

#### PN 4.1.001 Code of conduct policy

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Code of conduct policy	June 2025/V2.0	CEO and/or nominee	Ensure compliance with the ASQA Revised Standards for Registered Training Organisations (RTOs) 2025

Policy scope	<p>The Code of Conduct Policy applies to all staff members, trainers and assessors, students, third parties and contractors.</p>
Policy purpose	<p>The Code of Conduct Policy defines the expectations and standards relating to the behaviour of those who work for or with the organisation.</p> <p>The policy is intended to minimise behavioural issues and provide clear, consistent approach to ensuring a quality learning environment is maintained for all.</p>
Policy statement	<p>The organisation is committed to providing a quality learning environment that reflects workplace and society expectations and standards by providing clear guidelines for the acceptable behaviour of all.</p> <p>All members of the organisation and those visiting any organisation's sites have a right to expect an environment and interactions that are:</p> <ul style="list-style-type: none"> <li>• <b>Safe and Healthy:</b> behaviour must take account of the physical and emotional safety and wellbeing of others, be in line with Work Health and Safety standards, and follow specific requirements of the learning area in which students are operating.</li> <li>• <b>Respectful and Considerate:</b> behaviour must include treating others with respect, be free from intimidation, aggression and violence, and must allow others to freely participate in their chosen activities.</li> <li>• <b>Fair and Equitable:</b> students must ensure they do not harass, bully, intimidate or treat others unfairly. Their behaviour must allow others to freely participate in their chosen activities and not disadvantage individuals or groups, or treat them with bias or discrimination.</li> <li>• <b>Honest and Legal:</b> must act within the law at all times, in line with Work Health and Safety legislation</li> </ul>
Legislative/statutory requirements	<p>Current legislation relating to:</p> <ul style="list-style-type: none"> <li>• ASQA Revised Standards for Registered Training Organisations 2025</li> <li>• Work Health and Safety Act and Regulations</li> </ul>

	<hr/> <ul style="list-style-type: none"> <li>• Penalties and/or prosecution apply under the Work Health and Safety Act</li> <li>• Disability Discrimination Act 1992</li> <li>• Fairwork Act 2009</li> </ul> <hr/>
Associated documents	<hr/> <ul style="list-style-type: none"> <li>• WTS Quality Management System</li> </ul> <hr/>
Measure of policy effectiveness	<p>At a minimum, the effectiveness of this Policy will be measured by:</p> <ul style="list-style-type: none"> <li>• Reduction in breaches of the Code of Conduct</li> <li>• Effective management of inappropriate behaviour</li> <li>• Outcomes of internal and external audits</li> <li>• Stakeholder feedback</li> </ul> <hr/>
Induction	<p>Refer to organisational and induction processes to confirm specific induction requirements related to this Policy</p> <hr/>
Definitions/acronyms	<p>Nil</p> <hr/>