

# RTO Participant Code of Conduct

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## 1. Participant Rights

Participants of Four Wheel Drive Victoria are entitled to:

- Be treated fairly
- Learn in an environment free of harassment and discrimination
- Confidential, timely and objective investigation of any complaints of harassment or discrimination; and
- Privacy and confidentiality in the handling of your participant records

## 2. Participant Responsibilities

Participants are responsible and accountable for their own behaviour and conduct and are expected to observe the following standards at all times:

- Participants are to conduct themselves with regard to the rights and welfare of participants and staff
- Treat staff and participants with mutual respect
- Behave in a responsible manner and refrain from:
  - Harassing or bullying behaviour
  - Direct or indirect discrimination towards others based on their race, religion, sex, disability or any other personal attribute and characteristic
  - Sexual harassment
  - Derogatory comments and slander
  - Smoking in areas designated as non-smoking
  - Using mobile phones during training sessions
  - Swearing; and
  - Disruptive behaviour during training sessions
- Be punctual and attend scheduled lessons
- Actively participate in scheduled lessons
- Submit assessment tasks by the due time
- Communicate, to the relevant teaching staff, as soon as possible, when an illness or personal problem affects academic progress and performance in an enrolled unit, particularly where special considerations may be requested
- Observe safety procedures at all times; and
- Observe the right to privacy and confidentiality of fellow participants.