

Code of Conduct Policy



Purpose

The purpose of this policy is to provide a framework for the standard of conduct expected of staff, students and volunteers at School of Contemporary Music.

Scope

Whole School of Contemporary Music College

Policy

School of Contemporary Music Code of Conduct

Staff, students and volunteers are expected to:

- be informed of and comply with all relevant policies and procedures;
- not engage in any behaviour that contravenes local law;
- treat others in the School of Contemporary Music community with integrity, professionalism, responsiveness, fairness, respect and courtesy;
- be respectful of differences and remain non-discriminatory on the basis of gender, race, sexuality, disability, cultural background, marital status, age, political conviction or family responsibilities;
- avoid behaviour that may be reasonably perceived as harassing, intimidating, bullying or physically or emotionally threatening;
- avoid behaviour that would endanger the health or safety of another person;
- avoid behaviour that would unfairly harm the reputation and career prospects of other members of the School of Contemporary Music community;
- avoid behaviour that is detrimental to the operation of School of Contemporary Music or causes damage to School of Contemporary Music property;
- communicate in a respectful manner regarding other personal beliefs in the School of Contemporary Music community;
- avoid all forms of academic misconduct;
- respect the privacy and confidentiality of others;
- not engage in any behaviour that would be considered unlawfully discriminating, including sexual harassment;
- not engage in any behaviour that would impair the freedom of others to pursue their studies, research and/ or involvement at School of Contemporary Music;
- report genuinely suspected or known fraud or corrupt conduct to appropriate staff/authority through the appropriate procedures;
- ensure that any College property, or official information is not used, without authorisation, in order to gain a financial or other benefit for themselves or any other person or group;
- ensure that resources are used in a manner which minimises harm the environment.

For Students:

- take responsibility for own learning and participate in the learning process;
- attend classes and scheduled activities on time, unless there is an exceptional circumstance which prevents attendance;

- submit assessment tasks on time, unless there is an exceptional circumstance which prevents submission (in which case it is expected that students apply for an extension in accordance with Assessment Extension Policy and Procedures);
- know the requirements of own course and progression rules;
- observe key dates and deadlines relevant to own enrolment and course;
- comply with the conventions of academic scholarship including, but not limited to, the correct use of copyright material, the correct acknowledgement of others' work and ideas, the use of gender inclusive language, and the avoidance of slang or colloquial language in assessments;
- be familiar with the resources available to assist in studies;
- ensure that own contact details held by School of Contemporary Music are up to date;
- present identification when required.

For Staff:

- carry out duties in a professional, responsible and conscientious manner with reference to the objects and ethos of a Christian academic institution and the School of Contemporary Music statement of faith;
- carry out official directions and policies in a faithful and diligent manner;
- take reasonable steps to ensure protection of all confidential information and compliance with privacy policy;
- take reasonable steps to ensure compliance with intellectual property policy;
- maintain as appropriate the confidentiality of School of Contemporary Music dealings when interacting with outside organisations and others within School of Contemporary Music;
- ensure that College resources are managed effectively, efficiently and for their specified purpose;
- maintain adequate security over College property, resources and information.

School of Contemporary Music Community Code

We, the School of Contemporary Music community, desire to be a community of Christians marked by integrity, responsible freedom, and dynamic, Christ-like love; a place where the name of Jesus Christ is honoured in all we do. Consistent with the School of Contemporary Music ethos as a Christian college, in addition to adherence to the Code of Conduct, students, staff and volunteers are expected to respect and uphold the School of Contemporary Music Community Code.

This code forms the standard of expectation of behaviour beyond strict human resources and professional requirements. It forms the basis for agreement by which staff, students and volunteers become members of the School of Contemporary Music community.

School of Contemporary Music is a community made up of Christians who are dedicated to preparing and equipping people for purpose. That purpose, in the context of School of Contemporary Music, implies direction, discipline, and commitment to the cause of Christ. It implies caring for the futures and capacities which lie in each individual and in the College as a whole. While the College is not a church, it is a community of Christians who seek to live according to the biblical standards laid down by Jesus Christ for his body, the Church.

Our mission as an academic community is not merely the transmission of information; it is the development of whole and effective Christians who will impact the church and society worldwide as we live out our extraordinary purpose. Along with the privileges and blessings of membership in such a community come responsibilities.

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbour as yourself" (Matt. 22:37-40). Jesus himself demonstrated the pattern: love for God, acted out in love for others, in obedience to God's Word. Acknowledging our dependence on the power and grace of God, the members of the School of Contemporary Music community do covenant to live according to this ideal.

The purposes of this community covenant are to:

- maintain the core values as outlined in the School of Contemporary Music Strategic Plan;
- cultivate an atmosphere that encourages spiritual, moral and intellectual growth, including the graduate attributes that the College seeks to inculcate in its students;
- integrate our lives around Christian principles and devotion to Jesus Christ;
- remove whatever may hinder us from our calling as a Christ-centred academic community;
- encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to his Word, rather than a passive acceptance of prevailing practices.

To foster an atmosphere most conducive to becoming the Christian community of living, learning, and serving that School of Contemporary Music aspires to be, the College maintains the institutional standards of self-control, avoidance of harmful practices, the responsible use of freedom, sensitivity to the heritage and practices of other Christians, and honouring the name of Jesus Christ in all we do. School of Contemporary Music does not condone the abuse of alcohol and other addictive substances. All members of the School of Contemporary Music community will take care to avoid any entertainment or behaviour, on or off campus, which may be immodest, sinfully erotic, or harmfully violent (Eph. 4:1-2, 17-24; I Tim. 5:2; Gal. 5:22-23).

Conclusion

If we are to be a place where the name of Jesus Christ is honoured in all that we do, it requires that each of us keep our word by taking the commitment to this code seriously, whatever pressures we may face to do otherwise.

Christian integrity dictates that if we have voluntarily placed ourselves under the School of Contemporary Music Community Code, we must make every effort to fulfil our commitment by living accordingly.

Responsible for implementation
Director

Key stakeholders
Students, staff and volunteers

Procedures

Code of Conduct Procedures

Breach of Code of Conduct

Failure to abide by this Code of Conduct Policy, by students or staff, shall become grounds for appropriate and measured sanctions and/or disciplinary action up to and including dismissal (for staff) or discontinuation from a course of study (for students). The severity of disciplinary action should be consistent with the severity of any breach of this Code of Conduct Policy, and staff or students can access relevant grievance procedures.

The Director will determine appropriate disciplinary action for a breach of this Code by a student, and disciplinary action for a breach of this Code by a staff member will be determined by that staff member's supervisor. If severe disciplinary action is recommended (e.g. dismissal for staff or discontinuation from a course of study for students) this must be ratified before being implemented.

Students who are unwilling to abide by this Code of Conduct Policy may be refused admission to a course of study at School of Contemporary Music.

Any student, staff member, or member of the public must refer suspected misconduct to the police if the misconduct contravenes local law.

Allegations of misconduct that relate to harassment shall be considered in accordance with the Harassment, Bullying, and Unlawful Discrimination Policy and Procedures. Allegations of misconduct that relate to sexual harassment shall be considered in accordance with the Sexual Harassment Policy and Procedures.

Policy owner: Principal (Director)

Policy category: Academic: Community Conduct & Grievances

Policy status: Approved

Related policies:

Distinguished Alumni Awards Policy

Harassment, Bullying, Unlawful Discrimination and Sexual Misconduct Policy

Staff Grievance Resolution Policy

Staff Termination Policy

Last amended: 29th September 2017