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## Behaviour Misconduct Policy

### Purpose and Rationale

The purpose of this policy is to promote a safe, respectful, and productive learning environment for all students and staff at SGSCC. This policy aims to ensure that all students understand their responsibilities in maintaining appropriate behavior and the consequences of failing to do so.

### Definition of Behaviour Misconduct

Behavior misconduct refers to any action or conduct by a student that is disruptive, inappropriate, or harmful to others within the SGSCC community. This includes, but is not limited to:

- Disrespectful or abusive language or behavior towards staff, students, or visitors.
- Acts of bullying, harassment, or discrimination.
- Damage to college property or the property of others.
- Disruption of classes, events, or college activities.
- Theft or unauthorized use of college resources or property.
- Failure to comply with college policies, procedures, or staff instructions.
- Possession or use of illegal substances on college premises.

### Procedures and Implementation

#### 1. Expectations of Student Conduct

- Students are expected to behave in a manner that is respectful, considerate, and supportive of the college community.
- Students must adhere to all SGSCC policies, procedures, and codes of conduct, including those related to academic integrity, safety, and respect for diversity.

#### 2. Reporting Misconduct

- Any member of the SGSCC community who witnesses or experiences behavior misconduct may report the incident to the Student Services office or directly to the Course Coordinator.
- Reports of misconduct should include details of the incident, including the date, time, location, individuals involved, and any witnesses.

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### 3. Investigation Process

- Upon receiving a report of misconduct, the Course Coordinator will initiate a preliminary investigation to determine if the allegation has merit.
- If the preliminary investigation finds sufficient evidence of misconduct, a formal investigation will be conducted by a panel, including the Course Coordinator, a representative from Student Services, and an independent staff member.
- The student involved will be notified in writing of the investigation and given the opportunity to respond to the allegations within 5 working days.

### 4. Consequences and Penalties

- Verbal Warning: For minor breaches of conduct, a verbal warning may be issued, and the student may be required to apologize or undertake corrective actions.
- Written Warning: For moderate breaches or repeated minor breaches, a written warning may be issued, and the student may be placed on behavioral probation.
- Suspension: For serious breaches of conduct, such as physical violence, theft, or severe harassment, the student may be suspended from SGSCC for a specified period.
- Expulsion: For the most serious breaches, including repeated severe misconduct or criminal behavior, the student may be expelled from SGSCC.

### 5. Appeals Process

- Students have the right to appeal any disciplinary action taken against them. Appeals must be submitted in writing within 10 working days of the disciplinary decision being communicated.
- An independent appeals panel, consisting of senior staff members not involved in the original investigation, will review the appeal and make a final decision within 15 working days.

### 6. Support Services

- SGSCC will provide access to counseling and support services for students involved in behavior misconduct cases, whether as the respondent or the complainant.
- Students are encouraged to seek support if they are experiencing difficulties that may affect their behavior, including stress, mental health issues, or personal challenges.

### 7. Record Keeping

- All records of behavior misconduct, including reports, investigations, decisions, and appeals, will be maintained securely by the Student Services office for a minimum of three years.

- These records will be kept confidential and will only be accessible to authorized personnel.

## Applicability and Responsibilities

This policy applies to all students enrolled at SGSCC. It is the responsibility of all students to behave in a manner that supports a positive learning environment. Staff members are responsible for enforcing this policy and ensuring that any incidents of misconduct are addressed promptly and fairly.

## References

- Work Health and Safety Act 2011
- Anti-Discrimination Act 1977 (NSW)
- Standards for RTOs 2025
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

This policy ensures that SGSCC maintains a safe and respectful learning environment, where all students can pursue their educational goals without disruption or harm.