

## **Participant Code of Conduct and Talent Release**

ISAUSTRALIA JOBCENTRAL is committed to providing a safe and supportive learning environment to everyone and to the delivery of high quality teachings and learning approaches to support participants to learning standards that are expected in all industries.

### **AIM**

The aim of the Participant Code of Conduct and Talent Release is to encourage active and respectful engagement between participants, staff and industry stakeholders.

### **PURPOSE**

The purpose of the Participant Code of Conduct and Talent Release is to outline the expected behaviours of participants on campus during excursions, during work experience and throughout the training delivery process.

### **SCOPE**

This Code of Conduct applies to all participants of ISAUSTRALIA JOBCENTRAL while on ISAUSTRALIA JOBCENTRAL sites, during excursions, during work experience, during all training delivery services and/or events organised by ISAUSTRALIA JOBCENTRAL.

### **RESPONSIBILITIES**

#### ***RESPECT***

- Treat all staff, industry stakeholders and participants with respect and courtesy at all times. This includes telephone, email, text and face to face conversations;
- Act in a polite and professional manner at all times. This includes language, conduct and behaviours (swearing and profanity are not appropriate in the workplace);
- Develop positive and respectful relationships with all staff, participants and stakeholders;
- Respect the property and facilities of ISAUSTRALIA JOBCENTRAL;
- Maintain an acceptable standard of personal presentation, including the wearing of appropriate attire on site and during work experience that is compliant with WHS regulations.

#### ***HONESTY***

- Do not seek to disadvantage any participant;
- Do not seek an academic advantage to which the participant is not entitled;
- Do not cheat, plagiarise, collude or tamper with assessments or learner outcomes;
- Do not put at risk the academic integrity of any course, unit of study including theory and practical assessments;
- Refrain from conducting dishonest acts.

#### ***SAFETY***

- Follow Workplace Health and Safety procedures at all times;
- Follow any reasonable direction from trainers and staff;
- Immediately report to staff any WHS concerns;
- Use PPE (Personal Protective Equipment) when and where required (as outlined in induction or directed by staff);
- Take personal responsibility for behaviours and actions and do not put other people at risk;

- Comply with the no drugs and no alcohol policy and ensure that they do not participate in any activities while affected by drugs and or alcohol. Examples of the types of activities persons affected by drugs and or alcohol should not participate in include:
  - operating heavy machinery, plant and equipment (such as skid steers, excavators, rollers etc);
  - operating machinery and equipment requiring a licence (such as forklifts, scaffolding, dogging, rigging etc);
  - using tools and equipment (such as welders, compressors, powered saws, drills, grinders etc);
  - using potentially dangerous office and kitchen equipment (such as cookers, ovens, urns, zip hot water taps, shredders, etc).
- Do not discriminate, harass, bully or adopt any unlawful or unacceptable behaviours (including Cyberbullying) whilst participating in ISAUSTRALIA JOBCENTRAL training delivery;
- Ensure smoking only occurs in designated smoking areas.

The wellbeing of participants is paramount and ISAUSTRALIA JOBCENTRAL takes seriously any safety concerns.

### **ENGAGEMENT**

- Take personal responsibility for the efficient use of your own time and meeting assessment due dates;
- Consult with your trainer or ISAUSTRALIA JOBCENTRAL if any concerns arise before, during and after the course delivery;
- Be punctual in attendance of training components, appointments and work experience;
- Actively participate in all components of learning, both theory and practical, including research to supplement learning materials;
- Be prepared for lessons.

A participant in breach of any of the above code or any other action/behaviour that ISAUSTRALIA JOBCENTRAL deems to be inappropriate will be dealt with in accordance with the Disciplinary Action detailed within the Participant Handbook.

Notwithstanding, depending on the nature/severity of the breach, ISAUSTRALIA JOBCENTRAL's response could range between giving a warning, through to directing the participant to leave the premises and suspending or cancelling the participants enrolment.

### **TALENT RELEASE**

From time to time, ISAUSTRALIA JOBCENTRAL may take photos or videos of activities. By signing this document, you agree to your name, voice and images being used by ISAUSTRALIA JOBCENTRAL for promotional purposes.

I \_\_\_\_\_, acknowledge and confirm that I have been given, I have read and I understand and agree to this Participant Code of Conduct and Talent Release.

Signed \_\_\_\_\_

Date \_\_\_\_\_