

Policy – Behavioural Misconduct

Navitas Professional - Careers & Internships
ABN 25 100 404 199

Document

Document I.D.	CI-01.01.15P Behavioural Misconduct Policy
Responsibility	National Business Manager, C&I
Initial Issue Date	27 October 2015

Version Control

Issue Date:	Summary of Changes	Review Date
27 October 2015	Initial Document, v1.0	27 October 2017
29 February 2016	Update position titles; change strike to warning, v1.1	27 October 2017

1. Purpose and Scope

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

This policy and procedure applies to all participants enrolled in a Navitas Professional - Careers and Internships 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 Participant Handbook.

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 C&I'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;
- Harassment;
- Using offensive language;
- Sexual harassment;
- Bullying;
- Acting in an unsafe manner that places themselves and/or others at risk;
- Refusing to participate when required in group activities;
- Continued absence at required times;
- Displaying unacceptable or disruptive behaviour during their internship.

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, the Trainer will discuss the matter with the participant involved.
- 2.3.4 A written report on the misconduct must contain evidence of the misconduct and be provided to the State Operations Manager, who will give the participant an opportunity to respond to the allegation through a scheduled meeting.
- 2.3.5 If misconduct has been deemed to have occurred by the State Operations Manager the following action may be taken:
- the participant may be counselled;
 - A warning may be issued. Navitas 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 undertaking the course for period of time appropriate to the offence;
 - 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.

2.4. Appeal on Misconduct

As outlined in the 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 Business Services Manager. Upon review and to avoid any potential or perceived conflicts of interest, the Business Services Manager may escalate to the Director, C&I.

3. Responsibilities

- The **Director, C&I** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- **National Business Manager, C&I** and **State Operations Managers, C&I** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **C&I employees** are responsible for being aware of, and complying with this Policy.

4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **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. Review

This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas Professional Careers & Internships' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

6. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Participant File Notes	State Administration	Participant File	7 years

7. Related documents

- CI-01.01-28D Participant Handbook
- CI-01.01-06P Complaints and Appeals Policy
- CI-01.01-07P Academic Misconduct Policy
- CI-01.01-19P Internship Framework Policy