

POLICY AND PROCEDURE

Student Behaviour

1. Policy

- a) IHMA provides a system to deal with student behaviour and in doing so ensures that students meet IHMA behaviour requirements. Student misbehaviour may result in students' enrolment status being deferred or suspended by IHMA. If a student failed to comply and demonstrate satisfactory discipline after IHMA deferred or suspended the student's enrolment, IHMA reserves the right to cancel the student's enrolment via PRISMS.

2. Responsibility

The Executive Director is responsible for the implementation of this procedure and to ensure that IHMA employees and students are aware of its application and requirements. Any decision by the Executive Director in relation to student discipline can be appealed using the IHMA Student Complaints and Appeals procedure.

3. Objective

- a) Ensure IHMA employees and students learn and work in a safe and sound environment.
- b) Ensure IHMA employees and students who exhibit challenging or disruptive behaviour are held responsible for their own action/s.

4. Values

IHMA respects individual differences and promotes and encourages equal rights within employees and students. Employees and students are encouraged to deal with challenging matters in a calm, constructive and rational manner. IHMA also encourages students that battle with personal behaviour problems to seek professional advice before their unacceptable behaviour becomes a burden on others – especially in a training environment.

5. Unacceptable Behaviour Code

Inappropriate, improper and unacceptable behaviours are listed below but are not limited to the following:

- a) Abusive - emotional, physical and/or verbal abuse
 - Emotion - using body language, physically and/or verbally intimidating and/or torturing others psychologically.
 - Physical - physical contact or using a weapon to harm and or injure people.
 - Verbal - verbal or written (email, fax, text messages etc) communications using aggressive, impolite, forceful, insulting, humiliating, discounting language etc against others.
- b) Bullying - includes intentionally teasing, false gossip, mocking IHMA employees and/or students.
- c) Discriminatory - exclusivity of peer participation by discriminating or highlighting individual differences for example gender, place of origin, nationality, appearance, religion, culture, personal choice etc.

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- d) Dress Code - IHMA recruits a broad and diverse range of employees and students. Employees and students must dress clean, neat, culturally and religiously acceptable clothing (conservative) at all times.
- e) Intoxication - students and employees are strictly not allowed to take or consume non prescription or illicit drugs or alcohol prior to entering IHMA premises apart from some of the social events that may be organised and permitted by the Executive Director. Kitchens are dangerous places therefore students must be alert and sober to participate in training with IHMA.
- f) Possession of Weapon/s - any weapons that may possibly threaten life are strictly not allowed on IHMA premises. Practical cookery teachers and students must keep their knife kits and sharp utensil in an appropriate manner, for example; storing in a knife kit, tool box, locker etc when not in use or requiring transport.
- g) Sexual Harassment - includes sexually hindering or assaulting same sex or opposite sex IHMA employees or students. Uninvited or unwelcome approaches (sexual or otherwise) towards IHMA employees or students are strictly not allowed on IHMA premises.
- h) Stealing, damaging or vandalising – IHMA premises, equipment and/or goods is not tolerated and offenders will be handed over to the Victorian Police. Similarly, stealing, damaging or vandalising items or belongings of IHMA employees or students are strictly not tolerated and will be referred to the Victorian Police for action.
- i) Unethical Use of IHMA's PC labs – Intentionally downloading and/or installing inappropriate material, pornographic, religious, terroristic or offensive images on IHMA PCs and or servers is strictly not allowed. Similarly, the creation of material posters, handouts or screensavers that contain offensive content are strictly forbidden. Further, downloading or transferring viruses, Trojans or worms to IHMA PCs and/or IHMA servers may result in a heavy financial penalty as the culprit will be required to pay for the restoration of the equipment or software damaged as a result of the inappropriate activity.

6. Unacceptable Behaviour Code in Class

- a) IHMA employees and students must follow IHMA policy and procedure at all times.
- b) Students must follow directions from IHMA employees and notices given by IHMA in order to maintain a safe and secure workplace.
- c) Respect IHMA premises and property. Maintain care and consider other users.
- d) Students must demonstrate an acceptable attitude, be constructive, positive, expressive, share ideas and participate in class so as to contribute to satisfactory outcomes of the learning processes.
- e) Students must attend classes in line with the IHMA dress code or uniform code and be punctual to avoid disruption to classes.
- f) Students must maintain class cleanliness and tidiness for each use. Students must arrange chairs, tables etc and clear rubbish after using IHMA classrooms.
- g) Follow the IHMA dress code

Practical Classes - Clean, pressed, complete uniform and appropriate footwear during practical classes to satisfy hygiene and safety standards.

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Students must not wear accessories, for example; jewellery, wigs, hair or nail extensions, nail polish, fake tan etc that can possibly cause food contamination.

Theoretical Class - Appropriate, culturally and religiously acceptable clothing (conservative).

- h) Consuming food is not permitted while theory classes are being conducted. Food consumption is allowed during practical classes but only at the end of sessions.
- i) IHMA premises are strictly smoke free areas.
- j) Communicate in a well mannered, respectful choice of language that is non offensive or insulting to others.
- k) English is the only language communicated in IHMA classrooms, at all times.
- l) It is compulsory for students to bring their complete knife kits and study resources including Didasko's USBs at all times.
- m) Students are responsible to work safely and carefully in the IHMA kitchen environment to reduce the risk of injuring others or themselves.
- n) Students must not use electronic devices during the class, such as mobile phones (except in emergency circumstances) MP3, Discman etc that may cause disruption to others in the class.
- o) Students are discouraged to bring expensive and valuable items into IHMA premises and are therefore solely responsible for their own personal property.
- p) Students must pay course related fees on time as and when due.
- q) Students must follow IHMA delivery and assessment policy and procedure in order to achieve acceptable standards of delivery and assessments and remain compliant with the relevant training package.
- r) Students must complete their course in an orderly manner. Pre-requisite units must be completed in order for competence to be properly achieved
- s) Students found cheating or plagiarising during assessments or examinations will be found as 'not yet competent' in the affected unit in the first instance.

7. Disciplinary Procedure

- a) Students who breach IHMA Student Behaviour will be documented in the **Breach of Behaviour Policy Register**.
- b) Individual interviews will be held by the Executive Director or an authorised senior management employee for offenders (misbehaved students) and IHMA employees may be involved in cases that related to victims and/or witnesses if cases involved more than one party.
- c) The Executive Director or an appointed responsible officer will document and assess the outcome of the interview/s and investigation/s. IHMA will implement a fair and professional judgment approach to evaluate individual cases.
- d) Depending the level and seriousness of an offence, a Misbehaviour Warning may be issued if the assessment outcome of the behaviour breach is mild in nature.

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- e) A medium or mild offence will result in IHMA issuing an **Intention of Suspension due to Breach of IHMA Student Behaviour Policy** to inform the offender (misbehaved student/s) that the breach of student behaviour policy and procedures during the enrolment or during a study period will not be tolerated.
- f) A serious or repetitive offender that exhibits misbehaviour may result in IHMA issuing an **Intention of Cancellation due to Breach of IHMA Student Behaviour Policy**. IHMA has the right to cancel a student/s enrolment if a student indicates that she or he is a criminal offender and it is determined that there is a threat to IHMA employees and/or students' safety and security.
- g) Both intended suspension and cancellation initiated by IHMA will provide 20 working days for students to access IHMA Complaints and Appeals processes prior to IHMA suspending or cancelling the offenders (misbehaved student) enrolment unless extenuating circumstances occur.
- h) If an offending student did not access IHMA's Complaints and Appeals process within 20 working days or if the internal IHMA complaints and Appeals process has completed, IHMA will process the suspension or cancellation accordingly via PRISMS and send the student a Notification of Suspension or Notification of Cancellation.
- i) For further information please refer to IHMA Deferment, Suspension and Cancellation and IHMA Complaint and Appeals policy and procedures.
- j) If IHMA employees determine that problems during an event occur and are or appear to be beyond control, threatening employees and/ or student safety, IHMA employees must call/report to the Victoria Police on 000 or the related designated authority to assist as soon as possible. IHMA staff must also attempt to remove students from the scene to minimize possible harm.
- k) Cases related to critical incidents or complaints and appeals must follow the IHMA Critical Incident Record and Complaints and Appeals Policy and Procedures.

8. Consequences

- a) An apology to affected victim/s or IHMA employee/s. Replace or compensate items that are damaged during an event.
- b) Reimburse medical injuries bill/s arising from the event.
- c) Student/s may face criminal charges, time, financial, relationship and reputation loss.
- d) Suspension and cancellation of enrolment with IHMA.
- e) If a student's misbehaviour leads to criminal conviction, the students current and future visa applications may be cancelled or refused on character grounds.

Related Documents and /or Forms

Breach of Behaviour Policy Register

Critical Incident Report

Critical Incident Register

Complaint and Appeals Application Form

Intention of Suspension or Cancellation due to Breach of IHMA Student Behaviour Policy

Student Induction and Orientation Form

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Student Information Services and Support Manual

Related Policy and Procedure

Critical Incident Policy and Procedure

Complaint and Appeals Policy and Procedure

Deferment, Suspension and Cancellation Policy and Procedure

Related Regulation or ACT

National Code Standards 6,8, & 13

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