



Student Code Of Conduct



Code of Conduct

The Code of Conduct provides information about expected rules of behaviour.

Staff Code of Conduct

The Deaf Society of New South Wales (DSNSW) conducts its business according to the highest standards of honesty, integrity, respect and fairness when dealing with all of our stakeholders, including clients, customers and employees. The Deaf Society requires that our employees also meet these high standards.

DSNSW also expects all stakeholders to treat our employees with courtesy and respect.

DSNSW has obligations to comply with all federal, state and local government laws and regulations and we require all our employees to do the same.

The following Code of Conduct sets out the standards of behaviour that DSNSW believes should be met by all employees. Appropriate disciplinary action will be taken where these standards are not met. In cases where the breach involves serious misconduct, this may result in instant dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities will be advised.

1. Staff members will act honestly, in good faith and in the best interests of DSNSW.
2. Staff members understand that their primary responsibility is to DSNSW.
3. Staff members will exercise due care and diligence in fulfilling their roles at DSNSW.
4. Staff members will provide an appropriate and positive role model for stakeholders.
5. Staff members will promote a positive image of Deaf people and create awareness of Deafness in the community.
6. Staff members have an obligation to comply, at all times, with the spirit as well as the letter of the law.
7. Staff members will ensure they treat all employees and clients with courtesy and respect.
8. Staff members will not engage in harassing behaviour towards other employees or clients.
9. Staff members will ensure that their dealings with all staff members and clients are fair and equitable.
10. Staff members will not discriminate against fellow staff members and clients on the basis of irrelevant characteristics such as age, disability (physical or intellectual), gender, marital status, pregnancy, race or sexual orientation.
11. Staff members will declare any conflict of interest that arises between their role/s and outside activities or between elements of their role/s within DSNSW.
12. Staff members will ensure they are aware of any organisational policies and procedures as set out in the policy manual and ensure they comply with them.
13. Staff members will not use drugs or alcohol on the premises or come to work while affected by either drugs or alcohol.
14. Staff members will not use the internet to access or send sexually explicit material.
15. Staff members will not use organisational information or work time for private gain.
16. Staff members will comply with the DSNSW confidentiality agreement.
17. Staff members will ensure they have honest dealings with all stakeholders.
18. Staff members will not misappropriate organisational funds or property, or the funds or property of clients.
19. Staff members will ensure the highest quality and best practice service delivery to clients.
20. Staff members will not falsify reports.

21. Staff members will not breach copyright, and will ensure they acknowledge other people's work and ideas.
22. Staff members will ensure they always put safety first and do their utmost to comply with the organisational OHS (Occupational Health and Safety) requirements.
23. Staff members will ensure they comply with all environmental laws and standards.
24. Staff members will deliver all DSNSW services in accordance with the service standards that relate to their department or to DSNSW as a whole, such as the 12 Disability Services Standards, the Australian Quality Training Framework, the ASLIA Code of Ethics, the Trade Practices Act, etc.
25. Staff members will have a commitment to permanent self scrutiny and self awareness, and be prepared to take feed back in a positive and objective manner.
26. Staff members will not condone, permit or fail to report any breaches of this code by other employees.
27. Staff members will promote a team spirit amongst all DSNSW employees
28. Staff members will not accept bribes, or benefits (gifts of no significant value from clients may be accepted provided that absolute transparency is ensured and management is consulted).
29. Senior staff will keep staff members informed of issues of relevance to them or their position.
30. Senior staff will exercise objectivity when giving acknowledgements or disciplining staff.

All employees are required to read and indicate that they understand and will abide by the DSNSW Code of Conduct when they commence work with the organisation.

Client/Student Code of Conduct

The following Code of Conduct relates to clients and students – deaf and hearing – of all DSNSW services.

Clients/students will:

1. Be honest (e.g. no plagiarism, no breach of copyright, no supplying of false information)
2. Respect others, including teachers, interpreters, staff, other clients/students and visitors (this includes not intimidating or discriminating against anyone)
3. Keep DSNSW premises (rooms, offices, classrooms, venues for events, etc.) clean, safe, smoke-free, drug-free and alcohol-free
4. Commit to their studies/programs (e.g. keep appointments, use class time well, complete tasks, be organised)
5. Not disrupt programs, events or courses
6. Not represent the views of DSNSW to other people, organisations or the media without approval from the Chief Executive Officer
7. Not solicit for money on DSNSW premises or at DSNSW events without approval from the Chief Executive Officer
8. Follow the law
9. Follow DSNSW rules (policies and procedures)
10. Follow all reasonable directions from DSNSW staff

Student Complaint and Penalty Procedure

Below is information on the procedures for making a complaint about a student. For information on other complaint procedures see Section 4 in this Handbook.

How to Make a Student Complaint When Rules of Conduct Have Been Broken:

A client, student, staff member or member of general public may make a complaint about another client or student, if they feel the student has broken rules of conduct as set out in the *Student Code of Conduct* above.

The steps to make a complaint are:

1. A complaint can be made by seeking to talk with the relevant person (eg teacher, support teacher, volunteer or other member of DEN staff) and talk about the issue.
2. If the discussion with the other person does not work, then contact the Manager, Education and Employment or the Coordinator, Education or your Program Supervisor or a relevant member of DSNSW's management.
3. Write or explain what happened and giving it to the person from step 2 you discussed the issue with.

4. The complaint will be recorded, and passed on to the Conduct Officer – a person nominated from DSNSW's management team.
5. The Conduct Officer will then follow procedure set out in *Procedure for Handling a Complaint*.

Procedure for Handling a Complaint

When a complaint has been made, the following steps will be taken:

1. On receiving a complaint, the Conduct Officer may gather more information.
2. The Conduct Officer may then notify the accused person in writing of:
 - a. the complaint,
 - b. the date(s) of alleged occurrence(s),
 - c. the behaviours which are alleged to have been not acceptable
 - d. the maximum possible penalty which may be given,
 - e. date of meeting to discuss the complaint, and
 - f. the person's rights of appeal.
3. This notice may be delivered personally, or by written letter to the accused person mailed to their last known address.
4. When a person is formally charged with breaching the *Conduct Code*, the Conduct Officer will notify the student that a meeting may be set up to resolve the complaint.

NOTE 1: Sign language Interpreters will be provided where necessary, and minutes will be taken at the meeting.

NOTE 2: The charged person may bring an advisor or support person to this meeting.

NOTE 3: A formal hearing (meeting) may be held with the Appeals Committee if the charged person breaches the terms of this meeting (eg. does not turn up). The Appeals Committee will be made up of three people: and Executive Director of DSNSW, one representative of DSNSW's Management Council and the Conduct Officer.

5. During the meeting the Conduct Officer may listen to and consider any relevant information. Efforts will be made to obtain the most reliable information available.
6. The Conduct Officer will make a decision:
 - a. Dismiss the case, or
 - b. Give appropriate penalties. Seven days written notice must be given to the person who has been charged. Penalties will not start if the student appeals to the Appeals Committee (see section 6 below).
 - c. Refer the matter to the Appeals Committee if the Conduct Officer cannot:
 - i. Determine if a behaviour has been shown to be unacceptable or
 - ii. Determine which penalty will be given
 - d. Counsel the charged person, recording a warning
 - e. In the case of an alleged sexual assault, inform the complainant of the outcome of the proceeding.
7. A charged person may be suspended from DEN*, if in the judgment of the Conduct Officer, the charged person's continued presence, employment or use of privileges at DEN* pending the outcome of the proceeding is likely to cause harm to the premises, staff, other students, other specified persons or groups.
8. The Conduct Officer will make a judgement on interim action based on the review of the alleged conduct. Ordinarily, the Conduct Officer will converse with the charged person when interim action is considered.
9. A person sanctioned under this section may seek review of that decision by requesting the Conduct Officer to reconsider the decision within 5 calendar days after the charged person has received notice of the interim action. The charged person may request that a formal Appeals Committee hearing be held as soon as practicable. The Appeals Committee will be made up of three people: Executive Director of DSNSW, one representative of DSNSW's Board of Directors and the Conduct Officer.

Types of penalties

If the accused person is found to have been behaving in an unacceptable manner through:

- The person's own admittance or
- The Conduct Officer's determination or
- The Appeals Committee's determination,

then one or more of the following penalties may be placed on the accused person.

1. Official Censure or warning.
2. Probation - normally for no more than one academic year for students or one year from the date of the formal meeting for staff members and volunteers.
3. Suspension - separation from DEN* premises for a stated period of time up to one year and/or until a stated condition has been met.
4. Dismissal - separation from DEN* premises (persona non-gratia).
5. Payment of Money - up to the replacement value of the items damaged, stolen, removed or used without authority.
6. Such other action as the Appeals Committee or Conduct Officer within reason may deem appropriate.

Appeals Committee Procedure

1. The accused person may appeal to the Appeals Committee any finding or action of the Conduct Officer. The outcome of this appeal may result in higher, lower, the same, or no sanction at all being imposed.
2. Such appeal will be submitted to the Conduct Officer in writing and will state the specific ground(s) for the appeal and shall request a review by the Appeals Committee. The Conduct Officer must receive this written appeal within seven calendar days after the student has received notice of the findings. The Conduct Officer will promptly forward the appeal to the Appeals Committee.
3. The Appeals Committee will then follow the following procedure:
 - a. Responsibility for recognising and permitting persons to speak lies exclusively with the chairperson of the Appeals Committee.
 - b. Persons disruptive to any stage of the hearing may be evicted at the reasonable discretion of the chairperson.
 - c. The Conduct Officer will first present the results of the investigation and/or the complaint against the accused person.
 - d. The Conduct Officer and/or the complaining witness may present oral testimony and/or written statements from any person including the accused person, and all relevant documents, records and exhibits.
 - e. The accused person may then present a written documentation or oral testimony from the accused person him/herself and/or other witnesses, and all relevant documents, records and exhibits.
 - f. At any time during the appeal, members of the Appeals Committee may question witnesses or parties to the proceeding.
 - g. Witnesses or parties may ask questions of other witnesses or parties only at the discretion of and through the chairperson.
 - h. Cross-examination by each party or their adviser is not permitted.
 - i. After the presentation of all the evidence to the Appeals Committee, each party, or their adviser, may present arguments to the Committee on the applicability of this Code or the interpretation of any sections herein.
 - j. During the hearing the Appeals Committee may consider any relevant information, which is of value in determining the issues involved.
 - k. Efforts will be made to obtain the most reliable information available.
 - l. After all parties have presented their respective information, the Appeals Committee shall go into closed session to determine whether the student has committed the breach of conduct and, if so, the penalties to be imposed.

- m. A member should vote against the accused person only if convinced by the information presented that the accused person has committed the act(s) as charged.
 - n. A majority vote of Appeals Committee members present and voting shall be taken. Less than a majority vote or a tie vote will mean an acquittal and the appealed charge shall be dismissed.
 - o. After making its decision, the Appeals Committee will inform the student in writing as soon as practicable.
 - p. Any penalties given imposed by the Appeals Committee will be operative immediately upon notification.
4. The written notice to the accused person of the finding of the Appeals Committee will include:
- The charges found to be true.
 - The section(s) of this Code found to have been broken.
 - The penalty imposed or other sanction to be taken.
 - Minority report and recommendations, if any.
5. In the case of an alleged sexual assault, the Appeals Committee will inform the complainant of the outcome of the proceeding.

Plagiarism

All students should be aware that cheating – whether by fabrication, falsification of data, or plagiarism – is an offence. It is part of DEN's policies and procedures and is subject to our disciplinary procedures.

Plagiarism is when someone presents the work, idea or creation of another person as if they were their own. It does not matter whether or not this is done intentionally, and is applicable to any form of presentation (including oral, written and visual). Any work, idea or creation of another person used by another person MUST include an appropriate referencing. Failure to do so is to commit plagiarism, which is an offence and unacceptable.

Under DEN's policy, this is considered as academic misconduct and will result in the cancellation of your results or expelled from the course.

Students should also be advised that it is also a disciplinary offence to allow your work to be plagiarised by another student; therefore it is your responsibility to ensure your work is kept in a secure place

Students should be aware of their rights and responsibilities regarding the use of copyright material.