

THE MASTERS INSTITUTE OF CREATIVE EDUCATION

Code of Conduct Policy

1. Scope

This policy is applicable to The Masters Institute of Creative Education (TMICE) and applies to all staff (covering employees and contractors) and students at TMICE.

2. Purpose

TMICE is committed to a teaching and learning environment in which staff and students are treated fairly in an environment of mutual respect.

3. Privacy

- 3.1 TMICE is firmly committed to privacy. TMICE treats student's data with the upmost importance.
- 3.2 Our enrolment process requires applicants to give their contact information (e.g. name, address, e-mail etc.). All students need to inform TMICE as soon as practical (and international students are required by their visa conditions) to inform TMICE within 7 days about any changes in their address and contact details.
- 3.3 TMICE' information and databases are private and confidential. TMICE uses its information consistent with its Privacy Policy and Procedure. Personal data and information will however not be passed to a third party unless it is required to pass on this information in accordance with TMICE' Privacy Policy and Procedure.

4. Equity

- 4.1 TMICE educates a culturally diverse student population. TMICE recognises and respects the value of a diverse student population and is committed to meeting the educational needs of people from all backgrounds and at all stages of their lives.
- 4.2 TMICE is committed to fostering a culturally sensitive and diverse environment for students and staff, and to eliminating racial discrimination and harassment in all its forms.

5. (Prevention of) Sexual Harassment and Sexual Assault

- 5.1 Sexual harassment or any other form of harassment is not tolerated at TMICE. Harassment may be a single incident or a prolonged pattern of behaviour. It may occur between students or staff - or between staff member and a student or a student and a staff member. Any person who has experienced sexual harassment from a staff member or student may seek assistance from the Campus Director who will seek to address the matter in accordance with TMICE policy and procedures.
- 5.2 If it is inappropriate to raise this matter with Campus Director, affected staff or students can contact TMICE' Manager of Student Engagement for advice and/or support. The Manager of Student Engagement will triage the matter in accordance with TMICE policy and procedures.
- 5.3 In dealing with issues of student and staff misconduct, TMICE will take action in accordance

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natural justice, reasonable requests of the complainant and relevant legislative requirements, e.g. regarding mandatory reporting.

6. Racism

Racism is not tolerated at TMICE. Racism takes the form of unfavourable distinctions, exclusions, and restrictions based on race, colour, descent or ancestry, ethnicity or ethnic origin, nationality or national origin. Any person who has experienced racial discrimination or harassment from a faculty/staff member or student can seek assistance from the Campus Director. If it is inappropriate to raise this matter with Campus Director, then affected staff or students can contact TMICE' Manager of Student Engagement for advice and/or support. The Manager of Student Engagement will triage the matter in accordance with TMICE policy and procedures.

7. Dispute Resolution

TMICE has an established, fair, objective, informal and accessible dispute resolution procedures. TMICE aims to resolve all grievances as swiftly as possible. Details about TMICE dispute resolution processes can be found in its published Complaints and Appeals Policy.