

CODE OF CONDUCT

College of Event Management is committed to providing a positive learning environment free from harassment and discrimination. We ask you to consider the needs of your fellow students and others who work at the college.

The College recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The College reaffirms its commitment to:

- high academic standards
- intellectual rigor and a high-quality education
- intellectual freedom and social responsibility
- tolerance, honesty and respect
- high standards of ethical behavior

Whilst enrolled at the College students must at all times:

- treat staff, guest lecturers, industry hosts and other students with respect, dignity, impartiality, courtesy and sensitivity
- respect the privacy of staff, guest lecturers, industry hosts and other students
- maintain a cooperative and collaborative approach to interpersonal relationships
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of staff, guest lecturers, industry hosts and other students
- act ethically and honestly in the preparation of their course work, including appropriate use of AI, and during all forms of assessment. Please refer to the Student Use of Artificial Intelligence Policy
- avoid any activity or behavior that would unfairly advantage or disadvantage another student academically
- behave professionally, ethically and respectfully in all dealings with the College's training partners
- not be under the influence of drugs or alcohol when attending virtual or face-to-face events

Alleged misconduct cases are handled by the College Administrator. Penalties range from a verbal warning followed by a written warning to suspension or expulsion from the College.

The College may suspend or recommend suspension or expulsion of a student:

- as a result of a specific incident of major misconduct
- where there are repeated incidents of misconduct that have not changed following a review meeting and a written warning
- where the student is at risk of harm to themselves or to others
- where the reputation of the College has been brought into disrepute
- where the student intentionally disrupts or interferes with the academic, administrative or operational activities of the college
- where the student behaves in a manner that causes others to be fearful of their safety including bullying, harassment and/or discrimination
- if any fees remain unpaid or if students do not adhere to the payment terms agreed upon at the beginning of the course
- for failure to comply with the student's obligations as stated in this Code of Conduct, Welcome Kit and/or College policies and procedures

The College relies on the following legislation as the legal basis for addressing allegations of bullying, harassment and discrimination:

- Fair Work Act 2009
- Sex Discrimination Act 1984 (Cth)
- Work Health and Safety Acts (State/Territory)

The College retains absolute discretion in the interpretation of the above breaches of conduct. If you feel you are being victimised, bullied or discriminated against, you should contact your Course Administrator who will assist you in the first instance. Should your issue not be dealt with satisfactorily, it may be escalated as per the Grievance Policy.

NOTE: The College reserves the right to update and amend policies and procedures at any time.