*
- *Equal Opportunity Act 2010 (Vic)*

### Purpose/explanation

HRD Integrated Services values appropriate, socially acceptable conduct that enhances the learning experience of all learners.

### Scope

This policy statement applies to all HRD Integrated Services learners.

### Responsible parties

The Director and the Training Manager are responsible for the implementation and conduct of this policy.

# POLICY

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HRD Integrated Services is committed to providing learners with a safe, supportive and intellectually challenging learning environment. Learners enrolled with HRD will share classes and facilities with other staff and other learners.

HRD values:

- honesty, integrity and ethical behaviour
- respect and cooperation
- difference and diversity
- tolerance
- informed debate and discussion
- freedom of expression balanced with social responsibility

While in any HRD learning environment or engaged in any HRD-sponsored activity, all learners are expected to behave in a considerate and courteous manner when dealing with staff, other learners and members of the public.

It is expected that learners will behave in a manner that is acceptable to their peers and to the wider community.

## 1 Expectations of learners

HRD expects learners to:

- a) treat other learners and staff with respect so as not to compromise their health, safety, privacy and welfare
- b) contribute positively to the orderly, effective and safe functioning of HRD
- c) follow relevant OHS/WHS policies and procedures
- d) comply with all lawful directions given by staff while on HRD property or engaged in a HRD-controlled or sponsored activity
- e) refrain from bullying, harassment or discrimination, and any other unlawful activity or behaviour, whilst on HRD property or engaged in a HRD-controlled or sponsored activity
- f) adhere to learning program requirements, relevant policies and procedures, and classroom norms
- g) ensure that information held by HRD or other learners is not accessed, used or published inappropriately.

## 2 Unacceptable behaviour

Unacceptable behaviour can include:

- a) disobeying any reasonable direction by a HRD staff member
- b) acting dishonestly when undertaking assessment tasks
- c) viewing or distributing offensive material via the internet, email or other means
- d) discrimination, harassment and victimisation
- e) bullying and intimidation

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- f) racist or sexist comments
- g) behaving in a disruptive manner
- h) using mobile phones or smart devices during classes
- i) illegal use of drugs or alcohol
- j) stealing, vandalising or causing wilful damage to HRD property or to the learning venue
- k) endangering the safety of yourself or others
- l) assaulting or attempting to assault anyone while on HRD premises
- m) inappropriate possession of weapons while engaged in HRD activities.

**3 Consequences of unacceptable behaviour**

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you.

In addition:

- a) You can be asked to leave the classroom or refused entry to a classroom if your behaviour is disruptive or dangerous.
- b) If your behaviour threatens the safety of others, interferes with the learning process or damages or threatens property, you may be suspended.
- c) Depending on the nature and severity, instances of unacceptable behaviour will be reported to your employer.