

<b>Student Support and Wellbeing Policy</b>	
<b>Student Code of Conduct</b> 2_A_POL_StudentCodeofConduct_190301	
<b>1. Policy Statement</b>	Through this Policy, and associated policies, the School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE) will ensure that reasonable, honest and ethical standards of behaviour and conduct are maintained by students, and their guests, whilst studying at SAE.
<b>2. Purpose</b>	SAE expects its students, and their visitors, to conduct themselves in an appropriate professional manner. This policy is to guide appropriate behaviours of all students and their guests. Inappropriate behaviours are strictly prohibited while on campus or representing SAE at an off-site activity.
<b>3. Scope</b>	SAE's Student Code of Conduct applies to all students of SAE including part time and full time students, as well as graduates involved in SAE events. It also applies to visitors that students bring to SAE as part of their studies, for example recording sessions or film actors. For the purpose of this policy, all such people will be termed 'students'.
<b>4. Associated Policies and Procedures</b>	Student Grievance, Complaints and Appeals Policy Student Grievance, Complaints and Appeals Procedure Wellness, Health and Safety Policy Intellectual Property Policy Acceptable Use of Facilities Policy
<b>5. Associated Documents</b>	The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code of Practice) Student Handbook
<b>6. Policy</b>	<p><b>1.0 Introduction</b> SAE Auckland strives to provide a happy and safe space for all. Every student, staff member and visitor deserves to feel safe and respected at all times. No forms of discrimination or prejudice will be tolerated. Discrimination includes unequal treatment, slurs, and any offensive remarks, jokes and other verbal, graphic, or physical conduct related to an individual's race, religion, colour, sex, age, physical status, sexual orientation or gender identity. The aim of this policy is to guide appropriate behaviours of all students and their guests by outlining how students and their guests are to conduct themselves while engaging in SAE activities, whether on campus, off-site or online.</p> <p><b>2.0 Respect for the law and SAE policies</b> Students of SAE are required to observe and comply with all relevant New Zealand laws, as well as the policies and rules of SAE. Student relevant SAE policies are published in the Student Handbook and on our website.</p> <p><b>3.0 Professional conduct</b> Professional conduct required by SAE includes, but is not limited to:</p>

- A commitment to learning and appropriate behaviour at all times while on SAE premises, electronic spaces, communications or anywhere where they are presented as an SAE student;
- Respectful observance of the rights of fellow students and staff;
- Conduct which is fair and has regard to SAE interests;
- Awareness of relevant legislation and
- Adherence to SAE policies and procedures.

#### **4.0 Respect for others**

Students of SAE are expected to treat other students, SAE staff members, staff of other organisations and members of the public honestly and fairly, and with proper regard for their rights and obligations. Students should be responsive and courteous when communicating and dealing with staff, fellow students, clients or visitors to SAE.

Fair and appropriate conduct with others involves, but is not limited to:

- Fairness in dealing with students and staff
- Carrying out work with integrity and objectivity
- Avoiding unlawful discrimination, for example on grounds such as: gender, sexual orientation, race, cultural background, religion, or political conviction
- Avoiding behaviour which might reasonably be perceived as corruption or fraud
- Harassment, bullying or intimidation
- Carrying out work in a safe manner and taking precautions to protect the health, safety and welfare of oneself and others
- Complying with any and all legislative, industrial or administrative requirements
- Avoiding behaviour which might reasonably be perceived as creating an unsafe or unhealthy environment, or constraining the legitimate rights of others
- Respecting an individual's right to privacy and undertaking to keep personal information in confidence
- Respecting privacy laws and confidential information given to them in the course of their employment or enrolment

#### **5.0 Cultural Sensitivity**

Students are expected to be understanding and respectful of varying cultural backgrounds, beliefs, customs and opinions, including the principles of Te Tiriti o Waitangi.

Students will conduct themselves in a manner which ensures the cultural values and norms of any nationality are respected by, but not imposed on, other members of the SAE community.

#### **6.0 Discrimination and Harassment**

SAE students must treat all persons with whom they come in contact equitably and fairly. Distinctions, exclusions or restrictions based on sex, gender, sexuality, race, disability, religion, marital or parental status, age, political or religious

conviction or any other factor that is irrelevant to a person's ability to work, study or access SAE services is unlawful discrimination under relevant anti-discrimination laws including the Human Rights Act 1993 and any subsequent amendments.

Harassment, including sexual harassment, is also unlawful under anti-discrimination and human rights laws. Students must not engage in behaviours which may be unwelcome or which may be distressing, offensive or humiliating to others. Such behaviour may amount to harassment and legal action may be taken.

Students must make every effort to ensure that the learning environment is free from all forms of harassment and discrimination.

#### **7.0 Privacy of Others**

SAE students must respect the privacy of others in line with the Privacy Act 2020 and any subsequent amendments. Students should maintain appropriate confidentiality and ensure privacy, particularly with regard to personal matters. Matters relating to another student should not be discussed or shared, including online through social media channels. Every student has the right to privacy.

#### **8.0 Dress and hygiene standards**

Students are expected to dress in an appropriate and professional manner for the workplace and maintain appropriate hygiene standards.

#### **9.0 Copyright**

Students are expected to comply with relevant copyright laws in regard to the reproduction and broadcast of materials. The Intellectual Property Policy outlines the rights and responsibilities of students regarding work they create in the course of their studies at SAE.

#### **10.0 Use of Company Property**

Students are expected to ensure that SAE's resources are used correctly, efficiently and effectively and that SAE resources are only used for legitimate purposes and are not wasted or abused.

SAE facilities or equipment can only be used for SAE related activities. The studios or equipment can only be used for purposes that relate to educational purposes. No commercial activity can occur using SAE resources, studios, facilities or equipment.

#### **11.0 Workplace Health and Safety**

All students have an obligation to follow safe work practices, to avoid actions which may harm themselves or others, and to report hazards in the work environment.

All students must comply with the Navitas Wellness, Health and Safety policy.

#### **12.0 Alcohol and Prohibited Drugs**

Students should not be on campus while under the influence of alcohol or prohibited drugs.

	<p>Students should not consume any alcohol on SAE premises.</p> <p>No prohibited drugs are to be brought into SAE premises, and any student so involved could have their enrolment immediately cancelled. Students on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to Student Support or the Campus Director.</p> <p><b>13.0 Smoke Free Campus</b> By law, all workplaces must be smoke free. All SAE staff, students and visitors must not smoke directly outside SAE buildings, near entrances or exits.</p> <p><b>14.0 Consequences of Non-Compliance</b> The Student Code of Conduct articulates a set of ethical behaviours and practices which students are expected to uphold while engaged in their studies at SAE. Students who invite guests on campus or at an off-site location relating to an SAE activities, are responsible for ensuring their guests also maintain this Code of Conduct.</p> <p>Breaches of any aspect of this Code of Conduct may result in immediate suspension of the student. Any such suspension will be without prejudice until such time that an investigation proves a breach has occurred. Depending on the seriousness of the breach, suspension or cancellation of enrolment may occur. Any student who breaches this Code of Conduct will be entitled to procedural fairness in any investigation process. A student also has the right to appeal the outcome of a code of conduct breach as per the SAE Complaints and Grievances Policy and Procedure.</p> <p><b>15.0 Reporting Inappropriate student behaviour</b> If a student feels unsafe or discriminated against at any point, or feels there has been some other breach of this Student Code of Conduct, they should report this inappropriate behaviour to Student Support or the Campus Director. If the student feels the matter is not suitably resolved, they can lay a formal grievance or complaint online, as detailed in the Student Grievance, Complaint or Appeal procedure.</p> <p>SAE takes the safety of our students very seriously and will ensure student confidence in dealing with any matter.</p>
<p><b>7. Records</b></p>	<p><b>2_H_POL_StudentCodeofConduct_190301</b> DRAFT version released 5 March 2019 FINAL version approved by Academic Board 17 April 2019 and released Reviewed and released for consultation 30 Nov 2022 Revised FINAL version approved by Academic Board 21 Feb 2023 (via email) and released</p>