

## **ACTU Education Inc. Participant Code of Conduct for Behaviour**

### Summary

The RTO seeks to provide a safe, inclusive and positive learning environment.

The purpose of the Code of Conduct is to establish a common understanding of the standards of behaviour expected from participants whilst they are engaged in any activity facilitated by the RTO.

### Application

1. The Code of Conduct applies to any participant engaged in any training program or consultancy service delivered by the RTO, or any related activity facilitated by the RTO ('participant').
2. RTO activities include but not limited to:
  - (a) Training courses, workshops, residentials and meetings facilitated by the RTO whether delivered face-to-face, online or via electronic communication; and
  - (b) Graduations, networking activities, social events and any other gathering of training participants.
3. Where relevant, the Code of Conduct operates in conjunction with other policies relating to minimum standards of behaviour and conduct that might also apply to the participant.
4. The Code does not form part of any person's contract of employment.

### Obligations of Participants

5. The Code of Conduct is made available to all participants. Hard copies are available by request.
6. It is the responsibility of every participant to be aware of, familiar with, to understand and to abide by this Code.

7. Participants are encouraged to read and become familiar with the Code at activity commencement via application forms, attendance sheets and induction sessions.
8. The RTO expects all participants to observe the standards set out in this Code, and non-compliance may result in disciplinary action including expulsion from training courses or activities.
9. Every participant has a right to freedom of expression and it is not misconduct under this Code for a person to exercise that right. This Code must be interpreted and applied in a way that is consistent with that right.
10. If a participant believes that a breach of the Code has occurred, they are encouraged to take appropriate action by following the RTO Grievance Procedure.

### Code of Conduct

11. This Code of Conduct provides an overview of the ACTU's expectations of how participants must conduct themselves during activities. It does not attempt to provide a detailed and exhaustive list; rather it sets out a framework of standards of behaviour that participants are expected to display.
12. As representatives of the Union movement, all participants are expected to conduct themselves in a professional and courteous manner and observe the following standards:
  - a) Show courtesy, consideration and respect for each other.
  - b) Adhere to and promote the union values of democracy, equality, fairness, human rights and inclusivity.
  - c) Promote the principles of social justice by opposing prejudice, injustice and dishonesty.
  - d) Promote dignity and respect for others by avoiding behavior which is, or might reasonably be perceived as, harassing, bullying or intimidating.
  - e) Maintain and develop professional relationships with other training participants, training staff and any guests or visitors.

- f) Work collaboratively, and within the spirit of the RTO programs, when dealing with other participants, staff and guests.
- g) Accommodate and tolerate different opinions and perspectives, and sort out disagreements by rational and respectful discussion, and without criticism.
- h) Avoid using obscene, abusive or offensive language.
- i) Show respect for diversity and not abuse, vilify or belittle any other person.
- j) Follow any reasonable instruction and comply with any lawful direction given by a staff member of the RTO.
- k) Respect the right of all participants to engage in work and learning without disruptive interruption.
- l) Not consume alcohol, except during social activities where reasonable consumption of alcohol would be deemed as acceptable.
- m) Act with integrity and refrain from dishonest behavior, including (but not limited to) cheating or committing plagiarism, contravening copyright laws, stealing, or taking without permission any property belonging to another person, or breaching the privacy of others.
- n) Follow attendance requirements and observe punctuality for all activities.
- o) Adhere to any class Group Agreements.