STUDENT POLICY

Student Code of Conduct

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Policy owner	Approved by	Effective date	Review date
RIGBI Executive Director	Board	01/12/2026	30/11/2027

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RIGBI is committed to a safe, respectful and inclusive environment. This Code sets out the standards expected of students participating in RIGBI activities, using RIGBI systems, attending RIGBI premises, interacting online, or taking part in activities arranged by RIGBI.

1 Purpose and scope

This Code applies to prospective and current students, applicants, visitors participating in student activities, and students on work placement or other activity arranged by RIGBI. It applies in person, by phone, email, messaging, social media and online learning environments. Where an activity is delivered by a partner RTO, the RTO's requirements apply in addition to this Code.

2 Expected conduct

Students must act honestly, safely and respectfully. They must follow reasonable directions from RIGBI staff, trainers, workplace supervisors and emergency personnel, and comply with applicable laws, site rules and safety requirements.

- Treat other students, staff, trainers, clients and visitors with courtesy and respect.
- Attend and participate safely, arrive fit to participate, and promptly advise RIGBI or the trainer of a safety concern, injury, incident or relevant support need.
- Protect personal information, confidential course materials, systems and property; do not access another person's account or records.
- Use RIGBI facilities, equipment, internet access and learning platforms only for authorised and lawful purposes.
- Complete work and assessments honestly. Do not plagiarise, collude improperly, impersonate another person, falsify documents or provide misleading information.
- Communicate concerns constructively and use the complaints process rather than abusive, threatening or disruptive conduct.

3 Safety

Students must comply with work health and safety instructions, use required protective equipment, and not undertake an activity for which they are not authorised, trained or fit. Violence, threats, intimidation, possession of weapons, deliberate damage, unsafe behaviour, alcohol or illicit drug use during activities, and attending while impaired are prohibited. Students must immediately report emergencies and follow evacuation and first-aid directions.

4 Respect, inclusion and anti-discrimination

RIGBI does not tolerate discrimination, harassment, sexual harassment, bullying, vilification, victimisation or retaliation. This includes conduct based on race, colour, descent, nationality, ethnic origin, religion, disability, sex, sexual orientation, gender identity, intersex status, age, marital or relationship status, pregnancy, family or carer responsibilities, political opinion, social origin or any other attribute protected by law.

Unacceptable conduct includes slurs, offensive jokes, unwanted sexual attention, repeated unreasonable behaviour, exclusion, sharing humiliating content, stalking, threats and behaviour that creates an unsafe or hostile environment. Respectful disagreement is permitted; personal attacks are not.

5 Digital conduct

- Use respectful language in online classes, email, forums and messaging.
- Do not record, photograph or share another person's image, voice, work or personal information without permission and any required consent.
- Do not post content that is abusive, discriminatory, misleading, confidential, unlawful or damaging to a person's safety or reputation.
- Keep passwords secure and report a suspected account or data-security issue promptly.

6 Breaches and support

RIGBI will respond to concerns fairly, proportionately and as promptly as practicable. Depending on the matter, a response may include guidance, a warning, a behaviour agreement, a safety plan, restricted access, referral to a partner RTO or external authority, suspension from a RIGBI activity, or termination of a RIGBI service. Serious or immediate safety matters may lead to temporary action while the matter is assessed.

Before a material decision is made, the student will ordinarily be told the concern and given a reasonable opportunity to respond. RIGBI may act immediately where necessary to protect safety, comply with law or preserve evidence. A student may use the Complaints and Feedback Procedure to raise a concern about the handling of a matter.

7 Responsibilities

Students are encouraged to seek help early. RIGBI will make reasonable efforts to provide accessible information and appropriate support, including considering reasonable adjustments where applicable. Nothing in this Code removes a student's legal rights or the responsibilities of any partner RTO.