

## Policy brief & purpose

Our **Student Code of Conduct company policy** outlines our expectations regarding students' behavior towards their colleagues, supervisors and overall organisation.

We promote freedom of expression and open communication. But we expect all students to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

## Scope

This policy applies to all our students regardless of experience or prior training.

This policy should read in conjunction with the following relevant policies:

- PCBT Student Discipline & Misconduct Policy & Procedures
- PCBT Orientation Code of Conduct
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ESOS Act

Ref: <https://pcbt.wa.edu.au/downloads/>

## Policy elements

### What are the components of a Student Code of Conduct Policy?

Students are bound by their contract to follow our Student Code of Conduct while undertaking their studies. We outline the components of our Code of Conduct below:

#### Compliance with law

All students must protect our company (Perth College of Business and Technology Pty Ltd)'s legality. They should comply with all environmental, safety and fair dealing laws. We expect students to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

#### Respect in the workplace

All students should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Students should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

#### Protection of Company Property

All students should treat our company's property, whether material or intangible, with respect and care.

Students:

- Should not misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Students should use them only to complete their studies.

Students should protect company facilities and other material property from damage and vandalism, whenever possible.

## **Professionalism**

All students must show integrity and professionalism in the class room:

- **Personal appearance**

All students must follow our dress code and personal appearance guidelines.

- **Corruption**

We will not accept any form of cheating or unwarranted passing of course materials not produced by the student submitting the information. We prohibit bribes for the benefit of any external or internal party.

- **Duties and authority**

All students should conduct their studies with integrity and respect toward teachers, stakeholders and the community. Supervisors, managers and teachers mustn't abuse their authority. We expect them to delegate duties to their students taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

- **Absenteeism and tardiness**

Students should follow their schedules. We can make exceptions for occasions that prevent students from following our teaching schedule. But, generally, we expect students to be punctual when coming to and leaving the training facility.

- **Conflict of interest**

We expect students to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their studies.

- **Collaboration**

Students should be friendly and collaborative. They should try not to disrupt the class room or present obstacles to their colleagues' work.

- **Communication**

All students must be open for communication with their colleagues, supervisors or teachers.

- **Benefits**

We expect students to not abuse their student benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

- **Policies**

All students should read and follow Perth College of Business and Technology policies. If they have any questions, they should ask their teachers.

## Disciplinary actions

Our college may have to take disciplinary action against students who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Immediate removal from the classroom at the discretion of your trainer
- Potential mediation
- Removal from the course

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

## Personal hygiene guidelines:

All students are expected to follow proper hygiene in the classroom.

- bath daily to maintain your body clean and healthy.
- brush your teeth to avoid bad breath.
- use a deodorant or an antiperspirant to prevent releasing unpleasant body odours.
- don't use heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees.
- trim your nails and maintain them clean.
- wash your hands regularly.

## Dress code and uniform guidelines:

All students to wear appropriate attire for the training purposes

- Personal protective equipment where necessary according to standard hospitality and commercial cookery guidelines.

## Grooming and facial hair guidelines:

- clothing must be clean, pressed, in good condition, and fit appropriately.
- maintain neat and well-groomed facial hair like moustaches, sideburns, and beards.
- wear moderate make-up (if preferred).
- tattoos that are perceived as offensive, hostile or that diminishes the student's professionalism must be covered so that they are not visible to staff or customers.

## Cleanliness guidelines

- students must clean after themselves after using the restroom.
- students must maintain their workstation clean and uncluttered.
- students maintain the cleanliness in the kitchen.

**Student Signature** \_\_\_\_\_

**Student Name & ID** \_\_\_\_\_

\*The signing of this document provides validation between the student the trainer and PCBT campus management owners and directors that you have been personally inducted within the premises and understand your obligations respective of your behaviour and conduct.