



## HIC COMMUNITY CODE OF CONDUCT

<b>Policy:</b>	<p>Community members play a valuable role in the life of Hills International College and have the right to be safe and feel safe in their College community.</p> <p>This Code of Conduct:</p> <ul style="list-style-type: none"> <li>• provides College Community members with guidelines which promote desirable and appropriate behaviour to ensure that all interactions are respectful, honest, courteous, and considerate.</li> <li>• promotes the values that support the College’s Vision and Mission; and</li> <li>• specifies the consequences for any member of the College Community who does not comply with these standards of behaviour.</li> </ul>	
<b>Scope:</b>	<p>This Code of Conduct applies to employees, contractors, external providers (including but not limited to instrumental teachers and allied health therapists engaged by parents on-site), consultants, volunteers, directors of the College’s governing body, coaches, students, practicum placement students, persons on special programs visas, parents (includes guardians, stepparents, carers), relatives, friends, supporters and invitees of the College (“Members of the College Community”), whether in the College or attending any College-related function, event or activity at any other location.</p>	
<b>Policy Owner:</b>	Principal	
<b>Status:</b>	Version 3	<b>Supersedes:</b> HIC Community Code of Conduct v2_Feb2024
<b>Authorised by:</b>	Principal	<b>Date of Authorisation:</b> 04.08.2025
<b>References:</b>	HIC Staff and Student Professional Boundaries Policy and Code of Conduct HIC Behaviour Management Policy including the HIC Student Code of Conduct HIC Privacy and Information Sharing Policy HIC Child Protection Policy and Child Risk Management Strategy HIC Health and Safety Policy HIC Sexual Harassment and Sex Discrimination Policy HIC Bullying Prevention and Intervention Policy HIC Complaints Handling Policy HIC Bus Travel Code of Conduct	
<b>Review:</b>	2 Years	



All community members covered by this Code of Conduct will ensure that they are aware of, and comply with, College Policies, Procedures, Codes of Conduct and Guidelines on the Hills International College website; or as provided to them in College planners or onboarding processes.

**The Principal is responsible for:**

- Endorsing this Code of Conduct.
- Ensuring all members of the community (above) are aware of this policy upon arrival, employment, and enrolment.
- Ensuring the Community Code of Conduct remains relevant
- Implementing the standards of conduct as set out in this Code of Conduct

**Employees are required to:**

- Comply with this Community Code of Conduct
- Respect the individual needs, cultural practices, and beliefs of families in all interactions,
- Provide guidance to parents/guardians, contractors, external providers and volunteers through positive role modelling and when appropriate, clear, and respectful directions.
- Comply with the Staff and Students Professional Boundaries Policy and Code of Conduct.

**Contractors, external providers, volunteers, visa persons and practicum students will:**

- Comply with this Community Code of Conduct
- Undergo onboarding that includes Health and Safety, and Child Protection, as deemed appropriate by the College, in line with legislation and College policy.
- Sign a specific Code of Conduct or Contractor Agreement to ensure their acceptance of Hills College requirements, wherever required.

**Parents/guardians are responsible for supporting the efforts of the College, and do this when they:**

- Show an active but non-invasive interest in their child's College education and interactions
- Communicate regularly and respectfully with the College.
- Ensure that their child attends College regularly and punctually, and report absences in accordance with College policy
- Support our Behaviour Management Policy and Uniform Policy, and help their children do the same.
- Agree to be bound by this College Community Code of Conduct when they sign the Enrolment Agreement with the College.

Members of affiliated and support groups are responsible for ensuring that the aims of their group and its practices are consistent with the Code of Conduct.



## Students will:

- Agree to be bound by the Community Code of Conduct in addition to the Student Code of Conduct (available upon enrolment, and in College planners for Years 7-12) and Behaviour Management Policy.

## Responsibility for Guests

Any College Community member who invites another person (adult or child) to a College related function or activity is responsible for that person and must ensure that they always act in a manner consistent with this Code of Conduct.

## Standards Of Behaviour

Members of the Hills Community will act according to the guidelines:

### Communication

- Accept that the use of swearing, derogatory terms, sexual jokes, innuendo, and other inappropriate language in the College environment or around students will not be tolerated.
- Ensure that their relationships with students accord with appropriate roles and that bias and special treatment are avoided.
- Ensure that physical contact with students is age appropriate and in keeping with their relationship with the student so that no impropriety can be suggested.
- Adhere to all relevant Commonwealth and State laws.
- Demonstrate compassion and integrity.
- Respect diversity in people, their ideas and opinions and treat others fairly, regardless of their race, sex, religious belief or activity, relationship status, pregnancy, parental status, breastfeeding, age, impairment, political belief or activity, gender identity, sex work activity, trade union activity, sex characteristics, sexuality, family responsibilities, or association with or relationship to someone who has these characteristics
- Respect the value and importance of volunteers within the College community.
- Refrain from public criticism of College activities, events, students, or College staff.
- Refrain from actions and behaviour that constitute harassment or discrimination, including inappropriate use of emails or social media.
- Show proper care and regard for College property and the property of others.
- Support the College's policies and acknowledge that the Principal is responsible for implementing them.
- Be aware of the emergency evacuation procedures.
- Be familiar with the College Child Protection Policy and Child Risk Management Strategy (available on the College website) and agree to adhere to the requirements of behaviour and reporting contained within it.
- Act in ways that allow students and young people to develop agency and confidence, while ensuring students feel safe and supported
- Access internal reporting forms (on the College website) or contact external authorities for reporting



## Confidentiality

- Comply with the College's Privacy and Information Sharing Policy available on the College website.

## Conflict Management

- Work with the College promptly and using any prescribed forms available on the College website to resolve areas of concern. Reporting options are explained in the College Complaints Handling Policy.
- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Accept staff decisions and follow their directions. Speak with the staff member if there is a problem complying with any directions.

## Maintain physical safety

Members of the College Community must not:

- Use any object (whether as a weapon or otherwise) to threaten, intimidate or cause injury to any other person.
- Verbally abuse, threaten, or inflict bodily harm on another person by any physical aggression or encourage others to do so.
- Be in possession of, or under the influence of, or provide others with, alcohol. The exception is when, in the normal course of events, the College provides or permits hospitality to members of the College Community in keeping with appropriate legal and hospitality regulations.
- Be in possession of, or under the influence of, or provide others with, illegal drugs.
- Work or behave in a way that is unsafe and puts the person's own self and others at risk

## Extra-Curricular Activities

When attending or participating in College extra-curricular activities, members of the College Community are expected to support the following principles:

- Reinforce a healthy attitude towards winning and losing by demonstrating a controlled and disciplined approach to competition.
- Encourage students to play by the rules, behave appropriately and applaud the opposing team at the end of each activity.
- Respect the rules by word and example (avoid ridicule or chastising a student for making a mistake, losing a game, or failing to achieve a certain level).
- Assist and encourage students to work towards skill improvement and good sportsmanship.
- The referee or official's judgement or honesty must not be questioned in a confrontational manner.

## Breaches of this Code of Conduct

The Principal and Hills College Executives will monitor compliance with this Code of Conduct.

The consequences to a member of the College Community for breaching this Code of



Conduct will be determined at the Principal's absolute discretion and may result in any of the following options available to the Principal:

- Being required to undertake training or onboarding to refresh knowledge of the College's expectations
- Revocation of volunteer, external provider or prac/placement approval to participate at the College
- Remedial action in accordance with Contractor agreements
- Banned from attending any extra-curricular activity.
- Banned from being on the College grounds in general.
- Directed to restrict communications with members of the teaching staff through a nominated College representative.
- In the case of serious breach of this Code of Conduct by a parent or student, the College may terminate the enrolment of the student; and the College may take other steps as it may in its reasonable discretion determine appropriate, according to the nature of the breach. This could include mediation between the parties involved.
- In the case of breach of this Code of Conduct by an employee, the employee may be required to participate in disciplinary proceedings.