

Code of Conduct

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Related documents	Governance and Delegations Framework and Policy, Board of Directors Terms of Reference, Academic Board Terms of Reference, Learning and Teaching Committee Terms of Reference, Course Advisory Committee Terms of Reference, Audit and Risk Committee Terms of Reference, Employment Contracts
Document Review	This document is to be reviewed every two-years at a minimum from the date of final approval

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by CEO 7 November 2019 and provided to Board of Directors for review	
1.0	Approved at the 13 November 2019 Board of Directors meeting	

Background and Purpose

This document sets out the expectations and guidance on the standards of conduct expected of students, staff, directors, committee members, contractors and consultants, guests and visitors when at MIHE or engaged in activities related to MIHE. This Code of Conduct applies to all students, staff, directors, committee members, contractors, consultants, guests and visitors. The expected behaviour described in this document is designed to protect the safety, wellbeing and reputation of those associated with MIHE.

Code of Conduct

All students, staff, directors, committee members, contractors, consultants, guests and visitors are expected to abide by this Code of Conduct including that, at all times, they:

- Obey the laws of Australia and the laws of any jurisdiction that they are in while engaged in any activity related to MIHE
- Abide by all MIHE Policies and Procedures while on MIHE premises or engaged in any activity related to MIHE
- Respect the privacy and confidentiality of others and as required formally sign the MIHE Non-Disclosure Agreement (NDA)

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- Behave in a courteous and respectful manner when dealing with others, including being respectful of differences and non-discriminatory based on gender, race, sexuality, disability, cultural background, marital status, age, political or religious conviction or family responsibilities
- Not engage in any form of discrimination, harassment, victimization, or bullying including online and in any virtual environment
- Not engage in acts of aggression or violence against others
- Not be on MIHE premises or engage in MIHE or related MIHE activity while intoxicated or under the influence of alcohol or illicit drugs
- Not act in a manner which place anyone's safety and/or wellbeing at risk or danger
- Not possess, use or supply a prohibited weapon or any prohibited substance at MIHE or while engaged in any activity related to MIHE
- Not encourage, support, persuade or incite others to engage in conduct or behavior constituting misconduct in accordance with MIHE's policies and procedures
- Not smoke on MIHE premises, unless there is clear signage where smoking is allowed
- Utilise MIHE facilities and resources appropriately and not in any manner which may cause harm or damage, and not use them in an unethical, unsafe or illegal manner

Further all staff, directors, committee members, contractors, consultants are expected to abide by the following, at all times:

- Act in an ethical manner
- Work cooperatively and collaboratively with all other staff, contractors, consultants, students and MIHE stakeholders
- Observe and promote principles of academic integrity, work health and safety policies and obligations
- Promote and support an accessible and inclusive learning and work environment free from discrimination, sexual harassment, sexist behavior, gender-based violence, sexual assault, workplace bullying, victimization and vilification
- Take appropriate action or intervene as required, when they witness breaches or potentially breaches or are informed breaches of the Code of Conduct

Further all students are expected to abide by the following, at all times:

- Conduct their studies in a manner that upholds the principles of academic integrity
- Take responsibility for their own education and direct their own learning

- Act in a manner which supports and promotes the safety and wellbeing of those at and associated with MIHE
- Immediately notify MIHE staff of any breaches or potential breaches of the Code of Conduct

Misconduct

Breaches of the Code of Conduct will be considered misconduct. The investigation of and potential disciplinary actions for misconduct will depend on the nature of the misconduct and who is alleged to have committed the misconduct.

Staff Misconduct

Allegations of staff misconduct will be dealt with under the terms of employment, engagement or letter of offer. Staff misconduct may have industrial relations implications and will follow the appropriate industrial relations instrument.

Misconduct by Visitors

Allegations or breaches of the Code of Conduct by visitors will need to be reported to the CEO with relevant details of the allegations. The CEO will determine what, if any, investigation and/or disciplinary actions can be taken.

Student Misconduct

Allegations or breaches of the Code of Conduct by students will be investigated. Breaches of the Code of Conduct are considered misconduct and will be dealt with by the Dean and may be escalated to the CEO and/or Learning and Teaching Committee (LTC) and/or Academic Board (AB) and Board of Directors (BoD). Students found guilty of misconduct may be subject to disciplinary action that is appropriate, proportionate, fair and consistent with the principles of natural justice and MIHE's policies and procedures. The following apply to allegations or breaches of the Code of Conduct by students:

- Anyone can report an allegation of misconduct against a student by informing a MIHE staff member.
- **Minor misconduct** is defined by the extent, seriousness or impact of the breach of the Code of Conduct where it is not substantial and where the student has not been previously counselled about the standard of conduct required. Minor misconduct will be dealt with through a process placing emphasis on resolving matters at the local level using a collaborative approach.
- **Serious misconduct** is defined as a misconduct that has caused significant impact and which, if substantiated, is likely to result in the imposition of a penalty under this Code of Conduct, and will be dealt with formally. Allegations or complaints of serious misconduct, including repeated

breaches of the Code of Conduct, will be referred to the CEO for investigation, who may delegate responsibility for resolving the complaint to an appropriate MIHE staff member depending on the nature of the complaint. In cases of serious misconduct, the CEO (or delegate) may refer the matter to the LTC, AB and the BoD.

- In cases of criminal offences (for example violence, drug use, sexual assault or damage to property on MIHE premises) the CEO (or senior most staff member available) will immediately refer the matter to the relevant authorities.

Academic Integrity

Allegations and breaches or potential breaches of the principles of Academic Integrity will be dealt with under the Academic Integrity Policy and Procedure.