

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in a mature manner with consideration for others at all times. OneLegal Training & Recruitment (OLT&R) staff are expected to act with vigour to redress any grievance reported by a student who is being adversely affected by the conduct of another student.

All students enrolling in OLT&R courses agree to the following matters all times throughout the duration of their course:

- Respect other people's rights to hold different views and opinions in our society and do not impose personal values on to other students or OneLegal staff.
- Improper or inappropriate student behaviour will not be tolerated under any circumstances. This includes behaviour perceived as being persistently disruptive; verbally abusive; hostile; threatening; slanderous; or discriminatory on grounds such as beliefs, nationality, religion, age, associations or sex.
- Improper or inappropriate behaviour may result upon investigation in suspension of enrolment.
- When visiting the OLT&R premises, please note the following:
 - Any prescribed medication which may impair judgement must be notified to OLT&R Manager/Trainer in charge.
 - It is not permitted to be under the influence of alcohol, drugs or other illegal substances, except where the drug is legally prescribed for the purposes of treating a medical condition.
 - The deliberate, wilful or malicious damage or misuse any equipment, materials or other property contained on the premises is not permitted.
 - The carriage, use or possession of any prescribed/regulated weapon or dangerous articles is not permitted.
 - Smoking is not permitted on any internal part of the premises including the balcony.
 - Theft of any property from another student or other party is not permitted.
 - Any student found to have willingly or accidentally activated fire or security alarms resulting in the calling out of emergency services eg fire, police, ambulance etc will be liable for all costs are incurred as a result of their actions, and they may be prosecuted under State or Federal laws.

Student Serious Misconduct and dismissal

Serious misconduct is deemed to be behaviour that is illegal, wilful or premeditated. Such behaviour can result in immediate suspension pending investigation and may lead to expulsion.

Misconduct of a criminal nature will be reported to the appropriate authority.

Janie Thomas, CEO, can suspend or expel any student who is found to be guilty of repeated misconduct, which may include:

- Any conduct which impairs the reasonable freedom of others to pursue their studies
- Wilful disobedience of a reasonable direction of any lecturer or manager of OLT&R
- Disruption of any teaching activity or examination of OLT&R
- Impairment of any student's study by assault, attempted assault or threat to any person on OLT&R premises
- Persistent breaking of this *Student Code of Conduct*.

Suspension and Deferral of Training

“Deferral” occurs in a situation where you complete the enrolment process, pays fees, are admitted to the program, but you does not actually commence training.

“Suspension” is where is you commence training and then suspend participation in the program with the intention of returning to the program at a later date.

Deferral and/or Suspension are only permitted in situations such as:

- Where all fees and charges have been paid.
- Where a notice of intention to Defer or Suspend has been submitted either via email or in writing or on a form prescribed by OLT&R.
- Where, in the opinion of OLT&R, preclude the completion of the program within two years of commencement.