

Code of Conduct

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Approved by	Board of Directors
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Related documents	Governance and Delegations Framework and Policy Board of Directors Terms of Reference Academic Board Terms of Reference, Learning and Teaching Committee Terms of Reference Course Advisory Committee Terms of Reference Audit and Risk Committee Terms of Reference Employment Contracts Academic Integrity and Academic Misconduct Policy and Procedure Non-Academic Misconduct Policy and Procedure
Document Review	This document is to be reviewed every three years at a minimum from the date of final approval

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by CEO 7 November 2019 and provided to Board of Directors for review	
1.0	Approved at the 13 November 2019 Board of Directors meeting	
1.1	Approved at the 07 May 2024 Board of Directors meeting	Minor updates pursuant to periodic review

Background and Purpose

This document sets out the expectations and guidance on the standards of conduct expected of students, staff, directors, committee members, contractors and consultants, guests and visitors when at MIHE or engaged in activities related to MIHE. This Code of Conduct applies to all students, staff, directors, committee members, contractors, consultants, guests and visitors. The expected behaviour described in this document is designed to protect the safety, wellbeing and reputation of those associated with MIHE.

Code of Conduct

All students, staff, directors, committee members, contractors, consultants, guests and visitors are expected to abide by this Code of Conduct including that they:

- Obey the laws of Australia and the laws of any jurisdiction in which they are located while engaged in any activity whether business or social and which is related to MIHE.

- Abide by all MIHE policies and procedures while on MIHE premises or engaged in any activity related to MIHE whether of a business or social nature.
- Not encourage, support, persuade or incite others to engage in conduct or behavior constituting misconduct pursuant to MIHE policies and procedures.
- Respect the privacy and confidentiality of others and as required formally sign the MIHE Non-Disclosure Agreement (NDA).
- Behave in a courteous and respectful manner when dealing with others, including being respectful of differences and not discriminating on gender, race, sexuality, disability, cultural background, marital status, age, political or religious conviction or family responsibilities.
- Promote and support an accessible and inclusive learning and work environment free from unlawful discrimination and not engage in sexual harassment; sexist behavior; gender-based violence; sexual assault; workplace bullying; victimization; and vilification including in online or other virtual environments.

Not engage in acts of aggression or violence against others nor act in a manner which places another person's safety at risk.

- Not be on MIHE premises or engage in MIHE or related MIHE activity while intoxicated or under the influence of alcohol or illicit drugs.
- Not possess, use or supply a prohibited weapon or any prohibited substance.
- Not smoke on MIHE premises unless there is clear signage where smoking is allowed.
- Utilise MIHE facilities and resources appropriately and not in any manner which is likely to cause harm or damage, nor use them in an unethical, unsafe or illegal manner.

Further all staff, directors, committee members, contractors and consultants are expected to abide by the following at all times:

- Act in an ethical manner.
- Work cooperatively and collaboratively with all other staff, contractors, consultants, students and MIHE stakeholders.
- Observe and promote principles of academic integrity.
- Adhere to work health and safety policies and obligations.
- Take appropriate action or intervene as required when they witness breaches or potential breaches or are informed of breaches of the Code of Conduct.

Further all students are expected to adhere to the following requirements at all times:

- Conduct their studies in a manner that upholds the principles of academic integrity.
- Take responsibility for their own education and direct their own learning.

- Act in a manner which supports and promotes the safety and wellbeing of those at and associated with MIHE.
- Immediately notify MIHE staff of any breaches or potential breaches of the Code of Conduct of which they become aware.

Misconduct

Breaches of the Code of Conduct will be considered misconduct and will be dealt with pursuant to MIHE policies and procedures.. The nature of the investigation and the potential disciplinary actions and sanctions for misconduct will depend on the nature of the misconduct and who is alleged to have committed the misconduct.

Staff Misconduct

Allegations of staff misconduct will be dealt with pursuant to MIHE policies and procedures and the terms of the contract of employment or other instrument of engagement

Misconduct by Visitors

Allegations or breaches of the Code of Conduct by visitors should be reported to the CEO along with relevant details of the allegations. The CEO will determine the nature of any investigation to be undertaken and any sanctions that are appropriate as a result of that investigation.

Student Misconduct

Allegations or breaches of the Code of Conduct by students will be dealt with under the Non-Academic Misconduct Policy and Procedure or the Academic Misconduct Policy and Procedure as appropriate). . The following apply to allegations or breaches of the Code of Conduct by students:

- **Minor misconduct** is defined by the extent, seriousness or impact of the breach of the Code of Conduct where it is not substantial and where the student has not been previously counselled about the standard of conduct required. Minor misconduct will be dealt with through a process placing emphasis on resolving matters at the local level using a collaborative approach unless otherwise prescribed by MIHE policies and procedures.
- **Serious misconduct** is defined as misconduct that has caused significant impact and which, if substantiated, is likely to result in the imposition of a penalty will be dealt with formally.
- In cases of criminal offences (for example violence, drug use, sexual assault or damage to property on MIHE premises) the CEO (or senior most staff member available) will immediately refer the matter to the relevant authorities.

Academic Integrity

Allegations and breaches or potential breaches of the principles of Academic Integrity will be dealt with under the Academic Integrity and Academic Misconduct Policy and Procedure