

Conduct on Campus Guidelines

Scope

This set of guidelines applies to all Students, Staff and Visitors who physically enter Kaplan Business School Pty Ltd (**KBS**) Campus locations.

Purpose

The purpose of these guidelines is to set out minimum standards of professional and personal conduct to be followed Students, Staff and Visitors, in order to preserve the safety and security of all persons, and to preserve property, at every KBS Campus. The guidelines are to be read in conjunction with the policies found in the **Related Policies and Documents** section at the end of this document.

Guidelines Statement

In accordance with the Kaplan Workplace Health and Safety Policy, KBS is committed to “fulfilling corporate and legal health and safety responsibilities by implementing policies, procedures and practices to provide a healthy and safe place of work”. This will ensure a safe, respectful, and inclusive environment for all members of the KBS community, including Students, Staff and Visitors.

Definitions

Campus means the physical grounds and building where educational, administrative, and social activities occur.

Children means individuals under the age of 18 who are not enrolled as students at KBS.

Disruptive Behaviour means actions that interrupt or disturb the normal functioning of the campus environment, including excessive noise, disorderly conduct, or any behaviour that distracts others from their learning activities.

Emergency Protocols mean procedures to be followed in case of emergencies, such as fire, medical emergencies, critical incidents, or security threats.

Hygiene means practices related to maintaining cleanliness and health, including personal cleanliness and the proper use of Campus facilities.

Personal Belongings means items owned by individuals, such as bags, books, electronic devices, and clothing.

Safety Guidelines means rules and procedures established to ensure the safety and security of all individuals on Campus.

Shared Spaces means areas on campus that are accessible Students, Staff and Visitors, including study areas, lounges, kitchens, and breakout rooms.

Staff means employees of KBS and its related bodies corporate, including casual and permanent academic and professional staff.

Students means individuals enrolled in KBS courses or subjects.

Visitors means individuals who are not Students or Staff but are present on Campus for various reasons, such as attending events, meetings, or visiting Students and Staff.

Guidelines

Behaviour on Campus

All Students, Staff and Visitors are expected to behave in a manner that promotes a positive and respectful Campus environment.

When using Campus facilities and services, all Students, Staff and Visitors are encouraged to:

- Behave professionally, respectfully, and courteously without harassing, bullying, or unlawfully discriminating.
- Secure their own personal property.
- Practise personal safety and situational awareness.
- Report incidents, accidents, or safety concerns to the Student Experience Team and in Donesafe.

Children on Campus

In accordance with the Children at the Workplace/Campus Policy, Children are generally not permitted on Campus. Exceptions may be allowed in limited and controlled circumstances if the Campus Manager has granted prior approval. It is the responsibility of the parents or guardians to always ensure the safety and supervision of Children on campus.

Cleanliness and Tidiness

In accordance with the Workplace Health and Safety Policy Kaplan will hold each person responsible and accountable for the health, safety and well-being of the Campus community.

All Students, Staff and Visitors are required to”:

- Demonstrate respect towards other Students, Staff and Visitors.
- Clean up after using any Campus space, especially when food and/or drinks have been consumed.
- Dispose of rubbish in appropriate bins, using recycling bins if available, and leave the space as it was found.
- Not vandalise walls, furniture, posters, or other Campus property.
- Report unclean areas to the Student Experience Team for prompt attention.

In particular, it is a requirement to:

- Ensure the classroom is clean before leaving. For example, do not leave rubbish, food, used cups, or other tableware on tables or floors.
- Return the classroom to its original configuration and slide classroom chairs under the tables before exiting.
- Place all cables along the wall to prevent tripping hazards.

Shared spaces should be used safely and respectfully. Disruptive Behaviour, including excessive noise and disorderly conduct is discouraged and may result in the person/s being asked to leave the Campus.

Personal Hygiene

Everyone in our Campus community should maintain good personal hygiene to help create a healthy and comfortable environment for all. Keeping up with hygiene practices, such as minimising strong body odours, contributes positively to the shared learning space. When using restrooms and showers observe the conditions of use displayed in the bathrooms on Campus, such as not placing feet on toilet seats.

Rules of Professional and Personal conduct while on Campus

All Students, Staff and Visitors are expected to behave in a manner that promotes a positive and respectful Campus environment as set out in the guidelines listed below:

1. Respect and Courtesy:

- Treat all people and shared spaces with respect and be considerate of others.
- Maintain a quiet environment, especially in study areas. Use headphones for audio and keep conversations at a low volume.
- Be mindful of personal belongings and ensure they do not obstruct pathways or other users.
- Do not place shoes or feet on tables, chairs, couches, or any other furniture.

2. Furniture and Equipment:

- Use furniture and equipment as intended, and do not move or rearrange furniture without permission from Staff.
- Report any damage or malfunction of furniture or equipment to KBS Staff immediately.

3. Food and Drink:

- Food and drinks are prohibited in classrooms and computer rooms. They may only be consumed in designated areas such as kitchens and breakout rooms.
- Do not leave microwaves or other appliances unattended when in use.
- Clean up any spills immediately, and wash, dry, and return all dishes, utensils, glasses, and other tableware after use.
- Wipe down all area after use (tables, sinks, benches, etc.).
- Dispose of rubbish in appropriate bins.

4. Study and Collaborative Work:

- Shared study areas are intended for academic purposes, such as studying, group projects, and academic collaboration.
- Avoid disruptive behaviour, such as loud talking, playing music without headphones or non-academic activities that could disturb others.
- Do not monopolise student meeting rooms; be considerate of others who may need to use these resources.

5. Technology:

- Use electronic devices in a manner that does not disturb others and in accordance with Kaplan IT policy
- Silence devices and take phone calls outside shared study areas.

6. Safety and Security:

- Follow all KBS Safety Guidelines and procedures while using Shared Spaces.
- Do not leave valuables unattended; KBS is not responsible for lost or stolen items.
- Do not bring, store, charge, or use e-scooters, e-bikes, e-skateboards, and similar personal electric devices in classrooms, shared study areas, or other campus locations where they may create a health and safety risk or obstruct others.
- In case of emergency, follow KBS's Emergency Protocols and inform Campus Staff if necessary.
- Avoid any behaviours that may be deemed a breach of Kaplan policy such as the following:
 - Harassment, unlawful discrimination, bullying, stalking, victimising, or threatening behaviour.
 - Using abusive or offensive language.
 - Vilifying individuals or groups.
 - Disrespecting others' opinions.
 - Disorderly conduct or causing disturbances.

- Violating KBS policies or laws related to student conduct, ID cards, smoking (including vaping and e-cigarettes), alcohol, drugs, gambling, or occupational health and safety.
- Causing severe damage or risk to KBS's reputation.
- Damaging or stealing Campus property.
- Providing false information or encouraging others to engage in academic or general misconduct.
- Falsely claiming an identity, qualification or professional or prior learning experience.
- Violating intellectual property rights, including unauthorised use, reproduction, or distribution of copyrighted materials.

Failure to meet these minimum standards will be treated as non-academic misconduct within the Academic Integrity and Misconduct Policy and may result in formal disciplinary action.

Relevant Legislation

As a registered higher education provider, Kaplan operates under specific laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below is the most relevant legislation which applies to this policy:

- Disability Discrimination Act 1992 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Various State and Territory Work Health & Safety legislation

Related Policies and Documents

This policy should be read in conjunction with the following:

- Workplace Health and Safety Policy
- Children and the Workplace Policy
- Diversity Inclusion and Equity Policy
- Prevention of Harassment and Bullying Policy
- IT Policy
- Academic Integrity and Misconduct Policy
- Privacy Policy
- Sexual Misconduct Prevention and Response Policy

Version Control and Accountable Officers

It is the joint responsibility of the Responsible Officer and Implementation Officer(s) to ensure compliance with this policy.

Policy Category		Academic		
Responsible Officer		GM, Student Experience		
Implementation Officer(s)		Campus Managers		
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Policy Committee				
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