

PARTICIPANT CODE OF CONDUCT POLICY

INITIAL DATE:	16/11/2022
APPROVAL AUTHORITY:	Chief Executive Officer
DATE FOR REVIEW:	This policy is due for review two years from its date of last review or earlier if required by legislative or regulatory changes.
Version:	1.0

POLICY

This policy has been developed to support the VET Quality Framework, to the Institute of Public Works Engineering Australasia (IPWEA NSW & ACT) and provides clear and accurate information regarding non-academic and academic misconduct, the consequences and potential outcomes.

This policy applies to all IPWEA NSW participants, trainers, and staff.

The Code of Conduct forms the basis of the relationship between IPWEA NSW and its participants. IPWEA NSW is committed to providing a fulfilling learning environment and this commitment is underpinned by an expectation that participants and staff will conduct themselves in a manner consistent with IPWEA NSW's values.

The purpose of this Code is to define the standards of behaviour by which all IPWEA NSW participants agree to be bound as a condition of their enrolment. This Code operates within the context of broader Australian State and Commonwealth laws regarding anti-discrimination and anti-harassment legislation, and the meaning of other IPWEA NSW policies and procedures.

The overarching principle of this Code is that participants act in a way that is consistent with a safe work/study environment.

All participants, throughout their training and involvement with IPWEA NSW, are expected to:

Personal responsibility, participants will:

- read and comply with their Enrolment conditions and the IPWEA NSW policies and procedures
- read and comply with their program and Course requirements.
- take responsibility for their own education and direct their own learning
- monitor their academic progress, and
- raise issues or concerns with IPWEA NSW in a timely manner.

Honesty and integrity, participants will:

- uphold academic integrity
- assist IPWEA NSW to comply with all relevant and appropriate legislation and regulations that apply to the college

- conduct themselves appropriately when representing IPWEA NSW within the community
- report a breach of the Code if they reasonably believe that they have observed a breach.

Respect and fairness, participants will:

- treat other participants and IPWEA NSW staff with respect and fairness
- avoid discriminatory conduct on grounds such as gender, sexuality, race, ability, cultural background, religion, age or political conviction
- not engage in conduct that may objectively be considered as harassment or bullying, or which is otherwise disruptive or intimidating
- respect the privacy of others in the collection, use or access of personal information whilst undertaking studies
- not disclose confidential information concerning any matter relating to IPWEA NSW
- avoid disrupting or interfering with any training and learning, or other activity of IPWEA NSW
- consider their responsibilities and the consequences of their actions when exercising their freedom of speech
- not impair the rights of others to participate in any legitimate IPWEA NSW activity; and
- not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with IPWEA NSW policies and procedures.

Safety and respect for property, participants will:

- not endanger, or potentially endanger, the safety or health of others
- not cause harm to others, including participants and IPWEA NSW staff, whilst on IPWEA NSW premises
- not engage in conduct that is considered reasonably likely to be harmful or has the potential to harm other participants or IPWEA NSW staff
- not engage in unlawful behaviour
- not participate in any activity conducted by IPWEA NSW while under the influence of alcohol or any prohibited substance
- not use, possess or supply a prohibited weapon or any prohibited substance at the IPWEA NSW premises
- use IPWEA NSW property or resources, including communication technology resources, cooperatively, legally, ethically responsibly and appropriately
- respect the property rights of others, including Participants and IPWEA NSW staff, whilst on the IPWEA NSW premises; and
- comply with any reasonable request or directions from IPWEA NSW staff with regard to safety or compliance with policy and procedure.

Non-Academic misconduct

This means any conduct which contravenes the obligations and expectations identified in the Code of Conduct This includes, but is not limited to, any behaviour which causes physical or psychological harm. Removal, theft, intentional damage, tampering, vandalise, illegal use or inappropriate use of, or restriction of access to, IPWEA NSW property or equipment; and non-compliance with IPWEA NSW policies and the reasonable direction of Staff or Authorised Persons of IPWEA NSW particularly where the safety and wellbeing of others are at risk is considered misconduct.

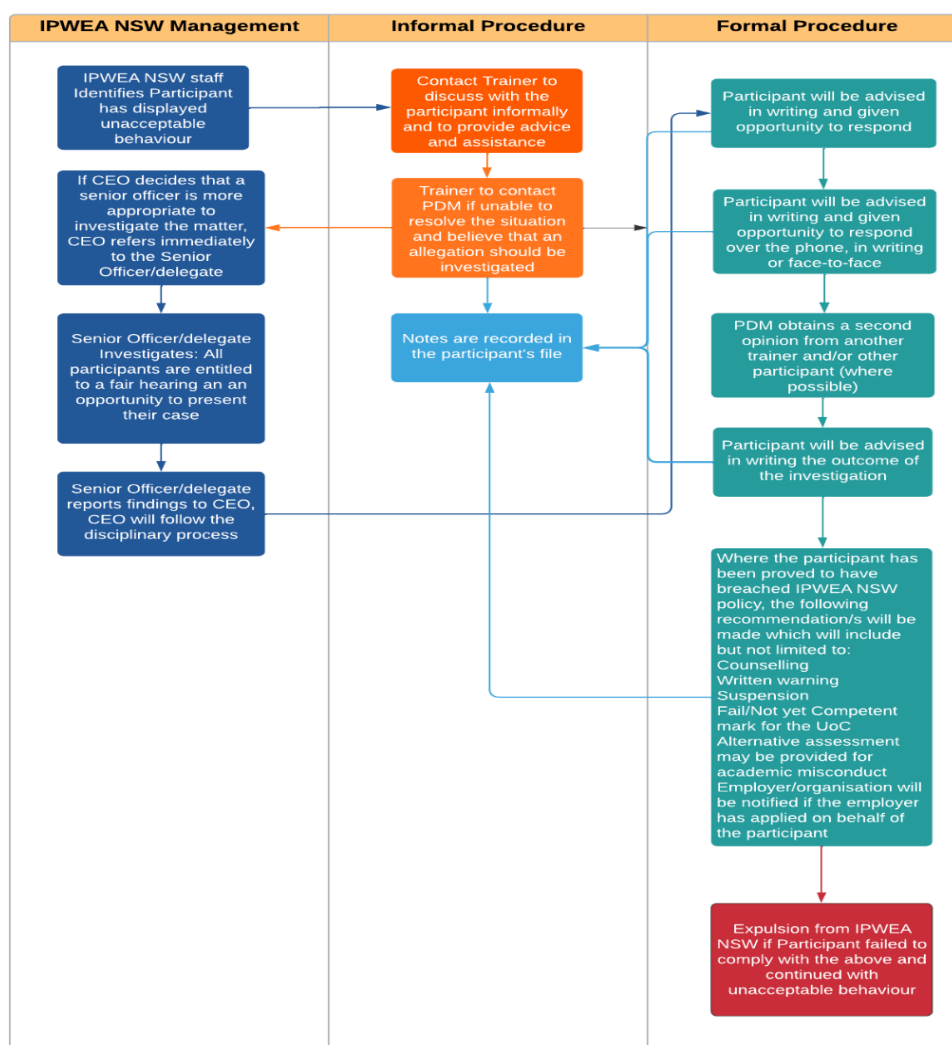
Academic Misconduct includes but is not limited to:

This means conduct where a participant attempts or succeeds in obtaining an unfair academic advantage through misrepresentation, plagiarising, colluding, falsification, cheating, use of social

relationships with academic staff or any other breach of academic integrity for their own gain or the benefit of others

All alleged breaches relating to misconduct will be addressed and resolved within the context of the relevant principles of procedural fairness.

IPWEA NSW Participant Code of Conduct Procedure



Appeals

The participant may appeal the decision by completing the Appeals Form within **20 working days** commencing three days after the date of the written communication advising of the outcome of the investigation. The IPWEA NSW Complaints and Appeals Policy and Form can be accessed from the IPWEA NSW website at www.ipweansw.org

Revision Date	Version	Summary of changes	Staff name