



## BAPT POL-16 BAPT CODE OF CONDUCT

**All staff, contractors and students are required to follow the Code of Conduct**

### **BAPT Managing Directors**

- Provide a supportive environment for students and staff and adhere to their responsibility statement.

### **BAPT Staff/Contractors**

- Complaints and Appeals should be directed to RTO Manager for resolution.
- All staff/contractors are required to adhere to the Workplace Safety Policy at all times.
- Undertake industry engagement to ensure continuous improvement to be responsive to changing needs of the industry.
- Report annual statistics and keep records in accordance with legislation and RTO standards requirements.
- Ensure training is appropriate to student needs.
- Observe and strictly comply with all laws relevant to the State and relevant authorities.
- Ensure that all business dealings, financial transactions and training services on behalf of the organisation are conducted with integrity in an honest, fair and reasonable manner.
- Use the organisation's funds and other resources responsibly and in the organisation's best interest.
- Not disclose or otherwise make available intellectual property or other proprietary information to any unauthorised parties. This includes intellectual property and other proprietary information belonging to other parties that may be in the care of and/or for the specific use of the RTO.
- Not accept benefits, gifts or other inducements from third parties associated with business activities.
- Not enter into any transaction or become engaged in any other situation, which may result in a conflict of interest.
- Be familiar with policies and procedures relevant to activities undertaken.
- Not act in any manner, which may discredit the name and reputation of the RTO.
- Report to the RTO Manager or other appropriate authorities any breaches of this Code of Conduct or any other unlawful activities of which he or she may become aware.

### **Students**

- Students are required to adhere to the Workplace Safety Policy at all times.
- Treat staff and other students with respect and fairness.
- Not do anything that could offend, embarrass or threaten others.
- Show concern for others by refraining from using swear words, obscenities or offensive remarks; and
- Not harass or disrupt others.
- Do not turn up for training under the influence of drugs or alcohol.
- Do not try to buy or blackmail a change in results
- Not claim as their own, work taken from another source or work done by other people.

### **BAPT Staff/Contractors Rights**

- Be treated fairly and with respect.
- Work in a supportive and safe environment free of discrimination and harassment.
- Can make a complaint without fear of victimisation.
- Have complaints dealt with fairly, promptly and confidentially.

## Students Rights

- Be treated fairly and with respect.
- Learn in a supportive and safe environment free of discrimination and harassment.
- Have personal records kept private, subject to legislation and RTO standards requirements.
- Have access to personal records on request.
- Be given information about assessment procedures at the beginning of a unit.
- Receive feedback on your progress throughout the course.
- Appeal in relation to assessment outcomes.
- Make a complaint about any staff member without fear of victimisation.
- Have complaints dealt with fairly, promptly, confidentially and without retribution.

VERSION	DATE	CREATED/AMENDED BY	COMMENTS/AMENDMENTS	RESPONSIBLE PERSON
V0	26-02-14	Commercial Mgr	Created	Commercial Mgr
V1	05-02-15	Commercial Mgr	Font Change	Commercial Mgr
V2	08-03-16	Commercial Mgr	Few words changed	Commercial Mgr
V3	14-07-17	Commercial Mgr	Few words changed	Commercial Mgr
V4	07-10-17	Commercial Mgr	Format Change	Commercial Mgr
V5	20-02-20	RTO Mgr	Significant rewrite – Refer to IR-190163	RTO MGR
V6	30-04-21	Internal Review Team	Logo and title modified	RTO Mgr
V7	20-05-24	RTO Admin	Review only	RTO Mgr