



SUSSEX NEIGHBOURHOOD HOUSE Inc.

CODE OF CONDUCT

Sussex Neighbourhood House prides itself on having a friendly, welcoming atmosphere where House Users from many different backgrounds and of all ages are made to feel welcome, and are valued as human beings. All House users have a right to be treated with respect, regardless of age, race, gender, ethnicity, culture, religion, ability, sexual preference, socio economic status, health issues.

Desirable Conduct

To maintain a good learning environment, House users are expected to

- show respect to others, including other students and staff
- appreciate that other people's learning goals are as important as their own
- give others the right to be heard and listened to respect the learning space of others. This means that, except in exceptional circumstances and with the agreement of the teacher, classes may not be interrupted.
- treat all facilities, equipment, and materials with care.

Students are welcome at the House for about half an hour before and after class, or during public access time.

Prohibited Conduct

Prohibited conduct includes:

- failure to comply with any reasonable instruction from a member of staff
- deliberately breaking any policies or procedures Sussex Neighbourhood House, including the drug and alcohol policy
- entering prohibited areas of the building

All House users are bound by all the laws of the land. These laws include: The Health and Safety Act, The Equal Opportunity Act (Federal, 1975), The Sex Discrimination Act (Federal, 1984), The Race Discrimination Act (Federal, 1975), Information Privacy Act (2000), Health Records Act (2001). Behaviour which breaks any law may result in legal action being taken against the individual, or against the House.

House users

- must not deliberately remove, destroy or deface facilities, equipment or materials.
- must not behave in any way which threatens the health and safety of another person at the House
- must not threaten others verbally or by any action
- must not be physically violent towards another
- must not bring any weapon into the House
- must not sexually harass another. This includes making unwelcome comments of a sexual nature; unwelcome behaviour of a sexual nature; bringing in, or downloading, visual or written material of a sexual nature which is considered offensive by others.
- must not say or do anything which may be seen as racial vilification or which discriminates on grounds of race.

The Disciplinary Procedure (House Users) will be implemented in cases where any of these rules are broken. In cases of serious breaches of this code of conduct, the offender may be asked to leave the House pending implementation of the House Users Disciplinary Procedure.

Other relevant policy: The House Users Disciplinary Procedure; Code of Ethics; Dispute, Complaint and/or Appeal procedure.

PROCEDURES

All staff, volunteers and Committee of Management members are required to abide by the Sussex Neighbourhood House Code of Ethics in all of their dealings in, and on behalf of the Neighbourhood House.

All House users, staff, volunteers and Committee of Management members must treat each other with respect, regardless of age, race, gender, ethnicity, culture, religion, ability, sexual preference, socio economic status, health issues.

All House users, staff, volunteers and Committee of Management members are expected to

- show respect to others, including other students and staff
- appreciate that other people's learning goals are as important as their own
- give others the right to be heard and listened to
- respect the learning space of others. This means that, except in exceptional circumstances and with the agreement of the teacher, classes may not be interrupted.
- treat all facilities, equipment, and materials with care.

In the event that any House users, staff, volunteers and Committee of Management members engages in any of the conduct listed is unacceptable within the Code of Conduct Policy

The Disciplinary Procedure will be implemented. In cases of serious breaches of this code of conduct, the offender may be asked to leave the House pending implementation of the House Users Disciplinary Procedure.

Terms and Conditions for Use of the Internet

The Internet is a network of International computer networks that enable information to pass between them. The provision of an Internet facility at Sussex Neighbourhood House provides opportunities for the Moreland Community to use Telecommunications to provide access to up to date information, to share their experiences on a global basis, and to enrich the learning environment.

Internet users have access as members of staff or through a member of staff who may be office staff, a tutor or a Public Access Supervisor.

Users of the Internet are responsible to check for themselves the integrity and authority of information gained from the Internet. Sussex Neighbourhood House accepts no responsibility for the quality or accuracy of information obtained through the Internet.

The Internet shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation which is obscene, abusive or otherwise likely to be offensive or objectionable to the recipient or recipients of it.

Users shall respect the rights of property of others and shall not improperly access, misappropriate or misuse the information/files of other users. It is the user's responsibility when downloading programs, to check for copyright or licensing agreements. If the program is beneficial to your use, pay an author's registration fee. If there is any doubt, don't copy it.

Inappropriate use of the Internet will result in the removal of access.