

## CODE OF CONDUCT

Issue Date: 05.04.2019

### POLICY STATEMENT

**We want ELATT to be a safe space, which is respectful and enjoyable.**

We are committed to ensuring the safety and well-being of all our students, volunteers and staff at all times.

Staff, volunteers and students can contribute to a positive and safe learning environment in the following ways:

- Respect each other and each other's opinions, whatever the ethnicity, disability, sexual orientation, age, or belief of the student, volunteer or staff member.
- Do not behave in a way that others may find discriminatory, offensive or aggressive.
- Challenge discrimination and report it if you see it happening.
- Use our computer equipment and Internet access responsibly.
- Consider the health and safety of yourself and others:
  - Keep our learning centres clean and tidy
  - Do not eat or drink whilst working at the computer
  - Respect the local environment and community on your way to and from ELATT
- Come to class on time and let your Course Tutor know if you can't come in.

Students and staff must behave within the law at all times.

Students must not use or be under the influence of alcohol or non-prescribed drugs on our premises.

No substances (drugs or alcohol), weapons or any other illegal activities are allowed in ELATT and in the immediate surrounds of our centre.

If a student breaks our Code of Conduct, the student may face action under our Student Disciplinary Policy, which can lead to suspension or dismissal. We will also involve the relevant authorities where required.

Staff work under a similar Disciplinary Policy.