

Name of Policy	Student Code of Conduct Policy
Description of Policy	This policy clarifies and describes the standards of behaviour that are expected of students of 4GR Pty. Ltd. whilst enrolled in a program. It also ensures that procedures are transparent, consistent, equitable and fair.
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of existing policy

Policy written by	Gillian Baldwin
--------------------------	-----------------

Policy Reviewed by	Nina Cleary
Approval date	November 2019
Approved by	Gillian Baldwin
Date of next policy review*	January 2021

* Unless otherwise indicated, this policy will still apply beyond the review date.

TABLE OF CONTENTS

Policy Purpose	3
Scope of Policy	3
Policy Statement	3
Relevant Legislation	3
1. Commitment	5
2. Objectives	5
3. Student Conduct.....	5
4. Student Induction and Orientation	6
Related Documents	6
Review	6
Further Assistance	6

Policy Purpose

This policy clarifies and describes the standards of behaviour that are expected of students of 4GR Pty. Ltd. whilst enrolled in a program. It also ensures that procedures are transparent, consistent, equitable and fair.

Scope of Policy

This policy covers applies to all students enrolled in 4GR Pty.Ltd programmes.

Policy Statement

4GR Pty. Ltd is committed to the highest standards of conduct in the provision of its services. To ensure these standards are maintained not only by the Directors, Management and Staff of 4GR this Student Code of Conduct Policy has been developed to cover all enrolled participants. Our students must conduct themselves in a manner that promotes and upholds the high standards of integrity and fair dealing which 4GR adheres to.

Relevant Legislation

Age Discrimination Act 2004 (Cth)
The Racial Discrimination Act 1975 (Cth)
The Human Rights and Equal Opportunity Commission Act 1986 (Cth)
The Disability Discrimination Act 1992 (Cth)
The Racial Hatred Act 1995 (Cth)
Sex Discrimination Act 1984(Cth)
Sex Discrimination Act Amendment 2013 (Cth)
Fair Work Act 2009 (Cth)
Fairwork Amendment Act 2018 (Cth)
Disability Act 2006 (Victoria)
The Equal Opportunity Act 2010 (Victoria)
The Racial and Religious Tolerance Act 2001 (Victoria)
The Racial & Religious Tolerance Amendment Bill 2019 (Vic)
Children, Youth and Families Act 2005 (Victoria)
Working with Children Act 2005 (Victoria)
Child Wellbeing and Safety Act 2005 (Victoria)
Child wellbeing & Safety Amendment Act 2015 (Vic)
Family Law Act 1975 (Cth)
The Commission for Children and Young People Act 2012 (Victoria)

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Student Code of Conduct Policy

1. Commitment

1.1 4GR Pty.Ltd is committed to providing a learning environment where all students feel safe and protected this will in part be achieved by, ensuring all students understand and comply with all relevant legislation, 4GR policy and procedures and the 4GR Student Code of Conduct. We are committed to the highest standards of conduct when providing our services including training, administration and consulting services.

2. Objectives

2.1 To fulfil this commitment 4GR Pty.Ltd will:

- Ensure that student behavioural standards and expectations are defined and met.
- Ensure that student discipline procedures are transparent, consistent equitable and fair and consistent with the principles of natural justice
- Define a framework which 4GR will work within to ensure that decision making on any breach of the Code of Conduct is undertaken at the appropriate level.
- Any student who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

3. Student Conduct

3.1 4GR Directors expect enrolled students to:

- Conduct themselves in a manner consistent with the standards of behaviour which promote good order and management of 4GR
- Make themselves aware of and comply with 4GR Policies, Procedures, Charter of Rights, Rights and Responsibilities and Student Code of Conduct
- Supply accurate personal and other relevant information to 4GR
- Treat staff and fellow students with respect and courtesy, ensuring they not engage in harassing, bullying or discriminatory behaviour
- Respect the rights of others to express a different view on subjects including but not limited to politics, religion, sexuality and sexual preference
- Behave respectfully towards other cultures
- Not register complaints over frivolous matters
- Provide considered and honest feedback to 4GR in relation to its services
- Refrain from breaching this policy, if a student is found to be in breach they may be subject to disciplinary action.

4. Student Induction and Orientation

All 4GR Pty.Ltd students will be Inducted into the 4GR programme which they enrol in. Induction includes but is not limited to, successful completion of the 4GR Code of Conduct training. When completing induction training a checklist is used to ensure each document is covered with a new student. Induction and Orientation is carried out prior to the student starting any of the 4GR programme.

Related Documents

- 4GR Values
- Student Orientation/Induction Handbook
- Student Dispute Resolution Flowchart
- Student Misconduct Procedure
- Student Handbook
- Discrimination, Bullying and Harassment Prevention Policy
- Complaints appeals and concerns Policy
- Student Code of Conduct document

Review

From time to time 4GR may make changes to this Policy and any related policies and documents to improve the effectiveness of its operation.

Further Assistance

Any staff member who requires assistance with this Policy and Guidelines should speak to one or both of the Directors of 4GR and Manager, Victoria.