

Universal English College: Code of Conduct

Overview

UEC is a safe, friendly, and comfortable place for students and staff and we welcome and celebrate diversity. Students and staff tell us that UEC is more than just a college for them – it's a community. To make this work, we all follow the simple rules and guidelines set out in this document.

The Code of Conduct applies to all students and all staff equally. Central to the Code of Conduct is:

- being polite,
- being kind,
- being respectful,
- being responsible, and
- being safe.

At UEC, we do not accept or allow any activities or behaviours that:

- endanger, distress, or harm others;
- involve any form of discrimination, harassment, or bullying;
- are illegal in Australia.

Managing Differences

UEC is a multi-national, multi-cultural community. This means we will all see behaviours and ways of communicating that are different to what we might be used to or find completely comfortable. At UEC, students come from more than 50 different countries. That means some things will be new and strange and there will be misunderstandings from time to time.

Before getting angry or offended, try to be curious about differences between you and those around you. Often, differences are opportunities to learn about other cultures.

When someone does something that seems strange or rude, start by asking if that is normal where they are from. Explain how you feel and what you are and are not comfortable with. Start a conversation.

Inappropriate & Unacceptable Behaviour

None of this means you should be okay with unacceptable behaviour. If you experience, see, or hear about unacceptable behaviour, please let us know.

Violence and aggression are never acceptable. This includes physical violence, aggression, and threats. It also includes verbal aggression – angry, threatening words or shouting.

Bullying is not acceptable. This means repeatedly threatening, intimidating, making fun of, or excluding someone – for any reason.

Harassment is not acceptable. If someone asks you not to touch them, to stop asking them to spend time together, to stop talking to them, or stop trying to contact them (including via social media), you must stop. If you don't stop, it's harassment. Sexual harassment can include touching, gestures, comments, images, requests, or jokes of a sexual nature that might offend, intimidate or humiliate.

Discrimination is also not acceptable. This includes treating a person differently because of their nationality, ethnic background, skin colour, gender, sexual orientation, clothing, socio-economic background, physical or mental condition, age, and marital status. It can also include making negative comments about any of those things.

Other forms of inappropriate behaviours include any form of illegal behaviour and:

- not following reasonable requests or directions of staff, building management or authorities;
- interfering with lessons;
- interfering with, removing or damaging property that doesn't belong to you;
- inappropriate clothing;
- cheating or helping others cheat;
- fraud or falsifying documents;
- carrying weapons or dangerous objects;
- carrying or using illegal substances, including drugs and dangerous chemicals.

Reporting Inappropriate Behaviour

If you ever experience or witness any inappropriate behaviour, please tell your teacher or reception as soon as you can. If you ever feel unsafe, disrespected, or treated unfairly, please let us know!

If you see anything you think is illegal, please let us know.

If you're uncomfortable about anything, come talk to us.

We are here to help and make sure your learning experience is safe, enjoyable, and supportive.

Procedures and Fairness

If UEC management decide it is appropriate, we may immediately suspend an individual's access to the college campus while an investigation is carried out to clarify the situation and make a final decision.

The UEC terms and conditions of enrolment state that not following the Code of Conduct may lead to the suspension of a student's enrolment and the cancellation of the course. Equally, as per all UEC employment contracts, not following the Code of Conduct may lead to termination of a staff member.

It is also important to know that UEC is committed to the principles of procedural fairness. This means that we believe that everyone has:

- the right to be treated without bias; and
- the right to be heard; and
- the right to know what they have been accused of (but not who made a complaint); and
- the right to be provided with reasons for any decision made against them.

When issues arise, we will work with everyone involved to ensure a fair outcome that protects everyone's rights, safety, and wellbeing.