

ATMC Professional Year – Behavioural Misconduct Policy

Contents

1. Purpose and Scope.....	1
2. Policy	1
2.1 Provision of information	1
2.2 Behavioural Misconduct	1
2.3 Action to be taken on Behavioural Misconduct.....	2
2.4 Appeal on Misconduct	3
3 Responsibility	3
4 Definitions.....	3
5 Reviews	4
6 Related documents	4
7 Document Managements	4

1. Purpose and Scope

The purpose of this policy is to provide a fair, equitable and confidential framework and procedure for investigating and resolving alleged cases of participant misconduct.

This policy applies to all participants enrolled in an ATMC Professional Year program.

2. Policy

2.1 Provision of information

2.1.1. Participants are provided information on the Behavioural Misconduct Policy during the participant induction process and in the Student Handbook. The Behavioural Misconduct Policy is also available on Moodle (LMS).

2.2 Behavioural Misconduct

2.2.1. Behavioural Misconduct (Non-Academic Misconduct) can be defined as any action or conduct by participants relating to people or property which does not meet ATMC PY's standards. Behavioural misconduct includes but is not limited to:

- Continuous and/or belligerent interruptions to the trainer whilst delivering the program content;



- Smoking in non-smoking areas;
- Being disrespectful to other participants or ATMC PY Staff;
- Harassment;
- Using offensive language;
- Sexual harassment;
- Bullying;
- Acting in an unsafe manner that places themselves and/or others at risk;
- Refusing reasonable requests to participate when required in group activities (including PY Trainer request to keep the camera on during Class time, applicable for online delivery mode);
- Continued absence at required times;
- Displaying unacceptable or disruptive behaviour during their internship.
- A failure to comply with any reasonable direction of an ATMC PY employee or Host Company representative who is in a position of authority in relation to the student.
- Participating in any part of an ATMC PY Program while under the influence of illicit or intoxicating substances.

2.3 Action to be taken on Behavioural Misconduct

2.3.1 In order to achieve a satisfactory resolution, all participant misconduct issues will be handled:

- Professionally;
- Confidentially;
- fairly and equitably; and
- as efficiently as possible.

2.3.2 Any participant who displays unacceptable or disruptive behaviour during delivery of training may be asked to leave the session and/or the program.

2.3.3 Where behavioural misconduct has been identified during classes, the Trainer will discuss the matter with the participant involved. If behavioural misconduct occurs during the internship, the host company will contact the Industry Placement Consultant to discuss the matter with the participant involved.

2.3.4 Written communication or report on the misconduct must contain evidence of the misconduct and be provided to the Operations and Compliance Manager and the Academic Manager, who will give the participant an opportunity to respond to the allegation through a scheduled meeting.

Note: Participant will have the opportunity to invite a third party to any such meetings with the Operations and Compliance Manager and the Academic Manager.

2.3.5 If misconduct has been deemed to have occurred by the Operations and Compliance Manager and the Academic Manager, the following actions may be taken:

- The participant should be counselled.



- A warning may be issued. ATMC PY adheres to a 3-warning policy which applies at all times during classes and during the participant's internship.
- The participant may be suspended from partaking in their course for a period of time appropriate to the offence.
- The participant may be removed from their internship and be required to self-source their own replacement internship.
- The participant may be permanently removed from undertaking the course and their enrolment cancelled.
- The appropriate external authority will be informed where the alleged misconduct under investigation is considered to warrant intervention or action from an external agency.
- The appropriate Australia law enforcement authority may be contacted and involved in cases of serious misconduct and/or criminal activity.

2.4 Appeal on Misconduct

As outlined in the ATMC PY Complaints and Appeals Policy.

Where the complainant or appellant is not satisfied with the resolution provided, they may appeal in the first instance to the Operations and Compliance Manager. Upon review and to avoid any potential or perceived conflicts of interest, the Operations and Compliance Manager may escalate to the ATMC Head of Professional Year.

3 Responsibility

The **ATMC Head of Professional Year** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.

The **Operations and Compliance Manager** is responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.

ATMC PY employees are responsible for being aware of and complying with this Policy.

4 Definitions

Academic Misconduct - Any action(s) or behaviour likely to result in an unfair academic advantage, whether by unfairly advantaging a participant or disadvantaging another. Acts of academic misconduct include, but are not limited to:

- refusing to observe the instructions of an assessor during the assessment process;
- sharing or publishing assessment materials;
- collusion with another participant;
- plagiarism;
- cheating.



Harassment – if a person finds a particular behaviour by another person to be offensive, humiliating or intimidating.

Sexual Harassment - Anti-discrimination law defines sexual harassment as:

- unwanted sexual advances, or unwelcome requests for sexual favours; or other unwelcome conduct of a sexual nature; and
- in the circumstances, a reasonable person would have expected you to be offended, humiliated or intimidated by this behaviour.

Bullying - behaviour that is targeted at an individual or a group and is intended to make the person feel intimidated, humiliated and/or offended.

5 Reviews

This Policy is reviewed every twelve (12) months by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to ATMC PY's current and planned operations.

6 Related documents

- ATMC PY Student Handbook
- ATMC PY Complaints and Appeals Policy
- ATMC PY Academic Misconduct Policy
- ATMC PY Internship Framework
- ATMC PY Warning Issuance Guidelines

7 Document Managements

Document Name:	ATMC PY Behavioural Misconduct Policy
Document Code:	PY1.5 ATMC PY Behavioural Misconduct Policy
Version:	1.0
Department:	Professional Year Program
Created Date:	22 July 2021
Last Modified Date:	22 July 2021
Next Review Date:	22 July 2022
Document Owner:	Head of Professional Year
Document Controller:	Professional Year Operations & Compliance Manager
Organisation:	Australian Technical and Management College