

<b>Policy Name</b>	<b>CODE OF CONDUCT- STUDENTS</b>
<b>Policy Number</b>	<b>G000 (Governance)</b>
<b>Principles</b>	<p>This Code of Conduct (The Code) specifies the minimum standards and obligations Whitehouse Institute of Design, Australia (Whitehouse) expects of its students in respect of their professional and personal conduct in a way that upholds Whitehouse’s values which are to support free intellectual and open inquiry, exploration of ideas, creativity, and innovation; underpinned by tolerance, honesty, respect, ethical behavior, and understanding the needs of students, staff, and affiliates.</p> <p>The students at Whitehouse are expected to perform their work and conduct themselves in an ethical and collegial manner, and to carry out their duties with efficiency, fairness, impartiality, and honesty. Compliance with The Code will foster and maintain student, staff, and public trust and confidence in the integrity and professionalism of Whitehouse.</p> <p>The Code should be read in conjunction with the other approved policies and procedures of Whitehouse listed under ‘Key related documents’ in this Code. Failure to abide by the provisions of The Code or other Whitehouse policies and procedures may lead to disciplinary action.</p>
<b>Scope</b>	<p>The Code applies to:</p> <ol style="list-style-type: none"> <li>1. All Whitehouse students (referred to in this document as “students”</li> <li>2. Staff and stakeholders of Whitehouse across all campuses, including members of Boards of Whitehouse, and any other persons appointed or engaged by Whitehouse to perform duties or functions on its behalf.</li> </ol>
<b>The Code</b>	<p><b>Respect for the Law and Governance</b></p> <p>All Whitehouse students are required to observe and comply with relevant Federal and State legislation, regulation, and related documents, and with Whitehouse policies and procedures.</p> <p>Whitehouse governance will evidence respect, transparency and procedural fairness in all decision making and in supervision and otherwise communicating with staff and students.</p> <p>Whitehouse Management is committed to creating and maintaining a safe, efficient, and healthy work/study environment in consultation with students and staff and in compliance with work health and safety legislation, regulations, and codes of practice by identifying hazards, assessing any associated risks, controlling risks, and reviewing control measures to ensure their effectiveness.</p> <p><b>Whitehouse Students Personal and Professional Conduct</b></p> <p>The behaviour and conduct of Whitehouse Students are informed by the Whitehouse principles stated above. Whitehouse student conduct includes but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Students always abiding by this Code of Conduct while they are studying at Whitehouse. Failure to do so may result in the suspension or cancellation of enrolment:       <ol style="list-style-type: none"> <li>a) in conjunction with this Code, students should also read, familiarise themselves with, and abide by the provisions of related policies and procedures, for example: Bullying, Harassment and Discrimination; Academic Honesty / Misconduct; Free Intellectual Inquiry; Assessment; Academic Grievance and Appeals; Progression and Exclusion.</li> </ol> </li> </ol>

2. Students always conducting themselves professionally.

Specifically, Whitehouse students are expected to:

- a) treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy, and sensitivity
- b) maintain a cooperative and collaborative approach to inter-personal relationships
- c) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work at Whitehouse, including in the office and meeting spaces, libraries, studios and workshop, community spaces
- d) not attend campus under the influence of alcohol or any non-prescribed substance
- e) notify Student Administration of any prescribed medication they are taking that may affect their ability to work effectively
- f) always behave responsibly and ethically with respect to others and always respect professional boundaries between staff and students. This includes maintaining professional relationships with staff and students in online learning platforms and social media
- g) respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students, will avoid exchange of personal phone/contact numbers between students and staff
- h) not engage in behavior that can be construed as discriminating against, bullying, or harassing other students, staff, members of the public or other persons with whom they may interact on grounds of (including but not limited to), sex, sexual preference, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or political or religious convictions
- i) Any of the behaviours referred to in this clause may constitute a legal offence and will be considered a serious breach of Whitehouse policies. Whitehouse takes a zero-tolerance approach to sexual assault, sexual harassment, and other forms of threatening and/or harmful misconduct.
- j) be sensitive to the potential for conflicts of interest arising between their personal interests and their role as a student at Whitehouse. Students who believe they may be involved in or that a situation may arise involving a conflict of interest as outlined in the section relating to conflicts of interest in the Whitehouse Staff Code of Conduct, must inform and seek advice from management, who will determine what action is to be taken. Failure to disclose a potential or actual conflict of interest by Whitehouse students may render decisions null and void and can lead to disciplinary proceedings.
- k) not use mobile devices (phones, tablets, I-pads, or other hand-help equipment) while walking on campus grounds when not engaged in class learning activities. The use of hand-held mobile devices (texting, social media, emailing, posting content) while walking is dangerous and poses unacceptable risks of physical harm and should be always avoided.

This applies to all enrolled students while on campus grounds, as specified in the Scope of the Policy.

**Academic Conduct**

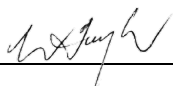
All students:

- a) must ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rules, and resolutions of Whitehouse
  - b) are expected to attend all scheduled classes, (face-to-face and/or online) on time and to remain in class for the duration
  - c) must update personal information in the student learning management system (LMS), and observe key dates and deadlines
  - d) must act ethically and honestly in the preparation, conduct, submission, and publication of academic work, and during all forms of assessment, including formal examinations and informal tests
  - e) will recognise and respect the rights of fellow students and staff, including their right to appropriately voice their opinion
  - f) will avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically
  - g) have the right to artistic expression within the confines of the law and the standards of Whitehouse
  - h) will respect other students’ creative decisions
  - i) will always conduct themselves to their studies in an ethical manner
  - j) will appropriately acknowledge the work of others that they reference during their studies, in compliance with relevant state and federal legislation and not commit academic misconduct (e.g. plagiarism, collusion, cheating)
  - k) will carry out work in a safe manner and will take precautions to protect the health, safety and welfare of themselves and others, in accordance with work health and safety requirements
  - l) read all official correspondence from Whitehouse, including email and messages posted on their Google Classrooms
  - m) will conduct all Whitehouse email communication using only the official Whitehouse email system, including Whitehouse email addresses, emergencies and/ or special circumstances notwithstanding
  - n) will **not** communicate with staff via personal social media (e.g. Facebook; Whats app; Twitter; Instagram, etc...)
  - o) will use Whitehouse resources, including information and communication technology resources, in a lawful and ethical manner and for study purposes only, unless express permission has been granted otherwise
  - p) will respect staff and teachers’ personal time by communicating with them only during business hours, and out-of-class for scheduled academic feedback / consultation times
  - q) will refrain from engaging in personal communication during class hours
  - r) behave professionally, ethically, and respectfully in all dealings with Whitehouse learning partners during internships.
3. Are expected notify Student Administration of any change in personal details, including change of address, phone number or personal email address within five working days of the change.

**Definitions**

**Policy:** means a Whitehouse Institute of Design Australia policy as introduced or altered by Whitehouse from time to time.

	<p><b>Staff:</b> means an employee of the Whitehouse Institute of Design Australia including a casual employee.</p> <p><b>Student:</b> means all students enrolled in a program at Whitehouse included but not limited to fee paying students, FEE-HELP students, VET Students, International students, Summer School Students</p> <p><b>Affiliate:</b> means a conjoint and honorary appointee, a consultant or contractor to Whitehouse, a member of any Whitehouse Committee or any other person appointed or engaged by Whitehouse to perform duties or functions on its behalf.</p> <p><b>Breach of the Code:</b> means an action or behaviour by a student that does not comply with any element of the Code. There are two types of student breaches of the code (i) academic, (ii) non-academic, and are dealt with by the relevant policy and procedure.</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Anti-Discrimination Act 1977 (NSW)</a></li> <li>• <a href="#">Australian Human Rights Commission Act 1986</a></li> <li>• <a href="#">Copyright Act 1968</a></li> <li>• <a href="#">Crimes Act 1900 (NSW)</a></li> <li>• <a href="#">Data Provision Requirements 2020</a></li> <li>• <a href="#">Disability Act 2006 (VIC)</a></li> <li>• <a href="#">Disability Discrimination Act 1992 (Commonwealth)</a></li> <li>• <a href="#">Disability Discrimination and Other Human Rights Legislation Amendment Act 2009</a></li> <li>• <a href="#">Disability Inclusion Act 2014 No 41 (NSW)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Equal Opportunity Act 2010 (VIC)</a></li> <li>• <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>• <a href="#">National Vocational Education and Training Regulator (Consequential Amendments) Act 2011</a></li> <li>• <a href="#">National Vocational Education and training Regulator Act 2011</a></li> <li>• <a href="#">Occupational Health and Safety Legislation and Regulations (Victoria)</a></li> <li>• <a href="#">Privacy and Personal Information Protection Act 1998 (NSW)</a></li> <li>• <a href="#">Racial and Religious Tolerance Act 2001 (Victoria)</a></li> <li>• <a href="#">Racial Discrimination Act 1975 (Commonwealth)</a></li> <li>• <a href="#">Sex Discrimination Act 1984</a></li> <li>• <a href="#">Standards for Registered Training Organisations (RTOs) 2015</a></li> <li>• <a href="#">Student Identifiers Act 2014</a></li> <li>• <a href="#">The Disability Act 2012 (NSW)</a></li> <li>• <a href="#">The National Employment Standards</a></li> <li>• <a href="#">Work Health and Safety Act 2011 (Commonwealth)</a></li> <li>• <a href="#">Work Health and Safety Law and Policy (NSW)</a></li> </ul>
<p><b>Key Related Documents</b></p>	<ul style="list-style-type: none"> <li>• G020 Bullying, Harassment and Discrimination Policy and Procedure</li> <li>• A005 Academic Grievance and Appeals Policy and Procedure (Academic)</li> <li>• G005 Grievances and Complaints Resolution Policy and Procedure (Non-Academic)</li> <li>• A016 Honesty / Misconduct Policy and Procedure</li> <li>• A002 Assessment Policy and Procedure</li> <li>• A009 Progression and Exclusion Policy and Procedure</li> <li>• A005 Academic Appeals Policy and Procedure (VET)</li> <li>• G008 Privacy Policy and Procedure</li> <li>• Student Handbooks</li> </ul>

<b>Responsible Officer</b>	Executive Director Board of Governors		
<b>Approval Authority/ Authorities</b>	Board of Governors		
<b>Date Approved</b>	01/06/2021		
<b>Date of Commencement</b>	02/06/2021		
<b>Date for Review</b>	01/06/2024		
<b>Documents superseded by this Procedure</b>	001 - Code of Conduct Policy 2012		
<b>Amendment History</b>	<p><b>11/2021</b> Updated <b>The Code</b> section regarding face-to-face and / or online or mixed mode delivery, acceptable modes of communications, and various other clauses</p> <p>Updated the Definitions section</p> <p>Updated Key Related Documents section</p> <p>Checked URLs / links, and fixed broken links.</p> <p><b>06/2021</b> Re-approval</p> <p><b>09/2012</b> Reviewed and amended</p> <p><b>27/08/2007 Prior Approval</b> Changed formatting – included procedure and policy in one document Minor adjustments and inclusions to policy wording</p>		
<b>Signed and dated for Whitehouse Institute Pty Ltd</b>		Les Taylor	01/06/2021
	<b>Signature</b>	<b>Name</b>	<b>Date</b>

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
<b>Category</b>	Governance

<b>Stakeholders</b>	Students Board of Governors Academic Board Executive Management Academic Staff Administration Staff Applicants to Programs Contract Staff
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