



Macedon Ranges Further Education Centre

# Code of Conduct

Macedon Ranges Further Education Centre (MRFEC) is committed to providing an inclusive and welcoming environment. The Code of Conduct applies to all **students, staff, tutors and visitors** at MRFEC and aims to ensure the safety, comfort and wellbeing of everyone accessing a course or service.

## Students have responsibility to:

- Behave in a manner that treats service users, staff, volunteers and students with courtesy, respect and consideration.
- Abide by current Covid regulations as set by governing bodies and provide evidence of vaccination status as requested.
- Do not discriminate, harass, bully, intimidate, vilify, victimise, act or threaten to act violently towards service users, staff, volunteers and members of our community.
- Adhere to Occupational Health & Safety requirements and report and incidents or near misses to Reception as soon as possible.
- Respect the property of MRFEC.
- Raise a grievance in accordance with our Grievances and Complaints Policy when it is believed you have witnessed/experienced unacceptable behaviour.
- Comply with MRFEC's policies / procedures and any lawful direction given by staff.
- Refrain from any illegal conduct.
- Unacceptable Conduct includes, but is not limited to:
  - touching, handling, pushing or otherwise physically or sexually engaging with service users, staff, volunteers and students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
  - any form of physical or verbal violence including fighting, assault or threats of violence;
  - any form of cyber bullying or cyber abuse,
  - sending inappropriate, offensive or explicit text messages, photos or videos;
  - language or conduct which is likely to offend, harass, bully or unfairly discriminate against any service users, staff, volunteers and students
  - theft, fraud, damage or misuse of MRFEC resources
  - the use of inappropriate or profane words, gestures or images;
  - consuming alcohol or illicit drugs/ illegal drugs at MRFEC

MRFEC will not tolerate breaches of this Code of Conduct and **students, staff, tutors and visitors** who fail to comply will be required to meet with a senior Manager to discuss any unacceptable behaviour and agree on strategies to address the identified breach of the Code. Breaches of the Code of Conduct may result in disciplinary action according to MRFEC policies and procedures.

**Please note:** MRFEC Centre Manager holds the discretionary authority to instantly dismiss and/or ban from MRFEC any individual who displays unlawful and unacceptable behaviour.