

Greystone Institute Dismissal Policy and Code of Conduct

Australian Society recognises differences and diversity. This requires that all people be treated with dignity and respect. One of Greystone Institute's explicit goals is to keep developing a humanist, people-caring community; it is school policy to support these principles, and to maintain an environment free from all types of personal discrimination and harassment or bullying.

All students have access to Student Advisors, and are encouraged to speak with their Student Advisor if they feel unsafe in any way while studying at the school. Lecturers and Tutors are in regular contact with students, and are often the first to recognise if a student is experiencing personal challenges.

Greystone Institute recognises the right of its students to learn in an environment free from harassment, and will treat seriously allegations of harassment at Greystone Institute. All students should be aware that harassment on any of the grounds covered by human rights legislation is unacceptable conduct at Greystone Institute and will not be tolerated. Human rights legislation includes, but is not limited to, the Anti-Discrimination Act 1991, Industrial Relations Act 1999 and the Privacy Act 1988.

Any student who is found to have engaged in harassing behavior during the period of his/her contract with Greystone Institute will be subject to discipline up to and including suspension or expulsion. Tuition affected by any expulsion is covered by the tuition refund policy. There is no refund of tuition for any suspension.

Students must always meet the course requirements. If these requirements are not met, students will receive counseling, then after appropriate warnings, students will be expelled. Likewise, if a student's behavior is inappropriate by the school's standards, the above procedures will be followed.

The Code of Conduct students are expected to follow includes:

- Attend school in accordance with the attendance policy
- Treat all students and staff with dignity and respect
- Refrain from any disruptive or offensive classroom behaviour.
- Follow the Cell Phone / Electronics Policy during class.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from cheating or plagiarising in completing class assignments.
- Ensure that outstanding tuition fees are paid.
- Treat school property with respect.

- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Refrain from bringing any alcohol or any prohibited mood-altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff's ethnicity, race, religion or sexual orientation.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.

Whenever a student has repeatedly demonstrated unprofessional behavior against the Code of Conduct, that student will be placed on probation.

The student may receive a verbal warning for the first offence, and the incident must be documented and kept in the student file.

On the second occurrence, the student will receive a letter of probation, where the incident is stated and the conditions of the probation are outlined.

The student will be dismissed from the school when it becomes apparent that there is neither the desire nor the ability to comply with the probation terms. In this case, it is necessary to supply the student with a letter and at the same time a statement of charges.

In all cases the probation and dismissal must be well documented. This means that under normal circumstances the student must have advance knowledge that dismissal is a real possibility should the student fail to meet the probation terms.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period, and police will be summoned, as required:

- sexual assault
- physical assault or other violent acts committed on or off campus against any student
- verbal abuse or threats
- vandalism of school property
- theft.

Concerns related to a student's conduct shall be referred to the Dean to process in accordance with this policy.

This does not remove the right to appeal under the appeals process. Students who are expelled for the above acts will be required to stay away from the school until the appeals process is determined. The refund policy will apply.

This policy forms part of the Application Form.