

## Student behaviour and termination

### Policy

Students enrolled with Le Cordon Bleu Australia are required to act and behave in a courteous, sensitive, considerate and orderly manner at all times when engaged in Le Cordon Bleu Australia program activities, including Industry Placement, excursions and other off campus activities.

Behaviour, which may hinder the academic progress or work performance of others is not acceptable.

Violence, intimidation and harassment are not consistent with a safe and supportive learning environment and will not be tolerated.

Students have a responsibility to respect the rights of others, respect difference and diversity and to respect people's rights to privacy and confidentiality.

Students must take reasonable care to protect their own health and safety and the health and safety of others engaged in Le Cordon Bleu program activities and others in the workplace while on Industry Placement.

Students have the right to expect professional behaviour from all persons acting on behalf of Le Cordon Bleu Australia.

Students must arrive on time for any Le Cordon Bleu program related activity, including for work during Industry Placement, and observe any class or institution or workplace rules and conditions, or behaviour guidelines or reasonable directive set out by authorised staff of Le Cordon Bleu Australia, its delivery partners or Industry Placement workplace.

The following definitions of misconduct apply to all activities and experiences which relate to the undertaking of Le Cordon Bleu Australia programs, including on campus activities, official off campus activities and Industry Placement.

Misconduct includes:

- any conduct which impairs the reasonable freedom of other persons to pursue their studies, researches, duties, lawful activities, or to participate in the student life or program requirements
- wilful disobedience of a reasonable direction from authorised staff of Le Cordon Bleu Australia, its delivery partners, Industry Placement workplace or relevant government agency
- acting dishonestly or unfairly in connection with any examination conducted by Le Cordon Bleu Australia or its delivery partners or the preparation or presentation of any essay, exercise or thesis, or failing to comply with the requirements of a supervisor of any examination

- assaulting, attempting to assault or threatening a person while on the premises of Le Cordon Bleu Australia or its delivery partners or in the workplace while on Industry Placement
- disobeying or failing to observe any provision of any rule set out by Le Cordon Bleu Australia, its delivery partners, the Industry Placement employer or relevant government agency
- divulging any confidential information relating to any matter relating to Le Cordon Bleu Australia, its delivery partners or the Industry Placement employer
- entering any place within the premises of Le Cordon Bleu Australia, its delivery partners or the Industry Placement employer which the student is forbidden to enter by an authorised officer
- failing to leave any building or part of a building of Le Cordon Bleu Australia, its delivery partners or Industry Placement employer forthwith upon being directed by an authorised officer
- intimidating, obstructing, disturbing, delaying or influencing improperly, or attempting to do so, any disciplinary enquiry set up or any member of any such disciplinary enquiry or any witness who is appearing or who has been called to appear before any such enquiry
- wilfully damaging or wrongfully dealing with any property of or on the premises of Le Cordon Bleu Australia, its delivery partners or Industry Placement employer
- wilfully obstructing or attempting to deter any officer or employee of the Le Cordon Bleu Australia, its delivery partners or Industry Placement employer in the performance of his or her duties
- wilfully obstructing any learning, teaching or research activity, examination or official meeting or proceeding of Le Cordon Bleu Australia, its delivery partners or Industry Placement employer
- engaging in any conduct likely to bring Le Cordon Bleu Australia, its delivery partners or Industry Placement employer into disrepute
- repeated inappropriate use of electronic mail/internet access

## Procedure

Where the matter is not satisfactorily resolved at a local level, and within the framework of the principles of natural justice, students suspected of, or identified as having committed misconduct will be contacted by the General Manager, Le Cordon Bleu Australia within five (5) days of the him or her becoming aware of the possible case of misconduct. Contact will be in writing (email or text or letter), and will include the details of the claim of misconduct and an invitation for the student to respond.

Students who wish to be accompanied for any interviews or meetings to discuss the claim may do so. If they choose to have legal representation, they must advise Le Cordon Bleu Australia at least three (3) days in advance.

Following an investigation of the claim, the General Manager Le Cordon Bleu Australia will notify the student in writing of the decision, actions to be taken, consequences and the appeals process.

The student will have 20 days to lodge an appeal. If no appeal is lodged or if the appeal process does not overturn the decision of the General Manager Le Cordon Bleu Australia, the original decision will be final.

If the decision of the General Manager Le Cordon Bleu Australia is overturned the new decision will be final.

Where a student is found guilty of misconduct, except where the action/behaviour relates to violence, sustained harassment or serious theft or property damage, the student will receive one written warning, which will be kept on the student's file. If the behaviour persists, or is repeated on a further occasion, then the student may be suspended or expelled from the program, depending on the severity of the misconduct, in the opinion of the General Manager Le Cordon Bleu Australia.

A determination of whether the misconduct was repeated or persisted will follow the same process as outlined above, where by the student will be notified in writing, given an opportunity to respond to the claim, and a full investigation by the General Management Le Condon Bleu Australia will be conducted, before he or she makes a decision, which in turn will be provided to the student in writing.

Where it has been determined that the action/behaviour relates to violence, sustained harassment or theft or property damage, criminal behaviour, or other such serious misconduct, the student will be immediately suspended or expelled from the program.

Where an overseas student is suspended or expelled from a program, the Department of Immigration and Citizenship (DIAC) will be advised.