



## STUDENT CODE OF CONDUCT

WEMAC Training Solutions (WTS) has a responsibility to protect members of the public (and the students themselves) from being harmed by students taking part in workplace or simulated workplace learning. If there is evidence that your skills or behaviour could present a risk to yourself or other people in the training environment, you may not be allowed to participate in further training, at least for a period of time. The following details our Student Code of Conduct when undertaking training:

### SAFE & HEALTHY ENVIRONMENT

Maintain a safe and healthy environment; Work Health and Safety are priorities at WEMAC Training Solutions. Students may not consume alcohol on WTS premises. Those on prescription medication may attend with prior notification and approval from WTS administration. This will be determined on an individual bases and may require a medical certificate, providing those prescriptions do not affect the safety of the students themselves or of other people around them. If a student is unsure if it is safe to attend and participate fully in classes, they must inform the trainer and seek clarification.

### ALCOHOL OR ILLEGAL DRUGS

WEMAC Training Solutions has a zero-tolerance drug and alcohol Policy. Students may not attend any training programs while under the influence of alcohol or illegal drugs, and the possession; use and sale of illegal drugs or controlled substances on institute premises is not permitted. Offences will be reported to the police.

### TREAT OTHERS WITH RESPECT

All students must cooperate with trainer assessor instructions. All students must show fairness and respect to others by:

- Being punctual and regular in attendance
- Participating and engaging in training and assessment programs
- Behaving responsibly when using equipment, facilities, learning materials and communal areas
- Being considerate to the needs of others

### UNACCEPTABLE CONDUCT INCLUDES

- Physical abuse, threatening behaviour, stalking and bullying
- Harassment – either physical, verbal, electronic or written - any individual or group
- Discrimination or sexual harassment
- Endangering or threatening the health, safety or wellbeing of others
- The unauthorised or unsafe use of equipment, facilities and resources
- Possession of weapons of any kind

- Possession of any object that could cause fire, injury or damage to property

Offences may be reported to police for further investigation.

## DIVERSITY

With people from a diversity of cultures and ethnic groups, WEMAC Training Solutions expects students to respect the beliefs and customs of fellow students and staff. All people must be treated fairly and with respect to their rights to a productive learning environment. Disruptive conduct which hinders workplace and training performance is not acceptable.

## DRESS CODE

A minimum dress standard will consist of suitable smart casual clothing including enclosed footwear. Dress appropriately for employment in business and industry to ensure for safety as well as for the impression it creates. Learners must:

- Be adequately clothed in accordance with work health and safety requirements.
- For site based mining or civil practical work – work ready uniform - steel capped boots, hi vis shirt and long pants. PPE requirements will be advised on enrolment.
- Wear appropriate personal protective clothing and equipment provided for them.
- Wear appropriate footwear at all times. Rubber thongs are not appropriate footwear.
- Not wear dark glasses indoors except as necessary for a medical condition.
- Consider others when selecting clothing and not wear items which may offend others in terms of lack of decency, modesty or cleanliness, or displaying slogans, cartoons, symbols or graphics which may provoke, intimidate, offend or ridicule others.

## ACT ETHICALLY

Act ethically and with integrity in the workplace environment, students are responsible for:

- Actively participating in the training processes
- Engaging in fair practice.
- You have a responsibility to avoid cheating and plagiarism (*this is making reference to an author's work without acknowledging the author*). This includes scanned and electronically copied material.

Students in breach of the Student Code of Conduct will be excluded from training and consequentially may not be awarded the competence in their enrolled course or unit undertaken.