



Student Code of Conduct Policy

1 Purpose

Students have rights and responsibilities as members of the Institute community. To ensure that all students are treated with respect and fairness and are provided with a supportive and stimulating learning environment to pursue their goals, the Institute has outlined the following student expectations and responsibilities.

2 Scope

This policy applies to all enrolled domestic and international students of the Institute and all tenants of the SuniTAFE Student Residences. References to staff apply to all Institute staff.

3 Definitions

Acronym/Term	Definition
Academic Misconduct	Misconduct which results in unfair advantage or disadvantage to a student(s) in their training and/or assessment.
Breach	Failure to adhere to or comply with this Student Code of Conduct Policy.
Bullying	Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.
Child and/or young person	Anyone aged under 18
Child Safety Officer	The designated person/s with knowledge of child safety issues. All Student Support Services staff members at individual campuses are Child Safety Officers.
Cyber Bullying	Any form of bullying behaviour that occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio.
Duty of Care	A moral or legal obligation to ensure the safety or well-being of others.
Gender Identity	As outlined in the Sex Discrimination Act 1984, means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person (whether by way of medical intervention or not), with or without regard to the person's designated sex at birth.
Harassment	Harassment is unwelcome behaviour that offends, intimidates, or humiliates a person, and can include verbal, physical, or visual conduct.
Non-Academic Misconduct	Misconduct that violates policies and procedures not relating to academic performance/conduct but rather student behaviour/conduct (i.e., non-academic behaviours/conduct listed above including, but not limited to, bullying, cyber bullying, harassment, sexual harassment, unsafe behaviour etc).

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Racism	A belief or system that one race is inherently superior or inferior to another, often resulting in prejudice, discrimination, or antagonism toward people based on their race or ethnicity. SuniTAFE takes a zero-tolerance approach to this type of conduct incident of racism will be managed in the same way that bullying, cyber bullying and harassment is managed.
Reasonable Direction	Instructions given in accordance with common sense, fairness, rational decisions and our duty of care that do not expect more than what is possible or achievable.
Sexual Harassment	Sexual harassment is unwelcome sexual behaviour that causes a person to feel offended, humiliated or intimidated, where a reasonable person could have anticipated that reaction in the circumstances. Sexual harassment can be physical, verbal or written.
The Institute	Sunraysia Institute of TAFE (SuniTAFE)

4 Policy

4.1 In accordance with legislation, students must:

- Respect the rights of all students and staff regardless of sexual orientation, gender identity, race, religion, culture, ability or age;
- Adhere to Occupational Health and Safety requirements including organisational policies and procedures;
- Follow reasonable directions from any member of Institute staff;
- Report illegal activity of any sort and not engage in criminal behaviour.

4.1.1 In accordance with legislation and policy, staff will:

- Apply and adhere to the Institute's zero tolerance approach to offensive or harmful behaviour, including but not limited to: bullying, cyber bullying, harassment, sexual harassment, abuse, racism, and physical or verbal assault, towards staff or students;
- Adhere to the Institute's Appropriate Workplace Behaviour Policy and Child Safety Policy;
- Report any unsafe behaviour – *refer to 4.2.2 and 4.2.3 of this policy*;
- Exclude anyone under the adverse influence of alcohol and/or drugs;
- Report criminal activity of any sort to the relevant authorities;

4.1.2 The Institute expects the following conduct of its students:

- Treat other students and Institute staff with respect and fairness;

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- Refrain from any behaviour or action that constitutes offensive or harmful behaviour including but not limited to racism, bullying, cyber bullying, harassment or sexual harassment, abuse or any other academic or non-academic misconduct.
- Refrain from swearing, drinking and eating in classrooms and other learning areas;
- Comply with the Institute's Child Safety Policy, including the Institute's zero tolerance for child abuse;
- Behave responsibly by not littering, damaging, stealing, modifying or misusing TAFE or other student's property;
- Behave responsibly by not being under the influence of drugs and alcohol;
- Refrain from using mobile phones or any other electronic devices that may disrupt classes;
- Complete all assessment tasks and examinations honestly within set timeframes, and not engage in plagiarism, collusion or cheating;
- Follow normal safety practices, including wearing appropriate clothing and protective equipment and following both written and verbal directions given by staff;
- Adhere to the Institute's Social Media Guidelines where relevant;
- Comply with all lawful regulations, rules or procedures of the Institute that pertain to them;
- Drive a motor vehicle in a responsible manner in the Institute precinct;
- Make payment of all fees, charges and fines levied by the Institute within the required timeframe; and
- Comply with course attendance requirements and timely notification of any absences from scheduled classes.

4.2 Prevention and Intervention for harmful and/or offensive behaviours

SuniTAFE is committed to providing a safe, respectful, and inclusive learning environment for all students. In accordance with our duty of care, SuniTAFE maintains a zero-tolerance approach to harmful and offensive behaviours, including but not limited to: bullying, cyber bullying, harassment, sexual harassment, abuse, racism, and physical or verbal assault. This section outlines our preventive strategies, response principles, and support mechanisms to protect student wellbeing.

4.2.1 Preventive Strategies (Duty of Care)

To meet our duty of care obligations, the Institute implements:

- Education and Awareness: Regular programs for students and staff on respectful behaviour and the impacts of harmful and offensive behaviours.

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- Positive Culture: Promotion of inclusion and respect through classroom practices and campus activities.
- Staff Training: Mandatory training for staff to identify, prevent, and respond to harmful and offensive behaviours.
- Clear Reporting Channels: Accessible and confidential mechanisms for students to report concerns.
- Monitoring and Review: Ongoing evaluation of risk controls and policy effectiveness.

4.2.2 Response to Incidents

When harmful or offensive behaviours are reported or observed, the Institute will act in accordance with SuniTAFE procedures to ensure that the following principles are followed:

- Immediate Action: Address the matter promptly and fairly.
- Investigation: Conduct a thorough and impartial investigation, maintaining confidentiality.
- Report behaviours or actions that are considered reportable: This may include reporting to external law enforcement agencies or regulatory bodies.
- Communication: Inform all parties of the process, timelines, and outcomes. This may include carers/guardians, employers, external agencies and other parties as required.
- Address Behaviour: Apply appropriate disciplinary measures in line with the Student Code of Conduct Breach Procedure.

4.2.3 Support for All Students Involved

The Institute will:

- Provide Counselling: Ensure access to Student Support staff for affected students.
- Safety Planning: Implement measures to ensure ongoing safety and comfort.
- Follow-Up: Regular check-ins to monitor recovery and prevent recurrence. This includes referral to the Safety Committee for review and any recommendation for policy or procedural review.
- Referral: Connect students to external support services where appropriate.

- 4.3** Breaches of this policy can be reported by notifying any member of Institute staff, or by making a complaint in accordance with the Complaints and Appeals Procedure – Students & Community, and will be dealt with in accordance with the Student Conduct Breach Procedure and the Incident Management Procedure and the following will apply;

All parties to a grievance should have the opportunity to put their case forward and have it considered;

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- 4.3.1 Any allegation made against a student of the Institute community should be made known to the individual concerned;
- 4.3.2 All investigations and decision be made impartially;
- 4.3.3 Confidentiality is to be strictly maintained;
- 4.3.4 A student or friend/advocate of that student who is involved in disciplinary procedures is not to be victimised or discriminated against because of that involvement.
- 4.3.5 Wherever possible, resolution of behavioural problems will be attempted through discussion and mediation (with the assistance of the Student Support Services Staff, if required).
- 4.3.6 This policy will be communicated to students via the Institute's website, student portal and referenced in Student Orientation materials and Course Information Handbooks.
- 4.3.7 The Institute has duty of care to keep children at the Institute safe, and to report suspected and/or alleged child abuse in accordance with the Institute's Child Safety Policy. This includes incidents, which may or may not have taken place at the Institute, and those that may or may not involve Institute students.

5 Legislative Context

- Charter of Human Rights and Responsibilities Act 2006 (VIC)
- Child Safe Standards (VIC)
- Copyright Act 1968 (Cth)
- Crimes Act 1958 (VIC)
- Crimes Amendment (Protection of Children) Act 2014 (VIC)
- Disability Discrimination Act 1992 (Cth)
- Drugs Poisons and Controlled Substances Act 1981 (VIC)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health & Safety (OHS) Act 2004 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Racial and Religious Tolerance Act 2001 (VIC)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)

6 Associated documents

6.1.1 Associated Policies

- Child Safety Policy

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- Complaints and Appeals Policy
- Copyright Policy
- Information Privacy Policy
- International Student Deferral Suspension or Cancellation of Enrolment Policy
- Occupational Health and Safety Policy

6.1.2 Associated Procedures

- Child Safety Reporting Procedure
- Complaints & Appeals Procedure – Students & Community
- Employee Complaints and Appeals Procedure
- International Student Support Procedure
- Residence Breach of Guidelines Procedure
- Student Conduct Breach Procedure

6.1.3 Associated Forms

- Critical Incident Report
- Formal Complaint Form
- Incident Report Form

6.1.4 Other associated documents

- Residences Agreement
- Social Media Guidelines

7 Responsibility

The General Manager Education is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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