

# General Policies

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## Equal Employment Opportunity

Avondale College is committed to equal employment opportunity as part of its mission to provide equity and social justice.

Federal and State legislation relating to Equal Opportunity for Women and Anti-Discrimination places certain obligations on the institution, its staff and students.

To provide equal employment opportunity, Avondale College undertakes to:

- appoint staff on the basis of individual merit, irrespective of gender, marital status, family responsibilities, ethnicity, impairment or age;
- provide equal remuneration for positions of equal responsibility and provide equitable career development activities for all staff;
- ensure equitable access to decision-making resources;
- create an environment characterised by respect where staff and students are able to work and study free from discrimination or harassment;
- use non-discriminatory, inclusive language in all official documents and encourage its use at Avondale;
- ensure effective consultation with staff and their employer group in the development of equal employment opportunity;
- ensure the accountability of administrators and managers for the implementation of Avondale’s equal employment opportunity policies and programs.

## Safety and security

Maintaining a safe and secure environment is an important College objective. Student assistance in this is valued.

Students are requested to note the following:

Avondale College employs several security officers who care for general security. Their tasks include patrolling the campus, ensuring buildings are secure, monitoring the entry and exit of personnel on to the campus, ensuring persons contacted after hours have legitimate reasons to be on campus, and caring for vehicle safety and parking on campus, including the allocation of fines for parking infringements. Students are expected to assist and support security staff in their duties, and must provide their name and their ID card to the security staff on request.

Buildings, facilities, and fittings are to be cared for in an appropriate manner, and staff are to be notified of any breakages or damages. Students are to refrain from using any fire protection equipment for any purpose other than extinguishing a fire in the absence of a fire protection officer. Students are also to refrain from using substances or equipment that is a high fire risk, such as candles, fuel lamps, inflammable liquids, or open bar-heaters.

College keys remain the property of Avondale College, and any keys provided to students must be returned at either the mid semester break or end of the year, the time of leaving the College, or as requested by staff. Students should not borrow, lend or use other students' keys. It is against College policy for a student to have any key copied under any circumstances, or to enter another person's room, or any College building or room, by the misuse of keys such as jiggling the key, using an illegal copy of a key, or using a master key without permission. Similar terms and conditions apply to Access Cards for residential students.

Students are requested to take care in recreational and class pursuits, and if any accident or injury occurs, offer appropriate assistance, and call Residence Directors or staff members if further assistance is necessary. All students are encouraged to have adequate medical insurance plus ambulance cover. In the event of a serious illness or accident students will be responsible for any medical, hospital, and/or ambulance costs.

College will notify parents/guardians of students under 18 years of age who have any serious illness or accident.

Students are not to possess or use firearms or fire-works on College property.

Residential students need to note that the College does not hold insurance cover for students' belongings. Students are encouraged to take out private contents cover for their own personal belongings through an insurance company of their choice.

## Occupational Health and Safety Policy

Avondale College Council, Administration and all levels of management are committed to providing a healthy and safe work environment for the employees, students and visitors to campus.

In compliance with the requirements of the NSW Occupational Health and Safety Act 2000 and other associated legislation, Avondale College aims to prevent injuries and work-related ill health by continuing to develop and update written policies and procedures in consultation with staff, and to implement these in the workplace.

Resources will be directed towards providing for:

- Compliance with all relevant statutory requirements.
- Elimination of hazards and procedures which can cause death, injury or occupational disease.
- Accident prevention and reporting measures.
- Occupational Health and Safety training and education programs.
- An accredited rehabilitation program for injured employees.

- A safe and healthy working environment with safe plant, equipment and procedures.

Whilst the prime responsibility for health and safety rests with the employer, all employees and students are responsible to ensure their own and others' health and safety by observing safe systems of work and reporting potential hazards to the supervisor in their work or study area.

The College has appointed Neville F Chester as Occupational Health and Safety Officer.

## Occupational Health and Safety Reference Guide

### 1 *OH&S policy implementation*

The College policy is to achieve the optimum attainable levels of health and safety as far as is practicable for all staff, students and visitors throughout all areas of its activities.

All members of Avondale College including students have a duty to care for their personal welfare and the welfare of others. To meet this commitment each person must take all reasonable care to prevent personal injury or injury to others and damage to plant or equipment.

In support of this policy, Avondale College has selected the necessary systems for the management of occupational health and safety.

### 2 *OHS Legislation*

The NSW Occupational Health and Safety Act, 2000 aims to ensure that everyone is free from the risk of disease or injury created by workplaces and workplace activities. The Act imposes obligations on all persons (including students) who may affect the health and safety of others and their own by their actions or lack of action.

Each person at Avondale College is therefore responsible for ensuring the health and safety of her/his environment by:

- complying with health and safety instructions
- taking action to avoid, eliminate or minimise hazards
- making proper use of personal protective equipment
- not wilfully placing at risk the health and safety of oneself or others
- seeking information and advice where necessary, and
- being familiar with reporting, emergency and evacuation procedures.

### 3 *Procedures for Accident Reporting*

The College has a statutory obligation to record all injuries, illnesses and dangerous events that take place on its site where work is being performed for the College. The particulars should be recorded on the designated form within 24 hours of the occurrence of such an event. Guidelines and reporting forms are available in the Student Information Centre.

#### 4 **Procedures for Emergency Reporting**

For all Emergencies ring **000** (24 hour service) and state:

- the problem: (eg fire, medical emergency, assault)
- location of emergency
- your name and telephone extension

If safe to do so, remain by the phone. Security staff will make all arrangements and will ring back to confirm action taken.

*Dial 000 for ambulance, fire brigade, or police.*

#### 5 **First Aid**

There are trained first aiders amongst the staff who can render assistance.

#### 6 **Procedures for Building Evacuations**

When there is an alarm or an instruction is given by a warden:

- walk, do not run, to the nearest safe exit
- do NOT use lifts; proceed to the assembly point as shown
- return to the building only when instructed by a warden

#### 7 **Smoking**

Smoking is not permitted in any buildings occupied by Avondale College or on the Avondale Estate. It is a declared smoke free zone.

#### 8 **Bicycle Riding, Skateboarding and Rollerblading**

Bicycle riding, skateboarding and rollerblading are not permitted on pedestrian paths, car parks and essential vehicle use roads. Bicycle riding is permitted on general access roads. Cyclists are required to leave their bicycles at the bicycle stands located outside major buildings.

#### 9 **Fire**

The initial emergency action may be undertaken by a single person or with the assistance of others available at the time. Any person discovering a fire should:

- a RESCUE any person in immediate danger, if it is safe to do so
- b ALERT other people in the immediate area
- c CONFINE the fire by closing doors
- d EVACUATE the area
- e REPORT the emergency—dial 0414 849 427 to report the emergency to Security and give the following details:
  - location of the emergency
  - extent or nature of incident
  - any need for medical assistance, and
  - name of person reporting the incident

#### 10 **Bomb Threat**

Any person (student or staff) receiving a bomb threat

should, where possible, record the threat message (use the form provided in the internal telephone directory) and report to Security, on 0414 849 427, so that proper action may be implemented.

**For further information** contact:

Neville Chester  
Occupational Health and Safety Officer  
Internal phone 263  
Mobile 0414 328 069

### Privacy Policy

Avondale College is committed to safeguarding personal information in accordance with the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

**Avondale College collects information necessary to enable it to:**

- provide services to its students and to people enquiring about study at Avondale
- process applications for enrolment
- maintain appropriate academic and financial records
- assist prospective graduates to find employment
- maintain contact with past students
- provide statistical and other information required by government

We do not collect sensitive information if the individual has not consented to its collection (unless we are required or permitted to do so by law).

**Disclosure of personal information**

We do not disclose personal information to third parties without the owner's consent, unless required or permitted by law.

We may be required by law to disclose some personal information to Australian government organisations and to the Fund Manager of the ESOS Assurance Fund.

Personal information may be disclosed for the prevention, detection or investigation of criminal or proscribed conduct, or in certain circumstances in the interest of public health or public safety.

We are required by law to inform the Australian Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) if an overseas student visa holder

- changes the course of study for which she/he is enrolled
- changes the duration of his/her course of study
- breaches a student visa condition relating to attendance or satisfactory academic performance.

It may sometimes be necessary for the College to provide personal information to others with whom it conducts

business; for example professional advisers (auditors, lawyers), insurers, printers.

#### Right of access

You have the right to access your personal information (subject to some exceptions allowed by law), and to have it corrected if necessary.

#### Accuracy

Avondale College takes reasonable precautions to ensure that the personal information we collect is accurate, complete and up-to-date. It is important that students keep the college up-to-date with changes to their personal information, such as name and contact details.

#### Security

Avondale College takes reasonable steps to protect personal information from unauthorised access, modification or disclosure. Personal information is destroyed or permanently de-identified when no longer required.

#### Employment records

The employment records of employees of the College are not subject to the provisions of the Privacy Act.

#### Contact details

If you have any questions relating to information we hold about you, please contact

The Academic Registrar  
Avondale College  
PO Box 19  
Cooranbong NSW 2265  
Telephone: 02 4980 2125 Fax: 02 4980 2124

## Avondale College Facilities

### Auditorium

The auditorium is used for a wide variety of functions during the College year. Each event may require particular dress standards, and students will need to respect the requirements as indicated by the advertising.

Auditorium hours are indicated at the main entrance.

Only non-marking rubber soled shoes may be used in the auditorium except for special occasions. (No shoes with heels smaller than a two dollar coin will be permitted in the Auditorium at any time.)

Student ID cards will be required to check out equipment.

No food or drink will be allowed in the Auditorium unless otherwise announced.

### Cafeteria

The Cafeteria is a food centre, and therefore special care must be given to dress and decorum. Students should dress in a tidy and respectable manner. Bare feet are not permitted in the Cafeteria. Students coming from work, the pool, or

sporting activities are required to dress appropriately before entering the building.

Entry to the building will be by use of the main entry door; entry through the kitchen door is for staff only.

Plates, trays, and utensils (other than disposables) taken from the Cafeteria must be returned to the Cafeteria as soon as possible.

Students wishing to use the cafeteria, equipment, or utensils for a party or special occasion should make prior arrangements with the Director of Food Services.

Visitors or friends of students wishing to eat at the cafeteria must pay for all meals, or gain admission by accompanying a student and having the charge placed against his/her account.

The Cafeteria lounge is available for special functions and can be booked through the Director of Food Services.

### Swimming pool

The College Pool is available to students and to all staff and their families free of charge. A charge applies to any invited guests and other patrons/visitors.

Pool hours as advertised must be strictly observed.

## Computing Facilities: Acceptable Usage Policy

The computing facilities of Avondale College are a valuable shared resource. It is expected that students will use these computers primarily for academic purposes, respecting the principles and values of the College and the rights and work of others who use the systems. This policy lists the general conditions that students must agree to abide by in the interests of all parties.

- 1 The College computers are a shared facility, and students should respect the needs of others.
  - The computer laboratories are primarily for the use of those students who have classes that directly involve the use of computers. While others may use the computers in these rooms, subject to availability, they must respect the needs of those who require them directly for classes.
  - Students must respect the right of lecturers to have exclusive use of the laboratories during their classes.
- 2 Students are expected to take good care of all College equipment, and will be charged for damage.
- 3 Files on local hard drives are not secure and are not backed up; files stored on the network are backed up. Hence all user files should be stored on network servers, where regular backup is provided (but please note the disclaimer below).
- 4 Each student is given a server storage quota for storage

of their files. While the College will provide automatic backup for files stored on the server, it is the student's responsibility to maintain the files in that storage area. The College is not responsible for any files on the hard drive of machines accessible to other users. If you are working on a file that exceeds your available quota, please contact the IT Services Department to request alternative file storage.

- 5 If you find files on a local hard drive that are not your own, please do not copy or delete them.
- 6 There are severe penalties for copying work from other students and presenting it as your own.
- 7 Students must respect the requests of laboratory supervisors. The supervisors ensure the security of the labs and provide short-term assistance to those who require it.
- 8 No food or drink is to be consumed in the laboratories, or any other area where computing facilities are provided. 'Computing facilities' will be interpreted to mean all computing laboratories, the computing centre, the library computing facilities, computer rooms in the halls of residence, and any other areas which may be identified for the purpose of computing.
- 9 All Avondale College user machines are set up with a similar configuration by the IT Services Department. Students are not to change this configuration or attach peripherals to College computers.
- 10 Only software purchased by and licensed to Avondale College is to be installed on College computers, and software is not to be installed on these computers by students.
- 11 All students at Avondale College are allocated a computer account. You are responsible for the use of your account, including logging off at the end of a session. Logging on to more than one computer at the same time is not permitted. You are responsible to ensure that you are the only person to access any computing facilities with your account. Students who attempt to break the security of the system or otherwise gain access to resources or accounts that they are not authorised to use will be subject to disciplinary action. Do not share your password with anyone or attempt to learn the password of anyone else. If you suspect that your password has been compromised, you must contact the IT Services Department immediately to have it changed.
- 12 Children are not permitted in any area where computing facilities are provided.
- 13 College computing facilities are not to be used for conducting personal business.

#### **E-mail and Internet usage**

- 1 Refer to Avondale College Internet and Email Usage Policy.
- 2 Access to internet or email services is primarily for academic rather than recreational use.

#### **Disclaimer**

Although the College makes every effort to ensure the security of files stored on its servers, it accepts no responsibility for any damage to or loss of data arising directly or indirectly from use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied regarding the computing services offered, or their fitness for any particular purpose.

The College does not guarantee the confidentiality of any information stored on any College computer or transmitted through its network. For the purpose of managing the resources or for security purposes it may be necessary for the College to monitor and/or review files and usage. E-mail is an open, public form of communication. The provision of this service by the College is to facilitate communication related to the work and the educational purpose of the institution.

The College's liability in the event of any loss or damage shall be limited to the fees and charges paid to the College for the use of the computing facilities that resulted in the loss or damage.

#### **Computer usage on the Wairoonga campus**

While the principles above are applicable to both the Wairoonga and Cooranbong campuses, Wairoonga campus computers on the Sydney Adventist Hospital network are subject to policies set by that organisation.

## **Internet and E-mail Usage Policy**

### **Avondale College**

- 1 will cooperate fully with any state, federal or international legal agency in the event that the College's Internet facilities are used for illegal activities.
- 2 does not condone harassment of any sort via the College's Internet facilities.
- 3 has final authority on use of the network and related connections/equipment.
- 4 reserves the right to restrict access to parts of the Internet that it deems inappropriate.
- 5 reserves the right to examine all data stored on the machines connected to the Internet and any associated account to ensure that all clients are complying with the College's Internet Usage policy.
- 6 does not guarantee the reliability of the link between the Internet and the College, and is not responsible for the corruption of data.
- 7 does not guarantee privacy of information/materials sent via the Internet.
- 8 takes no responsibility for any information or materials transferred through the Internet. The College will not be liable for any actions of any person using the College's Internet facilities.

- 9 may occasionally require new registration of student computer account information.

### Students

- 1 take full responsibility for their Internet accounts. See point 8 above.
- 2 will take all reasonable steps to ensure that any and all information/materials are correct to the best of their knowledge.
- 3 are responsible for adhering to all state, federal and international law regarding the Internet and materials/information transmitted via the Internet.
- 4 will not use the College's Internet or e-mail facilities to send or access offensive, obscene, harassing, illegal, discriminatory, defamatory or derogatory information.
- 5 will recognise that the Internet provides access to a global community. Hence when communicating with others (eg via e-mail), proper conduct and courtesy should be employed. By using the College's Internet connection students are representing the College in a global community.
- 6 are responsible for adhering to all state, federal and international laws governing the Internet and materials/information transmitted via the Internet. Such laws include intellectual property, moral rights and privacy legislation. Students should be aware that such actions as copying, storing, transmitting and incorrectly attributing or not attributing material are subject legislation.
- 7 will report any information/material relating to, or in support of, illegal activities to the Director—Information Technology Services.
- 8 will not use the College's facilities or equipment to conduct private or personal business.
- 9 will not use the College Library computing facilities for any purpose other than as a direct aid to academic-related activities. Because of the potential disturbance that may occur, audio and video activities are not permitted on the Library computers.
- 10 will not participate in Internet chat sessions or online gaming.
- 11 will not use the College Library's computing facilities for e-mail.
- 12 will understand that electronic mail (e-mail) via the Internet is not guaranteed to be private.
- 13 will not allow friends or family members to access the College's computing facilities.
- 14 will realise that violations of this policy may result in suspension or revocation of network privileges and may be subject to other disciplinary measures in accordance with the College's policies and procedures.

## Avondale Library Computing Facilities

Students are required to sign the following agreement to use the library's computing facilities:

- Recognising that some activities—not directly associated with research—cause inconvenience to other library users, you agree that you will not use the PCs for:
  - email
  - chat sessions
  - games
  - permanently downloading files to the hard drive without removing them to a floppy disk
  - accessing sites that could be considered irrelevant to research activities
  - real-time audio or video for purposes other than authorised research
- You are also signing that you:
  - recognise that the purpose of having Internet access in the library is to support the research needs of library users
  - will not alter the existing configuration of the PCs in any way, including screensavers, wallpaper and desktop layout
  - agree to notify library staff if you accidentally download files onto the hard drive, so that they can be removed
  - realise that breaches of the above conditions may mean that you will be suspended—temporarily or permanently—from using the Internet via the library PCs

## Housing

Avondale is a residential college. Unmarried, undergraduate students are required to live in the residence halls unless they are 23 years of age or older or living with parents, grandparents, or brother/sister, or have already completed three years of residential life at Avondale, or a degree at Avondale and are returning for further study. Undergraduate students who have reached 21 years of age and have been financially independent for at least 12 months including living away from home and having full-time employment may also choose to live as day students. The College also maintains a number of small apartments for married students. These units are managed and supervised by a local real estate agency. Withdrawal from the College for any reason terminates a student's right of occupancy of College owned housing, whether it be in residence hall rooms or apartments.

## Residence Hall Facilities

### Bedrooms

Each room is provided with the appropriate number of beds, a bookshelf, desk(s), chair(s), and dressers. All rooms have blinds, but no drapes are provided. (Curtain rods are provided in the ladies' residences should students wish to supply their own curtains or drapes).

### Guest rooms

A number of guest rooms are available for parents and friends of students. There is a charge for these rooms and they should be booked through Residence Directors.

### Ironing rooms

An ironing room is provided on each floor. However, residents should provide their own irons.

### Kitchenettes

Kitchens are provided in the residence halls. These contain refrigerators and microwave ovens, but utensils are not supplied.

### Laundry

A weekly laundry service is provided. In addition, some washing machines are available for students' use. Clothes lines and drying rooms are provided. An extra expense is incurred if the student has clothes tumble-dried by the person in charge of the laundry.

All personal belongings should be removed promptly from the laundry or drying rooms. The College is not responsible for any items lost or damaged in the laundry rooms, or from outside clothes lines.

### Mail

Mail boxes for incoming mail are situated in the residences. Mail should be addressed to the appropriate residence. Outgoing mail may be posted at the Telephonist's office.

### Storage

There is limited space for storage. All items stored must be labelled with name and the date the article was stored. Small items should be packed in cartons and effectively sealed. The College will assume no responsibility for the protection of stored items and reserves the right to dispose of stored articles after twelve months. Storage for large items is dependent on space available.

### Telephones

Public telephones are situated in each Residence Hall for outgoing calls.

Available lines for incoming calls are:

Ladies' residences	(02) 4980 2260
Men's residence	(02) 4980 2280

### Reception hours

Reception hours for residence halls during the College year are as follows:

Monday—Thursday	8.00 am—6.00 pm 7.00 pm—10.30 pm
Friday	8.00 am—6.00 pm 6.30 pm—7.30 pm 9.00 pm—10.00 pm
Saturday	8.30 am—9.30 am 2.00 pm—7.00 pm
Sunday	9.00 am—6.00 pm 7.00 pm—10.30 pm

### Televisions

A television set is located in each residence hall for student use. It will be unavailable during Sabbath hours (sunset Friday night to sunset Saturday night). Students wishing to have a television in their room must first seek approval from the Residence Directors.

## Residence Hall Policies

### Citizenship

Every resident is expected to observe the regulations and expectations as outlined in the College *Handbook* and the *Conditions of Occupancy Agreement*.

Behaviour and activities which are contrary to these documents may result in disciplinary action as outlined in the *Code of Discipline*.

### General courtesies

Students are expected to respect others' privacy, avoid making a disturbance which would prevent others from studying or sleeping, and maintain personal cleanliness and hygiene of residence halls.

### Room deposit

A room deposit is charged to each student at the commencement of his/her residential stay. The following issues will influence the level of reimbursement at the time of departure from the residences:

### Cleanliness

Rooms are to be kept clean and orderly. Occasional room inspections may be made throughout the residence halls.

### Furniture

Furniture and mattresses are not to be removed or exchanged between rooms, nor any alteration be made to furnishings without permission of the Residence Directors.

Window fittings must not be removed. Door locks and electrical fittings must not be interfered with. Each student is responsible for the condition of the room and will be charged for wilful damage.

Lounge furniture and sofa cushions, plants, etc must not be removed from lounge rooms.

### Decorations and posters

Decorations which are considered inappropriate by a member of the residence hall staff must be removed. No decoration is to be screwed or nailed to walls. The use of Blue-tak is permitted.

### Keys

Each student is issued with his/her own personal room key. Should the key be lost, a replacement key will be issued after the door lock has been changed. A specified amount will be charged to the student's account. All key losses should be reported to the Residence Directors.

Since Avondale also caters for short courses during vacation periods, all room keys must be returned to the Residence Directors before departure for vacation breaks. A fee will be charged in the case of a resident who fails to return a room key on the day of departure.

### Room clearances

All student rooms will be inspected by the Residence Director prior to students leaving at end of semester. Any students who fail to leave their room clean and tidy, or who have caused damaged to the room, will be charged appropriate costs.

When a student's room is required for accommodation for short courses during mid-year vacation, assistance will be given to secure storage of valuable items in the student's absence.

### Repairs

All maintenance needs should be reported promptly to the Residence Director.

### Room Changes

If a room change is considered necessary during the academic year, the Residence Director must be notified. When changing rooms it is imperative that a room clearance be obtained.

### Refrigerators

Refrigerators up to 137 litres in size and approved by the Residence Director may be installed in a room. Floor trays must be provided to protect carpet in Ella Boyd Hall.

### Guests

Students wishing to have guests in their rooms overnight may do so, subject to the approval of the Residence Director. Guests are able to stay two nights per month without charge during the academic year, and are expected to abide by the rules and regulations of the College. Day students do not qualify for this guest status and need to leave the halls by 10.00 pm, unless special arrangements have been made with the Residence Director.

Men and women are not permitted beyond the foyer and reception areas of the opposite halls of residence. Any exception to this rule must be only with the express permission of the Residence Hall Director.

### Bicycles

Bicycles must be kept in the places provided. They must not be left in hallways or chained in stairwells, and may not be ridden in the residence halls. Bicycles are stored at the student's own risk. It is recommended that they be securely locked at all times.

### Hall security

Security within the residence hall is a priority. Students need to protect their personal belongings, the buildings and its facilities. Residential students are responsible for keeping their rooms locked in order to protect their personal belongings. Personal access cards act as entry cards to the residence halls via the Security Lock System. Students are requested to maintain control of their access cards at all times, and report their loss immediately to the Residence Directors and then to Student Services. Any failure to report the loss jeopardises residence hall security. Lost access cards will incur a replacement cost. All students are requested not to lend or borrow other students' cards/keys. All external doors other than the main entrances will be locked at 6.00 pm. The main entrances will be locked at 10.00 pm.

### Illness

All injury or illness should be reported to the Residence Director. A resident with an illness or injury which requires constant monitoring or nursing care may be asked to return home or be admitted to hospital. Ambulance cover is the responsibility of the student.

### Insurance

Insurance of private belongings is the individual resident's responsibility. (Insurance may be arranged as an 'add on' to parents' home contents policy by arrangement with the insurers).

### Fire code

Fire drills will be conducted as part of the fire education program. When an alarm sounds, residents are to follow appropriate procedures as quickly as possible.

The misuse of fire extinguishers, fire alarms or other fire protection equipment will result in disciplinary action and may incur fines which have been outlined by the fire authorities. Stairs and hallways must be kept free from obstructions at all times and fire doors kept closed.

Toasters, candles or incense must not be used in the residence halls. Any student activating a fire alarm by careless use of any equipment/appliance will be fined.

### Lounge furniture

Lounge furniture and sofa cushions must not be removed from lounge rooms.

### Worships

Students are required to attend a number of worships from Monday evening to Thursday evening. The required number will be announced at the beginning of each semester.

### Leave arrangements

Students are encouraged to be inside their respective halls by the following times:

Sunday—Friday 11.00 pm  
Saturday up to 12.00 midnight

Any student who makes plans to return after these times, or leave for the weekend, will need to notify the Residence Director or Resident Assistant.

## Conditions of Occupancy Agreement

- 1 The resident is permitted use of the total Residence Hall other than those areas designated private rooms, locked storerooms or cupboards and offices, or any other areas so indicated by the Residence Director.
- 2 The resident's room will be allocated by the Residence Director and the resident is not permitted to change rooms or occupy any other room without the express permission of the Residence Director.
- 3 Students wishing to have guests in their rooms overnight must check with the Residence Director and fill out the guest book. Guests may stay two nights per month without charge during the academic year provided the guest is correctly registered, otherwise the student will be charged for the guests' accommodation. Guests in Residence Halls are expected to abide by the rules and regulations of the College. Day students do not qualify for this guest status. Students wishing to stay in the Residence Halls over holiday periods must make arrangements with the Residence Director and pay the appropriate charges.
- 4 The College Administration, the Residence Director or their appointed agents shall be entitled to free access to any and every part of the Residence Hall.
- 5 College Administration reserves the right to require students to vacate their rooms during holiday periods for facilitating alternative educational programs on campus.
- 6 The floors, walls, window fittings, blinds, furniture or equipment must not be removed or broken, pierced by nails or screws or in any other way damaged. No decorations or modifications may be made in any section of the Residence Hall without the prior consent of the Residence Director. The resident shall be liable for the cost of repairing any damage caused or the cost of replacing equipment, fittings or furniture.
- 7 Any resident or guest is not permitted to take a member of the opposite sex past the foyer of the residence without the express permission of the Residence Director. Members of the opposite sex are not permitted in the Residence Halls after the designated closing time.
- 8 All students will be responsible for the proper care of communal areas in the Residence Halls. Where the responsibility for deliberate damage and loss in communal areas cannot be traced to particular individuals, the College Administration may, if it deems necessary, direct that the cost of repairs or replacement become a charge against the room deposits of all residents of the building concerned.
- 9 The resident shall be responsible for the cleaning of his/her allocated room to the satisfaction of the Residence Director during the stay of the resident and before departure. If the room is left in an unacceptable condition, a cleaning fee will be charged.
- 10 Furniture, including bed bases and mattresses, may not be removed from bedrooms without the Residence Director's permission. Similarly, furniture or equipment may not be taken to bedrooms from lounges or public areas.
- 11 The resident, before leaving for vacation breaks or mid-semester breaks, must return room keys to the Residence Director. Vacation residential fees will be charged if a resident fails to return room keys on the day of departure.
- 12 In the interests of security, a resident must not possess, misuse, distribute, attempt to make or buy unauthorised copies of Residence Hall keys. Likewise, residents must not gain access to another resident's room by using any other method or key other than that provided for access to that room. Students must not use a master key without specific permission from a Residence Director or Associate Director, or a Residence Assistant. Further, the card access door is not to be interfered with, or its operation hindered in any way.
- 13 The resident shall conform to the requirements of the Health Act, Local Government and any other relevant Act, or the Government of New South Wales and/or Commonwealth of Australia, relevant bylaws, or regulations made thereunder, and shall be liable for any breach of any such Acts, bylaws, rules or regulations.
- 14 The resident shall not do or neglect to do anything which will affect the College Council's insurance policy or policies for fire or public risk in connection with the Residence Halls, and the resident hereby agrees to indemnify the College Council to the extent that such policies are affected through any such act or omission, including the unlawful discharge of fire extinguishers, fireworks or explosives.
- 15 The possession, storage, manufacture or use of candles, incense, firearms, fireworks, explosives, or any other substance or equipment that poses a high fire risk, is prohibited in the Residence Halls, or on any part of College campus.

- 16 No student shall possess, store, manufacture or use any form of smoking paraphernalia, alcoholic beverage, spirits or wines, or non-prescribed drug of any kind in the Residence Hall, or on any part of the College campus.
- 17 Students shall not possess, use, print, copy, or distribute any pornographic materials, including magazines, posters, videos, CDs, or computer software.
- 18 No game of chance at which either money directly or indirectly passes as a prize shall take place in any portion of the Residence Halls or on any part of the College campus.
- 19 Students are to be considerate of other residents at all times. Students who cause noise disruption will be fined as noted in the Code of Discipline.
- 20 No resident shall have access to the roof of the Residence Halls without the express permission of the Residence Director.
- 21 No animals or birds shall be kept in the Residence Halls. Small fish tanks are permissible by arrangement with the Residence Director.
- 22 Residents shall not use profane language in the Residence Halls or on any part of the College campus.
- 23 Residents must not interfere with fire alarms, fire escape doors, security lighting, or misuse smoke or heat detectors (eg placing plastic bags over them) or fire fighting equipment (eg fire extinguishers). (Fire station personnel have stated that any person who misuses any fire extinguisher in a public place faces an on-the-spot fine of \$1000).
- 24 Possessing or wearing a balaclava for the purpose of disguising identity is prohibited. (Police have stated that wearing a balaclava to cover identity is a criminal offence under State law).
- 25 Residents are not to enter any buildings after hours or use any College facilities or equipment, including College vehicles, without specific permission from the Residence Director.
- 26 No student shall use any form of violence, either toward others or property at any time. The resident shall be liable for the cost of repairing any damage caused or the cost of replacing equipment, fittings or furniture.
- 27 The resident shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the Residence Halls and in the surrounds thereto throughout the whole duration of occupancy.
- 28 If the College Administration shall determine at its absolute discretion that any person has committed a breach of any of the Conditions of Occupancy Agreement, they shall have the right to terminate the Residential Agreement.
- 29 In the event of any disputes or differences arising as to the interpretation of these conditions, or of any matter

or things contained therein, the decision of the College Administration shall be final and binding.

## Dress and appearance

Students should be guided by Christian principles of modesty, and neatness in their choice of clothing for recreation, classes, library, cafeteria, and worship, with attention given to personal cleanliness, grooming and deportment. Bare feet, bare chests, and very casual dress such as tank tops, singlets and excessively tight shorts are inappropriate in worship services, the library, classes, the cafeteria and administration buildings.

## Motor vehicles and motor cycles

Avondale College allows students to operate a vehicle at the College under the following guidelines:

### Motor vehicles

- All students must register the vehicle with the Business Office within 24 hours of bringing the vehicle onto the campus, whether the student owns the vehicle, has it on loan, or otherwise has control of it.
- Only one vehicle per student is permitted to be kept on campus. It must be registered and roadworthy. No unregistered vehicles are to be kept on campus.
- The owner must produce a certificate of insurance, or third party property when registering the vehicle with the College.
- The owner must possess a current driver's licence. (NB New South Wales law requires that students have a New South Wales driver's licence and that vehicles be registered in New South Wales.)
- Students must park in the appropriate parking areas as designated by College Administration, or advised in College publications. Campus parking signs/indicators (colour-coded) need to be strictly observed.
- Students are advised not to lend their vehicles to others.
- The College accepts no responsibility or liability for loss or damage to students' vehicles or their contents while on the campus.
- Vehicles must be driven on campus in accordance with all road signs, and must not be driven or parked on College lawns.

### Motor cycles

Regulations governing the use of motor cycles are similar to the general regulations for motor vehicles. In addition the following items need to be noted:

- Only one motor cycle may be kept at the College and must be registered with the College even if only in storage.
- While on campus noise must be kept to a minimum, especially around residence halls.

- 3 No motor cycle may be parked on campus other than in the places provided.

### Penalties and fines

All students (residential and day) are reminded that any failure to follow the guidelines for vehicle use may result in a fine, and/or the withdrawal of vehicle privileges.

The following fines operate on campus:

- parking fines
- speeding or dangerous driving
- failure to register the vehicle (car or motor cycle) with the College within 24 hours of bringing it on to campus.

Fines will be charged directly to student accounts. Any student who incurs repetitive fines risks the withdrawal of vehicle privileges, and possible deregistration.

### Service vehicles

For the convenience of students two vehicles operate from the campus for the following purposes:

- 1 Medical appointments—at Dora Creek, Morisset, and Cooranbong. Students are requested to make medical appointments to coincide with the regular College bus timetable unless there is an emergency
- 2 Travel by train—at Morisset. Students are requested to plan their travel to coincide with the advertised College bus schedule as far as possible
- 3 Shopping trips—as authorised by the Director of Student Services
- 4 Emergencies—students are to contact Residence Directors or Director of Student Services

All requests for the service vehicles must be made through the Student Services Office during office hours and at least one day before the journey is to take place. Any journeys outside the regular scheduled runs will be charged to the student (payment by cash or charged against the student's personal account).

All passengers and drivers are requested to care for and protect the College service vehicles, and to report any misuse or damage to the Director of Student Services.

### Trading

The trading or soliciting of goods or services in the College is not permitted. Any variation to this rule must be approved by College Life Committee.

### Notice boards

Notice Boards in various campus buildings come under the jurisdiction of each of the faculties concerned. Please obtain

permission from the department before placing any notices.

The notice board outside the Library is particularly for student use. It is controlled by the Director of Student Services.

### Responsibility for conduct

Avondale is concerned with educating the whole person for happy and effective living as an integral part of a curriculum based on the philosophy of Seventh-day Adventist education. A conscious effort is made to maintain standards of conduct which reflect the spiritual heritage of Seventh-day Adventists. The College also seeks to maintain social standards comparable with those upheld by the Seventh-day Adventist Church. The College interprets the presence of the student on campus as evidence that the student has chosen Avondale because of the way of life it espouses. Admission is a privilege that entails acceptance of individual responsibility for honour, integrity, and self-discipline.

### Drug Free Policy

Avondale is committed to an environment of learning that supports the fullest possible human development. Because of its philosophy, Avondale promotes an alcohol, tobacco, and drug-free environment. The College has established a Drug-Free Policy to provide a framework for education of its student body about the advantages of avoiding drugs and to establish the basis on which to discipline users.

Choosing to adhere to the drug-free policy has many positive benefits for you, including:

- a clear, well-functioning mind for your studies
- a chance to develop effective personal relationships without chemical assistance
- the ability to maintain control of your life
- the protection of your health
- the freedom from anxiety about trouble with the law
- an opportunity to set a positive example to others
- a sensitive and responsive spirituality

#### What if I violate the Drug Free Policy?

You have the choice of voluntarily seeking assistance in being drug-free. If you think you need help, you can talk to a staff member, residence director, or counsellor (top of Bethel Hall), with the assurance that they will do all they can to assist you. No disciplinary action will result if you make this first move.

If you do not voluntarily seek help and are found in violation of the Policy, the following disciplinary actions may be taken:

- mandatory suspension from classes for a minimum of

one day during which time you will be referred for assessment to determine appropriate rehabilitative procedures (at your expense)

- probation that prohibits off-campus leave (residential students)
- a mandatory educational program
- assignment to a peer-support student
- notification of your parent/guardian (if responsible for your fees)
- restitutionary payments
- expulsion

You may also be required to sign a contract to remain drug-free during the rest of your time as a student at Avondale

You have the choice to cooperate with these disciplinary actions and recommit yourself to adhering to the Drug-Free Policy or to leave the College.

We want you to stay—but we want you to stay drug-free.

**Understanding the disciplinary actions**

1 *Assessment*

During your suspension, you will be referred to a counsellor. The assessment will determine whether you are a social or experimental user, you have a problematic use pattern, or you are chemically dependent. The counsellor will discuss the recommendations with you and the referring staff member/s and/or the disciplinary body representative.

2 *Mandatory Education Experience*

The Educational Experience has been designed to provide you with an opportunity to learn more about the serious issues associated with drug and alcohol use. It consists of 8-10 hours of activities to:

- learn the hazards involved in casual use
- recognise what chemical dependency involves
- understand the relative risks and benefits of further casual use
- establish personal life goals

3 *Peer-Support Students*

A peer-student will be assigned to provide encouragement and understanding to you in overcoming alcohol and/or drug use, including smoking. You will be invited to keep in regular contact with your peer support-student, and seek his/her assistance in remaining drug-free while you are a student at the College.

4 *Notification of Parent/Guardian*

If you are under 18 years of age, your parent/guardian will be notified of any Drug-Free Policy infringements. Students who are over 18 years of age will also have their parents notified of any infringements if the parents are responsible for the payment of any College fees.

5 *Restitutionary Payments and/or Monetary Fines*

An amount of money may be required by College if you have damaged any property while under the influence of drugs or alcohol. A monetary fine may also be placed against your student account because you have chosen to disregard the Drug-Free Policy.

6 *Expulsion*

If the College Discipline Committee so chooses, you may be required to leave College. You will not be allowed back on campus at any time without specific permission from College Administration.

**It is the Law**

You should know that in addition to Avondale’s Drug-Free Policy, there are legal prohibitions on drug use. New South Wales law prohibits the possession, use, distribution, manufacture or sale of controlled substances. Possession and use of narcotics, marijuana, or hallucinogens may lead to penalties of 6-12 months jail and/or \$500-\$2000 fine. Possession of narcotics, depressants, and stimulants and the sale of narcotics, marijuana, hallucinogens, depressants, and stimulants are punishable by prison terms and fines vary with the quantity involved.

If there is evidence to support an allegation that you are selling or using drugs, illegal prescriptions, or drug paraphernalia, the police will be notified and furnished with whatever substantial evidence may be known. Your parents/guardians will be notified if you are under 18 years of age, or they are responsible for your fees.

**For confidential information**

The following services can provide additional information and assistance to help you in staying drug-free.

Emergency	000
Drug Intelligence Reporting Centre	1800 813 784
Alcohol & Drug Counselling & Referral	4924 6248
<i>(24 hours)</i>	
Newcastle Youth Service Youthline	4962 2188
Alcoholics Anonymous Help-line	4962 3844
Alcohol and Drug Information Service	1800 422 599
Rainbow Project Youth Addiction	4969 8066

**Code of Discipline**

Avondale College offers freedom to all students to make personal, mature choices in all areas of College life. However, in order to offer a safe and secure environment in which to study and work, the College calls for adherence to certain guidelines, as outlined in the College Handbook.

Avondale College recognises that there may be times when students choose to behave in a manner that does not meet the College requirements. The College is committed to ensuring that any action taken to deal with the behaviour will benefit both the student and the College.

The following paragraphs describe the Code of Discipline followed by Avondale College.

### 1 *Scope of disciplinary authority*

Avondale College expects all students to abide by the College Campus guidelines at all times while they remain students of the College. All references to lifestyle are therefore relevant to both on-campus and off-campus behaviour during the College year.

### 2 *Particular sanctions*

The following sanctions may be used by the disciplinary bodies in their absolute discretion where necessary.

- *Verbal warning:* A warning given to students pointing out a failure by the student to abide by College Guidelines.
- *Written warning:* A warning specifically addressed to the student in writing. A copy of this letter will be kept in the student's file till his/her graduation. A copy will also be sent to parents/guardians of students under 18 years of age.
- *Disciplinary probation without restrictions:* A period of time during which the student will be required to report on a regular basis to a residence director, staff member, or some other person as nominated by the disciplinary body in its absolute discretion.
- *Monetary restitution:* An amount of money may be required from a student to assist in the payment of repairs, or the replacement of damaged or misplaced equipment, as a result of the actions or behaviour of the student. The amount will be determined after an assessment has been made by the appropriate college department.
- *Penalty fine:* An amount of money may be required from a student for behaviour that may not involve damage to property, but still contravenes to the Campus Guidelines. This amount may be in addition to an amount required for restitution or repairs or it may stand alone. The amount of the fine will be determined by the appropriate disciplinary body in its absolute discretion. (See further detail at the end of this document)
- *Required unpaid labour:* An amount of time may be allocated to a student for carrying out unpaid labour in some area of the College. This may be in addition to restitutionary payments and a fine, or it may stand alone. The amount of time will be allocated by the appropriate disciplinary body in its absolute discretion.
- *Dismissal:* There may be times when the appropriate disciplinary body may decide that a student should leave College for a period of time. The time period will be set by the College Discipline Committee in its absolute discretion, and during this time, the student will not be allowed to return to campus without specific permission from College Administration. The student will be required to return to his/her home where possible.

### 3 *Various disciplinary bodies*

When a behavioural problem arises an informal, co-operative and consultative approach is preferred. Students may be referred to a staff member, Residence Hall Director, or Dean of Faculty. If the problem cannot be resolved, it will then be referred to one of the following committees:

- *Student Services Council*—This body consists of Residence Hall Directors and the Director of Student Services
- *Avondale College Discipline Committee*—All problems that have not been resolved at a lower level will come before this committee. The Discipline Committee consists of College administration (President, Vice President, Director of Student Services), staff (three staff members elected by College Council), residence hall staff (Residence Hall Directors or assistants), and student representatives (Head student residence assistants, President of ASFA).

### 4 *Available rehabilitative actions*

A variety of actions designed to facilitate a better understanding of the behaviour under question, and if necessary bring about a change in behaviour, will be available to students.

- *Psychological testing*—an opportunity for an assessment of the current factors which may be impacting on the student's life at Avondale. This testing will be carried out by the College Counsellor or some other person nominated by the Counsellor.
- *Voluntary disciplinary counselling*—the student may choose to establish counselling sessions with the College Counsellor to assist the student towards a better understanding of the nature of the problem and make the appropriate changes in behaviour;
- *Mandatory disciplinary counselling*—a required number of counselling sessions with the College Counsellor to assist the student towards a better understanding of the nature of the problem and make the appropriate changes in behaviour;
- *Education procedures*—an opportunity for the student to discover more information about the nature of the problem, and to find ways to make appropriate changes in behaviour. This may consist of reading, audio/visual, essay, or lectures.

Any counselling procedures will be guided by the College Counsellor. The time and length of counselling sessions will be established by either the counsellor, and/or the disciplinary body in their absolute discretion. The basis of termination of the counselling sessions may be either contrition, insight, a behavioural change, or some other indicator as established by the Counsellor and the student.

Any costs incurred for counselling will be paid by the student.

#### 5 *Disciplinary records*

Any actions taken by any disciplinary body will be recorded, and kept on file in the Vice President's office, or the Director of Student Services. At the discretion of the College Discipline Committee, a record of disciplinary procedures and actions may also be placed on the student's file.

Any decision to notify any other bodies of disciplinary actions, such as employing bodies, government agencies, or other institutions, will be reported to the student concerned.

#### 6 *Procedures in possible dismissal cases*

- *Notice of hearing*—The student will be given forty-eight hours' notice in writing of the disciplinary hearing. The notice shall give time, place and the charges against the student. Notwithstanding, should evidence come to light to the College committee between the notice of the hearing and the actual hearing, additional charges may be alleged against the student.
- *Record of hearing*—The secretary of the Discipline Committee, or some other person nominated by the Committee, will keep a record of the hearing, giving particular note to 1) ensuring the charges are clear and understood by the student; 2) recording the response of the student to the charges, and 3) recording the disciplinary action determined by the Discipline Committee.
- *Student representation*—Students may make representations to the Committee either verbally or in writing or both. They may also call on the College Counsellor, or other College personnel to assist them at the hearing, providing they notify the Chairperson of the Discipline Committee 24 hours prior to the hearing.
- *Notice of decision*—The student will be notified of the decision of the College Discipline Committee by both verbal notification (Chairperson of the Committee or representative) and written notification (Chairperson of the Committee or representative). The decision of the Discipline Committee is made in its absolute discretion, and is absolute, final and binding.

#### **Guidelines to fines**

The Avondale College Code of Discipline states that an amount of money may be required from a student for behaviour that contravenes College's expectations. The amount of the fine will be determined by the appropriate disciplinary body in its absolute discretion.

The following guidelines provide an outline of possible fines.

#### 1 *Restitutionary Fines*

The fines will, as far as possible, reflect the actual cost of the repairs/replacements.

#### 2 *Penalty Fines*

##### a) Alcohol

Students possessing, using, or under the influence of alcohol will be subject to the following:

##### i) *First offence*

- 1 Fine of \$100
- 2 All alcohol confiscated
- 3 Three weeks' restricted leave (for residential students)

##### ii) *Second offence*

- 1 Fine of \$300
- 2 All alcohol confiscated
- 3 Rest of semester restricted leave/five weeks' restricted leave (for residential students)

##### iii) *Third offence*—Expulsion (minimum of one semester)

##### b) *Smoking*

Students possessing or using tobacco will be subject to the same procedures as for alcohol use.

##### c) *Unauthorised presence in foyers*

The presence of members of the opposite sex in residence foyers, without permission, after 10.00 pm will invoke the following course of action:

##### i) *First offence*—warning

##### ii) *Second offence*—withdrawal of residence hall visiting privileges for at least one semester and for the person who let them in, plus a fine of \$50.

##### iii) *Third offence*—Discipline Committee (minimum fine \$150.00)

##### d) *Unauthorised presence in residence halls and rooms*

The unauthorised presence of members of the opposite sex in the halls and rooms of the residence hall (regardless of the time of day or night), will invoke the following course of action:

##### i) *First offence*—withdrawal of residence hall visiting privileges for at least one semester, plus a fine of \$100.00/Discipline Committee

##### ii) *Second offence*—\$300.00/Discipline Committee

##### iii) *Third offence*—expulsion

#### 3 *Safety and security*

Fines will be issued to students who are in breach of the following security rules:

##### a) Propping card access door open

- b Unlawful entry into dormitory rooms, eg jiggling keys in locks
- c Putting out security lights
- d Setting off alarms on fire doors, or tampering with the operation of fire doors
- e Interfering with or using fire hoses or sirens
- f Unlawful use of fire extinguishers (minimum fine \$100 plus refill cost)
- g Unlawful use of student ID card to gain access into residence halls
- h Wearing of balaclavas or similar clothing with the intent of concealing identity
- i Use or possession of fireworks
  - i) *First offence*—minimum \$100
  - ii) *Second offence*—\$300/Discipline Committee
  - iii) *Third offence*—expulsion

#### 4 **Theft and illegal drugs**

- a *Theft*—Any theft in which an offender/s can be identified will be dealt with by the Police and the Discipline Committee
- b *Illegal Drugs*—Any illegal drug use shall be dealt with by the Police and the Discipline Committee

#### 5 **Miscellaneous**

Examples of miscellaneous fines include the following:

- a Offensive or vindictive language
- b Excessive noise
- c Prohibited use of candles, incense, toasters or other cooking equipment in student rooms.
- d Activating a fire alarm by careless use of any equipment/appliance
  - i) *First Offence*—\$25.00
  - ii) *Second Offence*—\$75.00
  - iii) *Third Offence*—Discipline Committee

#### 6 **Other categories**

The College requires all students to uphold Christian principles of justice, fairness and equality, and to show kindness, courtesy and respect for others. Any behaviour that does not uphold these standards will be deemed inappropriate. Such behaviour includes:

- a Sexual activity outside of marriage
- b Racial discrimination
- c Sexual harassment
- d Pornography
  - i) *First offence*—Discipline Committee

#### **Procedure**

The following procedures will be implemented:

- 1 A report filled out using the Violation of Code of Discipline Report
- 2 A copy of the form to be given to the student indicating the nature of the offence and disciplinary action taken. This action will follow the necessary interviews carried out by the Residence Hall Directors, Student Services Council or the Disciplinary Committee.
- 3 A copy of the form (residence hall copy) to be filed in the Residence Hall office, Student Services office, or Vice President's office
- 4 A debit account to be signed by the appropriate disciplinary body representative and given to the Student Finance Officer. Alternatively, students may pay the Residence Hall Director, or Cashier.

#### **Review**

Disciplinary procedures will be put into place with the expectation that there will be a change in the student's behaviour. Therefore all disciplinary procedures will remain under review by the appropriate disciplinary body and the students will be notified of any necessary changes. Disciplinary bodies may choose to vary the amount of fines at their discretion.

#### **Harassment policy**

*The objective of this policy is the maintenance of a comfortable and harmonious working environment for staff and students.*

Harassment is any behaviour that a person does not ask for, does not want and does not return. Harassment offends, upsets, humiliates or scares another person. It makes the work or study environment uncomfortable.

Harassment is not always intended—acts or behaviour which are funny or don't mean much to one person may hurt or offend others. A work/study environment without harassment is an environment where people respect and tolerate the rights and differences of others.

It is the responsibility of members of staff and students to be aware of what constitutes harassment, to monitor their own behaviour and to take any reasonable steps to ensure that they do not, even unintentionally, harass a student or a member of staff. Depending on severity, even a single incident can by itself constitute harassment.

The College treats any complaint of harassment seriously. Where possible, it will conciliate the matter between the two parties, without the necessity for a judgement as to guilt or innocence. However, when necessary, the College will investigate and if the complaint seems well-founded will deal with the matter in accordance with Avondale College disciplinary policies.

Most forms of harassment are against the law; some other forms of harassment, while not covered by legislation are against Avondale College policy and are equally unacceptable to the College. Harassment based on the following grounds is against College policy and will not be tolerated:

- race
- nationality or ethnic origin
- sex (including sexual harassment)
- gender
- disability (physical, intellectual or mental disabilities)
- HIV/AIDS status (or presumed status)
- sexuality (or presumed sexuality)
- marital status
- family responsibilities
- age
- religion
- political convictions

### Examples of Harassment

Harassment can take many forms. It may be verbal or non-verbal, physical or simply behaviour that creates a hostile environment. Following are examples of harassment:

- teasing and jokes which are demeaning to an individual's sexuality
- telling a class of students that women will not do as well as men at the statistical components of the course because they don't have the right sort of brain
- suggesting that men do not make good nurses or childcare workers because they lack nurturing skills or cannot be trusted with children
- making comments about or otherwise treating women in the workforce as if they were less entitled than men to have a job
- display of pornographic or sexually suggestive pictures
- unnecessary physical contact (pinching, patting, brushing up against someone)
- unwelcome sexual propositioning or persistent requests for dates
- graffiti or comments that vilify people with AIDS
- mimicking someone with a disability
- displaying or circulating racially offensive cartoons or literature
- continually ignoring or dismissing someone's contribution

in a discussion because of their age

- putting someone down because of their religious beliefs
- indecent or sexual assault or attempted assault

All members of the College have a responsibility to be sensitive to the reactions of others and if in doubt to ask those others whether they find a particular kind of behaviour acceptable or not. To fail to do so runs the risk of committing the offence of harassment and perhaps seriously damaging another human being.

### What to do if you believe you are being harassed

#### *You should*

- *Notify the person*  
Make the person who is harassing you aware that you are uncomfortable with their behaviour.
- *Contact someone*  
This should be someone with whom you feel comfortable. This person may be someone such as:
  - A residence director
  - A lecturer or other staff member
  - A church pastor
  - The College counsellor
  - The equal employment opportunity officer
  - The Director of Student Services

These persons can give emotional support as well as information about informal and formal institutional grievance procedures.

- *Follow informal or formal procedures*  
Many issues are able to be resolved in an informal manner. If you decide to make a formal complaint appropriate procedures are in place to deal with your grievance. The person that you contact (see above list) can give you more information about how to make a formal complaint, or you may wish to contact one of the College's appointed Grievance Mediators listed on page 4 of the "Guidelines for Students and Staff" in the "Resolution of Grievances" brochure.
- *Be assured of confidentiality*  
You can be assured that your privacy and confidentiality will be respected.

## Dealing with harassment

### Disclaimer

These guidelines were prepared by members of the Equal Employment Opportunity Committee. They are distributed on the understanding that the authors are not responsible for the results of any action taken on the basis of information contained in this publication, nor for any omission therein, and expressly disclaim all liability and responsibility for any consequences of such action.

### 1 *Harassment defined*

Harassment is any behaviour manifested toward another person in the course of normal social interaction that the other person does not ask for, does not want and does not return. Harassment offends, upsets, humiliates or scares another person. It makes the work or study environment uncomfortable.

Harassment is not always intended—acts or behaviour which are funny or don't mean much to one person may hurt or offend others. A work/study environment **without** harassment is an environment where people respect and tolerate the rights and differences of others.

Most forms of harassment are against the law. Some other forms of harassment, while not covered by legislation are against Avondale College policy and are therefore equally unacceptable. Harassment based on the following grounds is against College policy and will not be tolerated:

- race
- nationality or ethnic origin
- gender
- disability (physical, intellectual or mental disabilities)
- HIV/AIDS status (or presumed status)
- sexuality (or presumed sexuality)
- marital status
- family responsibilities
- age
- religious beliefs
- political convictions
- carer responsibilities

### 2 *Examples of harassment*

See examples in Harassment Policy above.

### 3 *Dealing with harassment*

Anyone on campus is a possible victim of harassment. When people encounter harassment, many are unsure how to deal with it. Doubting your own experience of an incident, or feeling too embarrassed to discuss it, is a common response. But harassment is something that

should be dealt with.

Ignoring harassment does not make it go away. Indeed, it may make it worse because harassers may misinterpret no response as approval of their behaviour. There is a range of things that you can do, as an individual, in dealing with harassment.

### 4 *Informal ways of dealing with harassment*

#### **If you can, try to sort it out directly with the person involved**

Sometimes, people don't mean to do things that hurt or offend others. This does not mean that it is OK. However, it does mean that if you can, you should tell the person who is acting in a hurtful or unsuitable way that his or her behaviour is not acceptable and/or offensive so that they have the chance to stop or to change what they're doing.

#### **If the harassment continues**

Go to one of the contact officers. These are persons who have been selected to be the first point of contact for people with complaints.

Select someone with whom you feel most comfortable.

This person may be one of the following:

- A Student Residence Dean
- A Residence Director
- A Lecturer or Other Staff Member
- A Church Pastor
- The College Counsellor
- The Equal Employment Opportunity Coordinator
- The Director of Student Services

These persons can give emotional support as well as information about other informal processes. They will also put you in touch with a grievance mediator should you find it necessary to make a formal complaint.

### 5 *Formal ways of dealing with harassment*

If the contact person can't help you sort out the problem, then make a formal complaint to one of the college's appointed grievance mediators.

The following persons have been appointed and trained as Grievance Mediators to assist you in the resolution of formal complaints.

#### *Cooranbong Campus:*

Mrs Jo Lloyd	Phone 129 (Library)
Mr Glenn Roberts	Phone 278 (Marketing)
Ms Maree Williamson	Phone 123 (Academic Office)

#### *Wahroonga Campus:*

Mrs Vhonda Copertino	Phone 933 (Nurses' Residence)
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All formal complaints will be dealt with quickly, impartially, sensitively and confidentially. No repercussions or victimisation of people who complain will be tolerated. Formal complaints will be dealt with in the following way:

- you will be interviewed to get your side of the story.
- the person/people about whom you are complaining will be interviewed to get their side of the story.
- any relevant witnesses will be interviewed.
- the grievance mediator will tell you what the other person/people said and discuss what should be done to sort out the complaint. This will involve the grievance mediator making a decision about what they think actually happened, if there is a disagreement by the parties about this.
- If the situation cannot be resolved by the mediator as a result of the facts being unclear, or the person not admitting responsibility, or any other similar circumstance then the mediator or the individuals concerned may ask the College Conciliation Committee to assist in the resolution of the complaint. The College Conciliation Committee members are: two from President, Vice President (Academic Administration), Vice President (Finance) and Director of Student Services; two appointed staff members; Head Student Residence Assistant (Women's residence) and Head Student Resident Assistant (Men's residence); ASFA President and Outdoor Students' Association representative; one person chosen by the aggrieved party.

The following outcomes could be the result:

If the complaint is substantiated (it happened)

- a written apology
- an official warning
- counselling
- demotion/suspension
- dismissal/expulsion

If the complaint is frivolous (it did not happen)

- a written apology
- an official warning
- counselling (for the person who made the complaint)
- demotion/suspension
- dismissal/expulsion

## 6 *Right of appeal*

An appeal against the decision of the College Conciliation Committee may be made to the President.

## 7 *Dealing with sexual harassment*

*What are the effects of sexual harassment?*

Being harassed affects people in many different ways, most of them negative. Often the people harassed blame themselves for what happened with a consequent loss of self-confidence and diminished self-esteem. They may suffer physical symptoms of stress, such as stomach problems and headaches, or depression and listlessness. Often a victim feels anger that cannot be expressed and which may lead to feelings of helplessness, powerlessness and isolation. Often the victims see avoidance as the only course of action; however this may lead to a consequent effect on career choices and opportunities.

Something can be done about sexual harassment. There is a whole range of strategies. The appropriate one depends on the particular situation, and the persons involved. Suit the strategy to the circumstance. The point is that you *do* have options.

***What you should NOT do***

There are three things that you should avoid at all costs:

- *Don't blame yourself*  
Sexual harassment is not something that you bring on yourself. It is an action that the harasser decides to take. It is not your fault.
- *Don't delay.*  
If you delay action when someone harasses you, it is likely to continue. Also, if you intend to bring formal charges against the person, there may be time limits for doing so.
- *Don't keep it to yourself*  
By being quiet about sexual harassment, you enable it to continue. Speaking up can protect other people from becoming victims. Or you may find the support of others who have been similarly harassed. Not telling anyone may increase feelings of helplessness.

## 8 *What Can You Do About Sexual Harassment?*

Ignoring sexual harassment does not make it go away. Indeed, it may make it worse because harassers may misinterpret no response as approval of their behaviour. There is a range of things that you can do, as an individual, in dealing with harassment.

- *Know your rights*  
Sexual harassment is unlawful under the Commonwealth Sex Discrimination Act of 1984, and under the New South Wales Anti-Discrimination Act of 1977. It is against College policy as set out in the Avondale College Harassment Policy. The Director of Student Services or the Equal Employment Opportunity Officer can clarify the policy for you if necessary.
- *Speak up at the time*  
Try to get your disapproval across clearly and firmly. Don't smile or laugh, this is not the time to

be polite or circumspect. Say something like “Please don’t do that. You are making me very uncomfortable.” There is a chance that the harasser did not realise that the behaviour was offensive to you. Additionally, if you decide to make a formal complaint later, it is sometimes helpful, but not essential, to have overtly objected to the behaviour.

- *Keep records*

Keep copies of any letters or notes received. Maintain a journal that notes the dates, places, times, witnesses and the nature of the harassment. Be specific in describing what was said or done, and how you responded.

- *Tell someone*

Let fellow students or colleagues know what has happened. Don’t gossip, but find out if others believe they have been harassed by the same person, and if they will support you if you should decide to take some formal action. Sharing your concern helps to avoid isolation and the tendency to disbelieve your interpretation of the incident, or to blame yourself. Sexual harassment incidents are usually not isolated. Most sexual harassers have typically harassed several or many people.

- *Write to the person concerned*

Many people have successfully stopped sexual harassment by writing a letter to the harasser. The letter should be polite, not too emotional, low-key and detailed, consisting of three parts:

- Part one is a factual account of what happened, without any evaluation, as it was perceived by you. It should be as detailed as possible with dates, places and a description of the incident(s).
- Part two describes how you feel about the events described in part one.
- Part three consists of what you want to happen next. Most people just want the behaviour to stop. Depending on the particular situation, you may wish to transfer to another class, have your work assessed by another member of staff, or some other action. State what you want unambiguously.

The letter should be delivered either in person, or by certified or registered mail. You should keep a copy of the letter. If it doesn’t achieve its purpose, you can use it in support of a formal complaint. Do not send copies to College officers, ASFA, or the press. Any breach of the other party’s rights will only weaken your case and the other party may have an action for defamation against you if your case is not sustained.

Often the harasser is astonished that the behaviour is viewed the way the writer sees it, and may also be anxious about a formal complaint, or concerned

that others may see the letter. A letter seems to be more powerful than a verbal request, and less open to misinterpretation. The recipient of the letter usually will not respond, but will stop the harassment immediately. Occasionally the harasser may want to apologise, or discuss the situation, perhaps suggesting a misunderstanding. You don’t need to discuss it if you don’t want to. Simply reiterate that you just want the behaviour to stop, and that there is no need to discuss it.

There are many advantages to writing a letter:

- it helps the person harassed regain a sense of being in control of the situation
- it is an unambiguous statement of disapproval of the action
- it often avoids formal charges and public confrontation
- it keeps the incident(s) confidential
- it provides the harasser with a new perspective on his/her behaviour
- it may minimise or prevent retaliation against the writer
- it is not necessary to address questions such as legality, confidentiality, evidence and due process, and
- it usually works

***Some things to keep in mind with informal procedures***

- Report the exact behaviour and, if possible, the date(s) on which it occurred.
- Make it clear what you want; for example, the behaviour to stop.
- The person you talk to may ask why you can’t handle the situation yourself. There are many valid reasons for not doing so. Point out that it was not possible, and explain that your coming for help was a way in which you hoped the situation could be taken care of quietly.
- An informal approach depends on the person handling the complaint to be sympathetic towards your situation, and fair and objective in dealing with the matter. If they are not, keep a record of your talk, and consult someone else.
- If you are nervous about presenting your case to someone in authority rehearse with a friend beforehand, and/or ask a friend or a representative of the Student Association to come with you.

***Some things to keep in mind with formal procedures***

- You do not need to have had repeated instances of sexual harassment to take a formal complaint against someone.

- The advantage of a formal procedure is that you know what you are getting into. The process has been agreed upon by the College community, and will be followed. If you have had a serious incident occur, this is a serious way to deal with it.
- The disadvantage of a formal procedure is that it can be intimidating. Formal procedures often take a great deal of time, and can involve a high level of stress. A range of student support services is available to help you in the process, and help you deal with the personal consequences.
- If you are making a formal complaint, it helps to have some evidence to back up your claim so that it is not just a matter of your word against the other person. This would be the time to show a copy of a letter you wrote asking for the behaviour to stop, your diary showing incidents, or statements from witnesses to incidents.
- Don't be intimidated by threats of retaliatory law suits. You are entitled to use the College's grievance procedure to resolve your grievance and cannot be sued for defamation for doing so, provided you have worked within established procedures and the principles of natural justice have been followed. In any case, you are highly unlikely to be sued as an individual, given the monetary considerations. Organisations are more usually sued.

#### 9 *Are there ways to discourage sexual harassment?*

First, keep in mind that nothing you do encourages or asks for harassment, and that no matter what you do sexual harassment may never be totally eliminated. But it may be possible to limit the chance of it happening to you.

- Clothing does not cause sexual harassment. You are entitled to dress however you please, and no-one is justified in making assumptions about your wishes from your appearance. However revealing clothes are sometimes perceived as a sexual invitation. You are encouraged to dress neutrally to lessen the chance of any misunderstandings.
- Consultations with other students or staff should be restricted to normal working hours where possible. Discussing your work in the evening after others have gone blurs the distinction between professional and social interaction and may increase the chance of misinterpretations of ordinary friendliness.

#### 10 *Your legal options*

- In many instances sexual and other forms of harassment are unlawful. If you decide to take legal action instead of, or in addition to personal actions or College procedures, there are a number of laws that may apply, and therefore several different avenues, depending on the circumstances.
- The legal processes involve complex issues of law

which cannot effectively be dealt with in this document. The law is undergoing constant change, and complexity of interpretation increases with each case that adds to the body of knowledge of a particular legal principle. Get advice from a legal practitioner before exercising your legal options.

- Whichever course you pursue, however, you must keep in mind that the legal definitions of harassment are quite specific. As with other formal procedures you may need some sort of 'proof', eg. letters, diaries, statements from witnesses, etc.

#### **The action you take will be determined by the circumstances.**

##### *You could:*

- Make a complaint to the Anti-Discrimination Board who will work towards a conciliated settlement, or where this does not succeed will refer the matter to a hearing of the Equal Opportunity Tribunal. The Board can be contacted at Level 3, 400 Hunter Street, Newcastle, phone 02 4926 4300.
- Lodge a complaint with the Sex Discrimination Commissioner of the Human Rights and Equal Opportunity Commission. Put your complaint in writing, giving as much detail as possible. Attach photocopies of any evidence, and keep a copy of your letter. The address of HREOC's National Office is GPO Box 5281, Sydney NSW 2001, phone 02 9229 7600.
- Initiate civil law proceedings. Some people feel that civil law has some advantages over the criminal system, which requires more onerous tests of proof, and is often perceived as adding to the complainant's distress. Get legal advice first.
- Seriously consider reporting the matter to the police if actual assault or sexual abuse has taken place. You can first talk to an advocate on campus such as a Counsellor, the EEO coordinator or the Director of Student Services, and have that person present when you make your report.
- Apply for an Apprehended Violence Order if you have reason to be afraid that the harassment will extend to physical violence. This can be done through the Police or by contacting a Chamber Magistrate at the Court House. The order would require the person to agree not to harass, intimidate, or threaten you, and may impose certain conditions, such as not phoning you or coming within 100 metres of you.

For legal advice contact the Legal Aid Commission (Phone 02 4929 5482 or 1800 806913), a Chamber Magistrate (phone 02 4921 2200), and for women the Working Women's Centre (phone 02 4968 2511) or the Women's Legal Resources Centre (Phone 1800 801501).

#### **A word of caution**

The College policy that prohibits harassment, also prohibits

victimisation of those who complain of harassment. However, a certain loss of goodwill may accompany any claim. Take the least dramatic action that will accomplish what you want. Don't get carried away with revenge. You can easily escalate the action; it is harder to decrease its intensity.

#### Acknowledgments

Parts of this document were obtained from the University of Newcastle's publication *Dealing With Sexual Harassment* (1996) and from publications of the New South Wales Anti-Discrimination Board. Their contributions are gratefully acknowledged.

## Grievance and Appeals Resolution Policy

Avondale College seeks to create and maintain a healthy and enjoyable study environment and one that will enhance personal development.

In instances where grievances occur, it is our desire and aim to resolve them amicably, promptly and in a manner that is both fair and equitable to all concerned.

Complaints or appeals made by students should be made responsibly with regard to the rights of all.

#### Academic matters

See Academic Policies section of the Handbook on appeals for reassessment of a grade.

#### General welfare

Where grievances concern matters of administration, accommodation or finance, students should initiate discussion with the appropriate member(s) of staff. Discussion will be within the context of the rules and regulations as set out in the Handbook and other publications.

If difficulties and differences continue the student may seek assistance from the Avondale Student and Faculty Association (ASFA) Council or directly from the Director of Student Services (DOSS). The Director of Student Services meets regularly with the ASFA Council, and will assist in bringing the matter to a satisfactory resolution. The Director of Student Services may also encourage the student to discuss the matter with one of the counsellors.

#### Stages of grievance resolution

- 1 A grievance proceeding shall be commenced by the student presenting the grievance orally to the relevant authority who shall act on the grievance accordingly.
- 2 If the oral response does not satisfy the student he/she shall submit a written grievance to the Director of Student

Services who will set up a meeting between the relevant parties.

- 3 If the matter remains unresolved then a written grievance with all supporting documentation shall be submitted to the Vice-President for Administrative Services. The Vice-President will convene a meeting between all the parties involved where arguments and/or witnesses in support of the grievance shall be presented. A final administrative determination shall then be made and so communicated to all parties involved.
- 4 If parties are dissatisfied with outcomes from internal grievance procedures, provision is available for external arbitration. Independent mediation is available through Ausgroup Consulting, Mr David Davies—(02) 9283 2099.
- 5 A nominee of the student may be included in grievance handling negotiations if the student so chooses.
- 6 If satisfaction is not achieved through these processes, the student may wish to contact the NSW Department of Fair Trading.