

Student and Staff Code of Conduct

❖ Student Code of Conduct

The Student Code of Conduct policy is intended to support the SLITA to maintain a safe and healthy environment within the SLITA and to ensure that all students conduct themselves with honesty, integrity and civility to respect themselves and others within the SLITA community.

Conduct or behaviour that violates the Student Code of Conduct includes, but not limited to:

- Use of physical violence or force
- Fighting, both verbal and physical
- Threatening or endangering the safety or health of oneself or another person
- Intentional possession of any dangerous articles or substances which may be used to injure another person
- Misuse or tampering with any safety equipment
- Aiding, abetting, encouraging or participating in any disorderly conduct
- Physical, verbal, non-verbal, written electronic or technological harassment of another person, which includes harassment on online forums or social network media
- Stalking, intimidation or bullying of another person
- Sexual assault or sexual harassment of any form
- Possession or use of illegal drugs
- Possession or use of alcohol within the SLITA premises, except for legal use at SLITA sanctioned events
- Actual or intended theft of any SLITA property
- Unauthorized use of SLITA property
- Unauthorized use of IT equipment or resources
- Unauthorized entry, use, presence in any premises or facility within the SLITA
- Any form of vandalism
- Intentional or reckless damage to SLITA property or property of an individual within the SLITA
- Failure to comply with any SLITA policy or rule
- Interference with any member of the SLITA community in carrying out their duties
- Failure to present the Student Identification Card upon request from a SLITA representative
- Academic dishonesty such as plagiarism and cheating at exams
- Knowingly furnishing false information
- Knowingly bringing a false complaint or allegation against another person
- Participating in or accepting members into any organization that the SLITA has banned or unauthorized by the SLITA

- Any kind of gathering for the purpose of inciting, participating in or encouraging disturbance of peace
- Any kind of disorderly conduct within SLITA premises
- Unauthorized use of SLITA property
- Any kind of behaviour that would offend or frighten a reasonable person
- Any kind of behaviour that would violate the common law of the country
- Any kind of conduct that would violate the legal rights of others
- Any kind of conduct that would adversely affect the security of the SLITA community, local residents or property
- Any kind of conduct or action that would tarnish the good name of the SLITA
- Any kind of conduct or action that would interfere with student learning or teaching
- Any kind of conduct by a guest of a student that would violate the Student Code of Conduct or other SLITA policies (Students are responsible for the conduct of any of their guests within the SLITA environment)
- Violation of any kind of rules, procedures and policies the SLITA Management might publicly announce from time to time

❖ **Staff Code of Conduct**

The purpose of this Code is to promote high standards of conduct from all staff members at the SLITA. All staff is expected to make themselves aware of the content of the Code, including the sources of advice and support available when in doubt about appropriate conduct, and the disciplinary actions that can be applied if/when the Code is breached.

❖ **Employee Responsibility**

This code of conduct applies to all employees of the SLITA. It is the responsibility of all staff to familiarise themselves with it. This code of conduct should be read in conjunction with the Health and Safety procedures and the employee's contract of employment.

❖ **Expected Conduct**

Employees are expected at all times to:

- Treat students, other employees and SLITA users with courtesy and respect
- Comply with reasonable requirements or instructions given by SLITA management
- Familiarise themselves with and adhere to the SLITA's policies and procedures
- Carry out their duties with integrity, care and diligence
- Promote and protect the good reputation of the SLITA
- Preserve the confidentiality of all SLITA information attained by them in the course of their work and avoid dealing with the media on any SLITA issue unless specifically authorised
- Continue to develop their effective contribution by participating in the SLITA's training and development programme

- Not act in a way which is discriminatory towards individuals or groups for reasons of age, disability, sexual orientation, class, ethnicity, race, colour, faith, marital status or gender.
- Take reasonable steps to ensure the health, safety and welfare of themselves, other employees, students and SLITA users
- Avoid inappropriate physical contact unless in an emergency situation
- Dress in a way which is appropriate to their position and duties
- Refrain from using offensive language
- Not attend work or carry out duties whilst under the influence of alcohol, illegal drugs or other substances which prevent them from doing so competently

❖ **Professional Relationship**

The SLITA is committed to providing a learning environment in which relationships between staff, students and other SLITA users are cordial and professional. Employees are in an unequal power relationship with students and must recognise professional boundaries. They must ensure that their relationships with students or with other staff members are not of a kind that compromise or could be perceived to compromise their professional responsibilities, e.g., an undeclared personal relationship in which the staff member is assessing the student's work or has responsibility for an aspect of the management or remuneration of the other staff member.

Staff must be mindful at all times of the necessity to treat students equally, to avoid favouritism, and to exercise care in the pursuance of any relationship outside of the learning environment. Whilst in an adult learning environment the establishment of a social relationship with students can be positive, there are inherent pitfalls in maintaining professional boundaries in some activities. Activities which give individual students privileged access to aspects of a member of staff's personal life should be approached with great caution.

❖ **Personal Conduct Outside the SLITA**

An employee's conduct in their private life becomes a matter of concern for the SLITA where it damages the SLITA's reputation or makes an employee unsuitable for the work for which they have been employed. Behaviour relating to violence, dishonesty, substance abuse including alcohol, sexual offences and other serious offences are likely to come into this category.

❖ **Gifts and Hospitality**

It is known to employees that they must not accept or solicit gifts or benefits that might in any way compromise or influence them in their capacity as employees of the SLITA. The

informal exchange of gifts and hospitality between staff and students is strongly discouraged because of potential conflict of interest.

❖ **Conflict of Interests**

In discharging SLITA business, all employees need to be aware of actual, potential or perceived conflicts which might arise between their private interests and their SLITA responsibilities.

Actual, potential or perceived conflict of interest may arise in connection with, for example:

- personal and family relationships;
- staff and student relationships
- financial interests and affiliations;
- receipt of gifts and hospitality;
- acceptance of outside professional work or secondary employment;
- use of SLITA information;
- misuse of SLITA premises, equipment and materials;

❖ **This List is Not Exhaustive**

It is the responsibility of each employee attached to SLITA to disclose to their Superior Officer details of situations that may give rise to an actual, potential or perceived conflict of interest.

Employees in management positions must be especially alert to the various situations in which conflicts of interest may arise in the workplace. They should also be alert as how to handle such situations with common sense in a sensitive manner. If in doubt, they should seek advice from their Superior Officer. Where necessary, they could get advice from the Director General or Chairman.

This staff code of conduct policy document may be updated/amended from time to time, in which case, all staff would be duly informed.