

Code of Conduct Policy

1. Scope

This policy is applicable to Oxford House College (OHC) and applies to all staff (covering employees and contractors) and students at OHC.

2. Purpose

OHC is committed to a teaching and learning environment in which staff and students are treated fairly in an environment of mutual respect.

3. Privacy

3.1 OHC is firmly committed to privacy. OHC treats student's data with the upmost importance.

3.2 Our enrolment process requires applicants to give their contact information (e.g. name, address, e-mail etc.). All students need to inform OHC as soon as practical (and international students are required by their visa conditions) to inform OHC within 7 days about any changes in their address and contact details.

3.3 OHC' information and databases are private and confidential. OHC uses its information consistent with its Privacy Policy and Procedure. Personal data and information will however not be passed to a third party unless it is required to pass on this information in accordance with OHC' Privacy Policy and Procedure.

4. Equity

4.1 OHC educates a culturally diverse student population. OHC recognises and respects the value of a diverse student population and is committed to meeting the educational needs of people from all backgrounds and at all stages of their lives.

4.2 OHC is committed to fostering a culturally sensitive and diverse environment for students and staff, and to eliminating racial discrimination and harassment in all its forms.

5. (Prevention of) Sexual Harassment and Sexual Assault

5.1 Sexual harassment or any other form of harassment is not tolerated at OHC. Harassment may be a single incident or a prolonged pattern of behaviour. It may occur between students or staff - or between staff member and a student or a student and a staff member. Any person who has experienced sexual harassment from a staff member or student may seek assistance from the Campus Director who will seek to address the matter in accordance with OHC policy and procedures.

- 5.2 If it is inappropriate to raise this matter with Campus Director, affected staff or students can contact OHC' Manager of Student Engagement for advice and/or support. The Manager of Student Engagement will triage the matter in accordance with OHC policy and procedures.
- 5.3 In dealing with issues of student and staff misconduct, OHC will take action in accordance natural justice, reasonable requests of the complainant and relevant legislative requirements, e.g. regarding mandatory reporting.

6. Racism

Racism is not tolerated at OHC. Racism takes the form of unfavourable distinctions, exclusions, and restrictions based on race, colour, descent or ancestry, ethnicity or ethnic origin, nationality or national origin. Any person who has experienced racial discrimination or harassment from a faculty/staff member or student can seek assistance from the Campus Director. If it is inappropriate to raise this matter with Campus Director, then affected staff or students can contact OHC' Manager of Student Engagement for advice and/or support. The Manager of Student Engagement will triage the matter in accordance with OHC policy and procedures.

7. Dispute Resolution

OHC has an established, fair, objective, informal and accessible dispute resolution procedures. OHC aims to resolve all grievances as swiftly as possible. Details about OHC dispute resolution processes can be found in its published Complaints and Appeals Policy.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Chief Executive Officer
Implementation Officers	Campus Directors
Review Date	June 2024
Approved by	
PEO	
Associated Documents	
Critical Incident Policy and Procedures	
Privacy Policy and Procedure	
Sexual Assault and Sexual Harassment Prevention Policy and Procedure	
Workplace Health and Safety Policy	



Version	Brief Description of the Changes	Date Approved	Effective Date
1	Published policy from Policy Manual	7 Nov 2018	7 Nov 2018
1.1	Administrative change to specifically reference OHC commitment to preventing sexual assault and/ or harassment and outlining support and relevant policy and processes available at OHC in the case of such concerns or allegations.	19 Feb 2019	19 Feb 2019
1.2	Reformat document, include section on Sexual Assault and Sexual Harassment.	22 May 2020	22 May 2020