

RTO Student Code of Conduct

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Human Resources Pty Ltd

1. Student Rights

Students of Mentor Human Resources P/L are entitled to:

- Be treated fairly
- Learn in an environment free of harassment and discrimination
- Confidential, timely and objective investigation of any complaints of harassment or discrimination; and
- Privacy and confidentiality in the handling of your student records

2. Student Responsibilities

Students are responsible and accountable for their own behaviour and conduct and are expected to observe the following standards at all times:

- Students are to conduct themselves with regard to the rights and welfare of students and staff
- Treat staff and students with mutual respect
- Behave in a responsible manner and refrain from:
 - Harassing or bullying behaviour
 - Direct or indirect discrimination towards others based on their race, religion, sex, disability or any other personal attribute and characteristic
 - Sexual harassment
 - Derogatory comments and slander
 - Smoking in the building
 - Using mobile phones during classes
 - Swearing; and
 - Disruptive behaviour during classes
- Be punctual and attend scheduled lessons
- Actively participate in scheduled lessons
- Submit assessment tasks by the due date
- Communicate, to the relevant teaching staff, as soon as possible, when an illness or personal problem affects academic progress and performance in an enrolled unit, particularly where special considerations may be requested
- Observe safety procedures at all times; and
- Observe the right to privacy and confidentiality of fellow students.