

Learner Conduct

Throughout their training and involvement with Dalton Training Services, all Learners are expected to:

- a. Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- b. Not harass, victimise, discriminate against or disrupt others.
- c. Treat all others and their property with respect.
- d. Respect the opinions and backgrounds of others.
- e. Follow all safety policies and procedures as directed.
- f. Notify us of any personal or contact details changes.
- g. Provide relevant and accurate information to Dalton Training Services in a timely manner.
- h. Approach their course with due personal commitment and integrity.
- i. Complete all assessment tasks, learning activities and assignments honestly and without cheating, plagiarism or collusion.
- j. Appropriately acknowledge and reference work that is not their own and to attest to the authenticity of their work in whatever way Dalton Training Services may, from time to time, require.
- k. Notify Dalton Training Services if any difficulties arise.
- l. Where possible, to notify Dalton Training Services if they are unable to attend a visit or training session for any reason in adequate time for alternative arrangements to be made.

Disciplinary Action

Breaches of the conduct listed above, or of legal requirements, may result in Dalton Training Services implementing disciplinary action.

Such action will only be initiated after:

- a. An investigation to determine the facts has been undertaken.
- b. There has been consultation amongst the parties concerned.
- c. Alternative means of dealing with the issue have been explored.

Rights regarding Disciplinary Action:

- a. The principles of Natural Justice shall prevail.
- b. Learners subject to disciplinary proceedings may be accompanied at their own expense by a support person of their choice.
- c. Learners retain their rights to appeal any decision with regard to disciplinary actions.
- d. Nothing shall negate those rights guaranteed by law.