

Policy Name	CODE OF CONDUCT- STUDENTS
Policy Number	G000 (Governance)
Purpose	To specify the requirements and inform students of their obligations and how to conduct themselves while engaged in their studies and related activities.
Scope	The Code applies to all Whitehouse enrolled students (referred to in this document as “students”)
Policy Statement	This Code of Conduct (The Code) specifies the minimum standards and obligations Whitehouse Institute of Design, Australia (Whitehouse) expects of its students in respect of their professional and personal conduct in a way that upholds Whitehouse’s values which promote and uphold academic freedom and freedom of speech, open inquiry, exploration of ideas, creativity, and innovation; underpinned by tolerance, integrity and honesty, respect, ethical behavior, and understanding the needs of fellow students, staff, and affiliates. Compliance with The Code will foster and maintain students, staff, and public trust and confidence in the integrity and professionalism of Whitehouse. The Code should be read in conjunction with the other approved policies and procedures of Whitehouse listed under ‘Key related documents’ in this policy. Failure to abide by the provisions of The Code or related Whitehouse policies and procedures may lead to disciplinary action.
The Code	Respect for Law and Governance Whitehouse upholds the right of academic freedom and freedom of speech and takes a zero-tolerance approach to forms of bullying, discrimination, harassment, sexual assault, sexual harassment, and other forms of threatening and/or harmful misconduct. All Whitehouse students are required to observe and comply with relevant Federal and State legislation, regulation, and related documents, and with Whitehouse policies and procedures. Whitehouse governance will evidence respect, transparency and procedural fairness in all decision making and in supervision and otherwise communicating with staff and students. Whitehouse Management is committed to creating and maintaining a safe, efficient, and healthy work/study environment in consultation with students and staff and in compliance with work health and safety legislation, regulations, and codes of practice by identifying hazards, assessing any associated risks, controlling risks, and reviewing control measures to ensure their effectiveness. Whitehouse Students Personal and Professional Conduct a) Students always abide by this Code of Conduct while they are studying at

Whitehouse. Failure to do so may result in the suspension or cancellation of enrolment:

- in conjunction with this Code, students should also read, familiarise themselves with, and abide by the provisions of related policies and procedures, for example: Bullying, Harassment and Discrimination; Sexual Assault, Sexual Harassment; Academic Integrity; Academic Freedom and Freedom of Speech; Assessment; Academic Grievance and Appeals; Progression and Exclusion.

b) Students always conduct themselves professionally. Specifically, Whitehouse students are expected to:

- treat all employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy, and sensitivity
- maintain a cooperative and collaborative approach to inter-personal relationships
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers or any other members of the public and other students to carry out their study, research or work at Whitehouse, including in the office and meeting spaces, libraries, studios and workshop, and community spaces
- not attend campus under the influence of alcohol or any non-prescribed substance
- notify Student Administration of any prescribed medication they are taking that may affect their ability to study effectively
- always behave responsibly and ethically with respect to others and always respect professional boundaries between staff and students. This includes maintaining professional relationships with staff and students in online learning platforms and social media
- respect the privacy of employees, honorary appointees, consultants, contractors, volunteers and any other members of the public and other students, and avoid exchange of personal phone/contact numbers between students and staff
- not engage in behavior that can be construed as discriminating against, bullying, or harassing other students, staff, members of the public or other persons with whom they may interact on grounds of (including but not limited to), gender, sexual preference, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or political or religious convictions

c) be sensitive to the potential for conflicts of interest arising between their personal interests and their role as a student at Whitehouse. Students who believe they may be involved in or that a situation may arise involving a conflict of interest as outlined in the section relating to conflicts of interest in

	the Whitehouse Staff Code of Conduct must inform and seek advice from management, who will determine what action is to be taken. Failure to disclose a potential or actual conflict of interest by Whitehouse students may render decisions null and void and can lead to disciplinary proceedings. d) not using mobile devices (phones, tablets, I-pads, or other hand-help equipment) on or off campus grounds for personal reasons when engaged in studying and / or related activities (e.g. going on field trips) e) Not offering gifts or gratuities to any Whitehouse staff or affiliates.
	Academic Conduct All students: a) must ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rules, and resolutions of Whitehouse b) are expected to attend all scheduled classes, (face-to-face and/or online) on time and to remain in class for the duration c) must update personal information in the student learning management system (LMS), and observe key dates and deadlines d) must act ethically and honestly in the preparation, conduct, submission, and publication of academic work, and during all forms of assessment, including formal examinations and informal tests e) will recognise and respect the rights of fellow students and staff, including their right to appropriately voice their opinion f) will avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically g) have the right to artistic expression within the confines of the law and the standards of Whitehouse h) will respect other students' creative decisions i) will always conduct themselves to their studies in an ethical manner j) will appropriately acknowledge the work of others that they reference during their studies, in compliance with relevant state and federal legislation and not commit academic misconduct (e.g. plagiarism, collusion, cheating, fraud, use of unauthorised Generative AI (GenAI)) k) will avoid the use of mobile phones and personal devices on campus not related to studying, exceptional circumstances notwithstanding (such as a critical incident) l) will avoid the use of mobile phones and personal devices on campus not related to studying while walking, that pose an unacceptable risk to safety m) not using mobile devices (phones, tablets, I-pads, or other hand-help equipment) on or off campus grounds for personal reasons when engaged in classroom teaching and / or related activities (e.g. while on field trips / excursions)

	n) will carry out their studies in a safe manner and will take precautions to protect the health, safety and welfare of themselves and others, in accordance with work health and safety requirements o) read all official correspondence from Whitehouse, including email and messages posted on their Google Classrooms p) will conduct all Whitehouse email communication using only the official Whitehouse email system, including Whitehouse email addresses, emergencies and/ or special circumstances notwithstanding q) will not communicate with staff via personal social media (e.g. Facebook; Whats app; X; Instagram, etc...) r) will use Whitehouse resources, including information and communication technology resources, in a lawful and ethical manner and for study purposes only, unless express permission has been granted otherwise s) will respect staff and teachers' personal time by communicating with them only during business hours, and out-of-class for scheduled academic feedback / consultation times t) will refrain from engaging in personal communication during class hours u) behave professionally, ethically, and respectfully in all dealings with Whitehouse learning partners during internships. v) notify Student Administration of any change in personal details, including change of address, phone number or personal email address within five working days of the change.
Definitions	Student: means all students enrolled in a program at Whitehouse included but not limited to fee paying students, FEE-HELP students, VET Students, International students, Summer School Students; students on work experience. Staff: means an employee of the Whitehouse Institute of Design Australia including a casual employee. Affiliate: means a conjoint and honorary appointee, a consultant or contractor to Whitehouse, a member of any Whitehouse Committee or any other person appointed or engaged by Whitehouse to perform duties or functions on its behalf.
Relevant Legislation	Commonwealth: • Anti-Discrimination Act 1991 • Guide for Preventing and Responding to Workplace Bullying (Safe Work Australia) • Age Discrimination Act 2004 (Cth) • Disability Discrimination Act 1992 (Commonwealth) • Human Rights and Equal Opportunity Commission Act 1986 (Cth) • Education Services for Overseas Students Act 2000 (Cth) • Fair Work Act 2009 (Cth)Anti-Discrimination Act 1977 (NSW) • Racial Discrimination Act 1975 (Commonwealth) • Sex Discrimination Act 1984 • Sex Discrimination Amendment (Sexual Orientation, Gender Identity and

	Intersex Status) Act 2013 (Cth) The National Employment Standards NSW Disability Inclusion Act 2014 No 41 (NSW) Work Health and Safety Law and Policy (NSW) Crimes Act 1900 (NSW) Privacy and Personal Information Protection Act 1998 (NSW) Victoria Disability Act 2006 (VIC) Equal Opportunity Act 2010 (VIC) Racial and Religious Tolerance Act 2001 (Victoria) Queensland Discrimination Human Rights Commission - Queensland Fair Work - Queensland
Key Related Documents	- G002 Code of Conduct (Staff) - G020 Bullying, Harassment and Discrimination Policy and Procedure - G025 Sexual Assault, Sexual Harassment Policy and Procedure - A005 Academic Grievance and Appeals Policy and Procedure (Academic) - G005 Grievances and Complaints Resolution Policy and Procedure (Non-Academic) - A007 Academic Freedom and Freedom of Speech Policy - G008 Privacy Policy and Procedure - A016 Academic Integrity Policy and Procedure - A002 Assessment Policy and Procedure - G018 Student Wellbeing and Support Services Policy and Procedure - A019 Supporting Students Policy and Procedure - G002 Critical Incident Policy and Procedure - A009 Progression and Exclusion Policy and Procedure - VET05 Academic Appeals Policy and Procedure (VET) - Student Handbooks
Responsible Officer	Owner and Chair of the Board of Governors Chief Executive Officer (CEO), Whitehouse
Approval Authority/ Authorities	Board of Governors
Date Approved	01/06/2024

Date of Commencement	02/06/2024
Date for Review	01/06/2027
Documents superseded by this Procedure	001 - Code of Conduct Policy 2012
Amendment History	04/2026 - Added a purpose statement - Minor updates related to the revised A007_HE and A007_VET Free Intellectual policy (re-titled Academic Freedom and Freedom of Speech), and the new G029 policy: Using mobile phones and personal devices students and staff policy - Checked and updated the Definitions, Relevant Legislation and Key Related Documents sections. 06/2024 - Minor update to The Code statement section vis academic integrity and Generative AI - Checked and updated Relevant Legislation links and Key Related Documents sections 11/2021 Updated The Code section regarding face-to-face and / or online or mixed mode delivery, acceptable modes of communications, and various other clauses Updated the Definitions section Updated Key Related Documents section Checked URLs / links, and fixed broken links. 06/2021 Re-approval 09/2012 Reviewed and amended 27/08/2007 Prior Approval Changed formatting – included procedure and policy in one document Minor adjustments and inclusions to policy wording

Signed and dated for Whitehouse Pty Ltd			
		Leanne Whitehouse	01 06 2026
	Signature	Name	Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff Students