



BELLARINE TRAINING AND COMMUNITY HUB

ACN: A0026078K

CODE OF CONDUCT

Registered Training Office 20459

PARTICIPANTS CODE OF CONDUCT

PURPOSE

The Bellarine Training and Community Hub is committed to providing all people who make use of Bellarine Training and Community Hub and its services with a safe and supportive environment. We value respectful behaviour and high standards of conduct in providing the best possible service to the community.

The purpose of this policy is to maintain a safe and supportive environment and state Bellarine Training and Community Hub's position on acceptable conduct by all who visit or use the services of the Hub

This policy applies to all people who make use of the Bellarine Training and Community Hub and its services and any other visitors to the Hub.

This policy should be read in conjunction with the ***Anti-discrimination, Harassment and Bullying Policy***.

POLICY

All users and visitors of the Bellarine Training and Community Hub and its services will:

- Behave in a considerate and courteous manner.
- Respect the rights and dignity of others.
- Comply with Bellarine Training and Community Hub ***Anti-discrimination, Harassment and Bullying Policy***.
- Comply with all lawful directions given by staff.
- Access and use only the property to which they are entitled to have access and use it in a lawful, careful and responsible way.
- Comply with any workplace health and safety policy and procedures and related directives issued by Bellarine Training and Community Hub, staff, volunteers or tutors.

PROCEDURES

General Rules of Conduct

- Treat others with respect and dignity, no matter what their background.
- Comply with Bellarine Training and Community Hub policy on preventing and eliminating unlawful discrimination.
- Behave in accordance with the law.
- Be punctual and reliable in attendance at programs, courses, activities or events in which you are participating.
- Respect and safeguard the property of the Bellarine Training and Community Hub and other people involved with the Hub
- Behave safely so as not to endanger yourself or others.
- Do not engage in verbal or physical abuse or any form of threat or intimidation.
- Do not engage in any form of bullying or harassment, including sexual harassment.
- Do not engage in loud or disruptive behaviour that impacts on the use of Bellarine Training and Community Hub by others.
- Do not use the Bellarine Training and Community Hub premises, computers, phones, copiers, printers and other facilities for unauthorised or illegal purposes.
- Do not smoke in Bellarine Training and Community Hub or within 4 metres of the building, or as directed, in any area connected with a the Hub's organised or sponsored program, course, activity or event.

Unacceptable Conduct

Unacceptable conduct includes but is not limited to:

- Disobeying any reasonable direction by staff, tutors, or convenors.
- Acting dishonestly.
- Viewing or distributing offensive material via the internet, email or other means.
- Discrimination, harassment and victimisation.
- Bullying and intimidation.
- Racist or sexist comments.
- Behaving in a loud or disruptive manner, such as swearing, yelling, using language that may be offensive to others, or otherwise causing a disturbance.
- Use of illegal drugs
- Illegal or unauthorised use of alcohol.
- Being intoxicated or under the influence of illegal drugs when on Bellarine Training and Community Hub premises, in the near proximity of the Hub, or at any Bellarine Training and Community Hub organised or sponsored program, course, activity or event.
- Stealing, vandalising or causing wilful damage to Bellarine Training and Community Hub property.
- Endangering the safety of yourself or others.
- Assaulting or attempting to assault anyone when on Bellarine Training and Community Hub premises, in the near proximity of Bellarine Training and Community Hub, or at any Bellarine Training and Community Hub organised or sponsored program, course, activity or event.
- Possessing guns, knives or other weapons when on Bellarine Training and Community Hub premises, in the near proximity of the Hub, or at any Bellarine Training and Community Hub organised or sponsored program, course, activity or event.
- Ignoring or acting contrary to the Bellarine Training and Community Hub policies and procedures.

Consequences of Unacceptable Conduct

- Failure to comply with this Participants Conduct Policy constitutes unacceptable behaviour.
- Depending on the seriousness of the unacceptable conduct, the person may be cautioned and provide them with a verbal warning to cease that conduct.
- Depending on the seriousness of the unacceptable conduct, ask the person to leave Bellarine Training and Community Hub for the day, or suspend their access for more than 24 hours or refuse them any future access to the Hub.
- Notify any person who has access suspended for longer than 24 hours or who is refused any future access to Bellarine Training and Community Hub in writing setting out the details of the suspension or denial of access, the reasons for it and any requirements for future behaviour, restitution and the like.
- Contact the police in cases of possible criminal behaviour.
- Conditions such as a verbal or written apology, remediation work, financial restitution, or a written agreement accepting the behaviour required in the future may be applied before a person is again permitted to access Bellarine Training and Community Hub or its programs, courses, activities or events