



Code of Conduct Policy

1. Scope

This policy is applicable to Holmes Institute (Holmes) and applies to all staff (covering employees and contractors) and students at Holmes.

2. Purpose

Holmes 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 Holmes is firmly committed to privacy. Student information is used to create a Holmes Institute database.
- 3.2 Our enrolment process requires applicants to give their contact information (e.g. name, address, e-mail etc.). All students need to inform Holmes Institute as soon as practical and for international student within 7 days about any changes in their address and contact details.
- 3.3 Holmes Institute's information and databases are private and confidential. Holmes may use its student information for commercial reasons, such as for marketing new products available from Holmes or its affiliates. Personal data and information will however not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide. Student information may however be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund.

4. Equity

- 4.1 Holmes Institute educates a culturally diverse student population. Holmes Institute 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 Holmes Institute 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 Holmes Institute. 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 Holmes policy and procedures.

- 5.2 If it is inappropriate to speak with the Campus Director, regarding sexual assault or sexual harassment, affected staff or students can contact Holmes’ manager of Student Engagement for advice and/or support. The Manager of Student Engagement will triage the matter in accordance with Holmes policy and procedures.
- 5.3 In dealing with issues of student and staff misconduct, Holmes Institute 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 Holmes Institute. 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/ Dean(s).

7. Dispute Resolution

Holmes Institute has an established, fair, objective, informal and accessible dispute resolution procedures. Holmes aims to resolve all grievances as swiftly as possible. Details about Holmes Institute 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 Director(s)		
Review Date	June 2023		
Approved by			
Governing Council			
Associated Documents			
Critical Incident Policy and Procedures Diversity and Equity Policy and Procedure Sexual Assault and Sexual Harassment Prevention Policy and Procedure Student Charter and Conduct Policy – Higher Education 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 Holmes commitment to preventing sexual assault and/ or harassment and outlining support and relevant policy and processes available at Holmes 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