



RTO CODE: 40749

ABN: 42 163 146 978

Code of Conduct Policy

1. Purpose

The purpose of this code of conduct is to set out the conduct and behaviour which is expected by Headway Education of all its personnel that includes staff, students, contractors, volunteers, visitors, and all other personnel.

2. Scope

All personnel of Headway Education that includes staff, students, contractors, volunteers and visitors.

3. Policy

All personnel at Headway Education are expected to adhere to minimum standards of behaviour as set out in the policy.

There are explicit agreements between Headway Education and the staff, students, contractors and volunteers which include adherence to all relevant policies, procedures, legal obligations and regulatory requirements.

Visitors brought to the Headway Education campus by staff, students, contractors and volunteers are expected to adhere to the same requirements. It is the responsibility of the individual who invites or accompanies any visitors to the Headway Education campus to ensure that their visitor acts appropriately and adheres to the required expectations of behaviour.

In particular, Headway Education expectations are as follows:

- all personnel must comply with law of the state and the country
- all personnel must act in an ethical and respectful manner
- students attend their scheduled classes
- students undertake their academic work diligently, with integrity and honesty
- students do not engage in plagiarism, cheating (including “contract cheating”), collusion and any other form of academic misconduct
- students do not behave in a manner which is disruptive to classes or the learning environment
- all personnel do not engage in any form of discrimination, harassment, and/or bullying including online and in any face to face environment
- all personnel do not act in a manner which places others at risk or danger
- all personnel must immediately report any issues or abuse to Headway Education
- all personnel do not perform acts which are illegal
- all personnel must not attend the campus if they are under the influence of alcohol or illicit drugs
- all personnel must not smoke and/or consume any illegal drugs at the campus
- all personnel on campus must wear clothing that does not disrespect any religion, political party, or widely held belief and/or faith of the community. Additionally, posters and other signs that disrespect any religion, political party, belief, or faith of the community are not permitted at campus.

4. Complaints and Appeals

Breach of the policy must be reported in writing or by any other means as agreed between the complainant and Headway Education. Headway Education will assess the complaint in accordance with the applicable policies and procedures.

Where an individual is not satisfied with the decision made by Headway Education in relation to the breach, they have the right to appeal the decision in accordance with the relevant *Staff Complaints and Appeals Policy and Procedure* and *Student Complaints and Appeals Policy and Procedure*.

For more information about how your complaints and appeals are handled, please refer to the relevant *Staff Complaints and Appeals Policy and Procedure* and *Student Complaints and Appeals Policy and Procedure*.

5. Review

This policy will be reviewed once every two years or earlier, if required.