



Code of Conduct and Shared Responsibility Policy

1. Purpose

This policy outlines the shared responsibilities expected of everyone engaging with the AGE to ensure a productive and supportive environment free from harassment, discrimination, vilification and disruption.

2. Scope

This policy applies to all AGE learning environments, both online and in-person, and to formal and informal interactions between students, between students and staff, and in work-integrated learning activities.

3. Policy

3.1 Expectations of AGE students:

AGE students are expected to:

- Attend their scheduled classes.
- Log in to the learning management system regularly to ensure they are aware of notifications and progressing with the course.
- Refrain from using devices at times which will disrupt timetabled classes, including mobile phones, except when so directed for the purpose of study.
- Comply with reasonable directions from AGE staff.
- Identify and report any possible hazards from equipment, facilities, and the environment.
- Refrain from smoking during classes.
- Refrain from drinking and/or eating during classes, including online classes.
- Refrain from using offensive language, or partaking in alcohol during classes.
- Ensure that they behave with respect and courtesy towards other students, staff and visitors to AGE.
- Report any incident of discrimination, harassment, or bullying, whether directly experienced or witnessed in line with the Student Misconduct Policy (Non-Academic) follow all of AGE's policies and procedures.

AGE students are expected to refrain from behaviour that:

- Disrupts teaching and learning activities.
- Creates an atmosphere of hostility or anxiety through intimidation, ridicule, harassment or disrespect for others.
- Is intended or likely to be offensive to other staff and students except as is academically defensible under the Academic Freedom Policy.
- Contravenes AGE's regulations, policies and procedures, or common standards of

- safety.
- Endangers or threatens the health, wellbeing or safety of others.
 - Contravenes professional standards of conduct for work-integrated learning placements and/or policies and regulations of the placement workplace.
 - Damages, defaces, destroys or gains unauthorised access to AGE's property, stored electronic data, or other students' property.

3.2 Inappropriate personal and professional behaviour

AGE staff will request students who demonstrate inappropriate personal or professional behaviour to cease this behaviour immediately.

When students do not cease inappropriate behaviours as requested, staff members may eject them from the class.

Staff will report all instances of inappropriate personal and professional behaviour in accordance with the Student Misconduct Policy (Non-Academic)

3.3 Responsibilities

The Dean is responsible for ensuring all students are made aware of the Code of Conduct during Orientation.

AGE staff are responsible for intervening in any inappropriate behaviour by students.

Students are responsible for following the Code of Conduct in all AGE activities.

4. Definitions

Discrimination: can occur when a person acts unfavourably towards another person because of a characteristic they have or the person believes them to have. Discrimination is against the law in higher education contexts in Victoria.

Harassment and/or Sexual Harassment: is unwelcome behaviour, or sexual behaviour that can occur in person to person interactions or virtually, which makes the recipient feel intimidated, offended or humiliated. Sexual harassment is against the law.

Vilification: is behaviour that causes hatred, ridicule, contempt or revulsion because of a person's religion, beliefs, ethnicity or race. Racial and religious vilification is against the law.

5. Related Policies

- Sexual Assault and Sexual Harassment Policy
- Student Misconduct Policy (Non-Academic)
- OHS Policy

6. Version Control

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