

Student Code of Conduct

Date of Approval by Governing Board: 1st Oct '15

Date of review: Oct '19

1. Purpose

1.1 Leaders Institute(LI) is committed to ensure that the Code of Conduct establishes a standard by which Institute students conduct themselves towards others including other students, staff and the community.

1.2 LI acknowledges that the aim of the code is to help Institute students to aspire to the highest standards of ethical conduct.

1.3 LI complies with the policies and procedures outlined by the Institute, and relevant law including the Work Health and Safety Act 2011 (Qld) and the Sex Discrimination Act 1984 (Cth) will guide interactions among students, staff and the community.

1.4 LI upholds four principles regarding student conduct. These are: personal responsibility, personal integrity, respect for others, and safe work environment.

2. Principles

The four fundamental ethical principles outlined in the act form the basis of the obligations outlined in this Code of Conduct.

2.1: Personal responsibility

Students will:

- read and comply with their admission conditions and the University's policies, procedures and ethical requirements;
- read and comply with their unit and course requirements;
- take responsibility for their own education and direct their own learning;
- monitor their academic progress;
- act with professional integrity when undertaking industry placements and/or internships and/or other engagement activities such as field trips or site visits;
- raise issues or concerns with LI in a timely manner; and
- take responsibility for seeking support and/or assistance from LI academics and / or support staff when required

2.2: Personal integrity

Students will:

- uphold academic integrity;
- conduct themselves appropriately when representing LI within the community;
- abide by relevant ethical requirements;

- not do anything which may bring LI into disrepute including by making or publishing false or misleading statements relating to LI, including in social media;
- not engage in fraudulent, dishonest or corrupt behaviour, including the impersonation of another person or use of forged, false, falsified or incomplete evidence of academic standing or immigration status or any other relevant matter in order to gain admission or maintain enrolment; and
- declare conflict of interest matters or a matter which has the potential to influence decisions in their interest, or declare a matter which could be perceived to influence decisions in their interest;
- report a breach of the Code if they reasonably believe that they have observed a breach; and
- not engage in unlawful behaviour.

2.3: Respect for others

Students will:

- treat other students, staff, and members of the community with respect;
- avoid discriminatory conduct on grounds such as gender, sexuality, race, ability, cultural and social background, religion, age or political conviction;
- be responsible for what they write and disseminate through all forms of social media maintaining respect for their audience and respect for copyright;
- not engage in conduct which may reasonably be considered as sexual assault or sexual harassment, other kinds of 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 information identified as confidential concerning any matter relating to the University;
- avoid disrupting or interfering with any teaching, learning, research or other academic activity of the University;
- consider their responsibilities and the consequences of their actions when exercising their freedom of expression;
- support legitimate academic debate;
- not impair the rights of others to participate in any legitimate LI activity; and
- not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with University policies and procedures.

2.4: Safe work environment

Students will:

- not endanger, or potentially endanger, the safety or health of others, whilst on LI premises or at LI authorised activities;
- not cause harm to others, including students and staff, whilst on LI premises or at LI authorised activities;
- not attend campus and/or participate in any activity conducted by LI (including placements, internships, site visits and field trips) or authorised to be held on LI premises while under the influence of alcohol or any illegal substance;
- not use, possess or supply a prohibited weapon or any illegal substance at University premises;
- use LI property or resources, including communication technology resources, cooperatively, legally, ethically responsibly and appropriately;
- respect the property rights of others, including students and staff, whilst on LI premises; and
- comply with any reasonable request or directions from LI staff regarding safety or compliance with policy, procedure or ethical requirements, or to provide name or age or show proof of identity or age or student identity card when requested to do so by a member of staff.

3. Compliance with the Code of Conduct

- The Institute is committed to providing students with access to education and training in relation to the requirements of this Code
- Where uncertain about the Code's application or interpretation, students should consult with the Director, Student Welfare.
- Failure to comply with the Code may lead to disciplinary action, and in serious cases may lead to exclusion and/or criminal prosecution.

4. Definitions

- **Conduct** means the personal behaviour of a person.
- **Conflict of Interest** is a situation in which an individual has competing professional or personal interests. Such competing interests could make it difficult for an individual to fulfil their duties impartially, and potentially could improperly influence the performance of their official duties and responsibilities. An apparent (or perceived) conflict of interest exists where it appears that individual private interests could improperly influence the performance of their duties and responsibilities whether or not this is, in fact, the case. Individuals must be conscious that perceptions of conflict of interest may be as important as an actual conflict. A **potential conflict of interest** arises where an individual has a private interest which is such that an actual conflict of interest would arise if the member were to become involved in relevant (that is conflicting) official duties and responsibilities in the future.
- **Discrimination** is to treat an individual less favourably because of an attribute or to impose unreasonable terms or conditions for which individuals with a particular attribute are unable to comply.
- Vilification on the grounds of race, religion, sexuality or gender identity is also unlawful.
- **Harassment** is any form of behaviour that is unwelcome, unsolicited, unreciprocated and usually (but not always) repeated. It is behaviour that is likely to offend, humiliate or intimidate.
- **Sexual assault** is any unwanted sexual behaviour that makes a person feel uncomfortable, threatened or scared. It covers:
 - Rape: forced, unwanted sex or sexual acts;
 - Child sexual abuse: using power over a child to involve that child in sexual activity; and
 - Indecent assault: indecent behaviour before, during or after an assault.
- **Sexual harassment** means any unsolicited, unwelcome and unreciprocated behaviour act or conduct of a sexual nature that embarrasses, humiliates or offends other persons. It can be a single incident or a persistent pattern and can range from subtle behaviour to explicit demands for sexual activity or even criminal assault.
- **Victimisation** means treating someone unfairly because they have made, or intend to make, a discrimination or harassment complaint. This also includes those who have supported another person in making a complaint.
- **Bullying** is defined as repeated and unreasonable behaviour directed towards another person or group of persons that creates a risk to health and safety either physical or psychological.

- **Misconduct** means conduct which is not serious misconduct but which is nonetheless conduct which is unsatisfactory.
- **Personal information** - information about an identified or identifiable individual that is not available in the public domain.
- **Conflicts of interest** – occur where staff with a particular interest could be influenced, or might appear to be influenced, in the performance of their duties.
- **Public comment** - includes public speaking engagements, comments on radio and television; and expressing views in letters to the newspapers or in books, journals or notices, or where it might be expected that the publication or circulation of the comment will spread to the community at large.
- **Student** – for the purposes of this Code, means a person admitted to a course or enrolled in one or more units of study at LI.

5. Role and Responsibilities

5.1. It is the responsibility of students to be aware of and conduct themselves in accordance with this Code and related policies and procedures.

5.2. It is the responsibility of the Director, Student Welfare to:

- a) Ensure that students are introduced to the provisions of this Code and related policy; and
- b) Appropriately respond to reports of contravention of this Code

6. Scope

6.1 The Code of Conduct applies to all students of LI.

6.2 The code should be read in conjunction with the following documents:

- *Sex Discrimination Act 1984 (Cth)*
- *Work Health and Safety Act 2011 (Qld)*
- *Library Use Policy*
- *Student Grievance Policy*
- *Staff Grievance Procedures*
- *Staff Code of Conduct*