

The following Code of Conduct is intended to ensure that each member of The Academy of International Education (Australia)'s ("TAIE") community enjoys satisfactory conditions in which to study, resulting in benefits for all.

Students are expected to conduct themselves in a manner that will not discredit themselves or TAIE.

Acts that seriously interfere with the basic purposes, necessities and processes of the community, or which deny the essential rights, health and safety of other members of the community, are prohibited:

1. **Health & Safety**

Students are required to observe any lawful directions given by TAIE staff members in order to ensure the safety of individuals and the orderly conduct of learning programs in line with Workplace Health & Safety Legislation.

2. **TAIE Property**

The property of TAIE, as well as that of individuals, will be respected. The unauthorised entry into, use of, theft of, damage to, or destruction of TAIE buildings, equipment or property is prohibited.

3. **Smoking**

Smoking is not permitted in any TAIE owned or operated building.

4. **Alcohol, Drugs & Theft**

The appropriate authority will be called to deal with students who breach the law regarding alcoholic beverages, drugs, theft and other infractions which may be carried out.

5. **Possession of Dangerous Items**

Students may not use or carry prohibited and/or dangerous articles/weapons whilst training.

6. **Disruptive Behaviour**

The appropriate authority will be called to deal with students who:

- *Obstruct or disrupt any official meeting, ceremony or other activity; or*
- *Refuse to leave TAIE property after being requested to do so; or*
- *Assault or attempt to assault any person whilst training with TAIE*

A formal disciplinary system exists within TAIE. Continued disruptive behaviour may result in students being suspension or expulsion from TAIE.

7. **Attendance**

Students are required to attend all classes. If students will be absent, they are required to inform TAIE by telephone. If the reason for absence is sickness, a medical certificate must be provided in excess of one day.

8. **Phone Calls**

Students are not to receive phone calls during training hours. Important messages are to be left at reception, which will be passed onto the student.

Mobile phones and pagers must be turned off before training commences, and will be confiscated by trainers until the end of the training session if students are found to be using a mobile phone or pager in class.