



# Code of Conduct

## Purpose

The aim of this Code of Conduct is to ensure that Under the Hammer encourages the learning, training and assessment practices that promote positive outcomes for all who engage in its services. This code is to guide the practices and conduct of RTO staff and learners who work alongside one another for a mutual benefit and the reaching of shared goals.

## Standards of Behaviour

Under the Hammer Code of Conduct sets clear standards for behaviour. The following standards of behaviour apply to all Under the Hammer students and staff members:

- Demonstrate honesty and integrity.
- Respect differences in people and their ideas and opinions.
- Behave in a responsible manner, showing courtesy, respect, and consideration towards other people at all times.
- Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others.
- Respect the right of others
- Respect and treat others fairly, regardless of their race, ethnicity, nationality, religion, gender, sexual orientation, age, or disability.
- Respect the needs of others to work in an environment of learning and teaching.
- Respect college property and the property of others.

## Learners have the right to:

- Be treated fairly and with respect by all students and staff.
- Not be harassed, victimised, or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination, and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.



- Have their personal details and records kept private and secure.
- Have their complaints dealt with fairly, promptly, confidentiality and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.

## **Learners have the responsibility to:**

- Be responsible and accountable for their own behaviour and conduct.
- Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others.
- Respect the opinions and backgrounds of others.
- Not to bully, harass, victimise, discriminate against, or disrupt others. Treat everyone with respect.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Provide relevant and accurate information to the College in a timely manner.
- Notify the college if any personal or contact details change, such as a change in address.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright.
- Prepare appropriately for all assessment tasks and training sessions.
- Notify the college if any difficulties arise as part of their involvement in the course.
- Notify the college if they are unable to attend a training session for any reason
- Not to bring into the premises, any articles or items that may threaten the safety of self or others.



- Not engage in any alcohol or prohibited drug use, sale or distribution or be under the influence of alcohol or prohibited drugs on college premises or during course related off-campus activities.
- Not to smoke on college premises.
- Make payments for the training within agreed timeframes, where relevant.

## **Failure to adhere to Under The Hammer's Code of Conduct**

An immediate suspension will be the minimum penalty faced by a learner for violation of the Code of Conduct.

Some violations may attract other disciplinary actions, including (but not limited to) official warnings.

If anything is causing you concern, please feel free to talk to your trainer(s). If your trainer(s) cannot solve your problem, refer to the Complaints and Appeals Policy and Procedure on the website <https://underthehammer.net.au>