

Leadership Victoria Program Participant Code of Conduct

Objective	The objectives of this policy are to establish the ethics, practices, and standards Leadership Victoria (LV) expects from program participants.
Scope	This policy applies to all Leadership Victoria program participants.
Owner	The document owner is LV's Chief Executive Officer
Responsibilities	<p>The Programs Team is responsible for the implementation of the Program Participant Code of Conduct.</p> <p>All program participants are responsible for:</p> <ul style="list-style-type: none"> • Adhering to the Code of Conduct; and • Reporting suspected breaches of the Code of Conduct to an LV staff member.
Definitions	<p>For the purpose of the Code of Conduct:</p> <ul style="list-style-type: none"> • Program participant: a person enrolled in an LV program. • LV staff: all persons engaged by or on behalf of LV, including employees, program speakers, contractors, sub-contractors, volunteers, student placements. • Chatham House Rule: See Appendix 1.

Policy

Within its programs, LV aims to create a place where all program participants, LV staff and members of the public have a positive and safe experience. As members of the LV community, program participants must conduct themselves in a manner consistent with the ethics, practices, and standards of LV.

Accordingly, program participants must:

- a) make themselves aware of and comply with LV policies and procedures concerning their enrolment and conduct during LV programs including events and activities associated with an LV program;
- b) provide accurate personal details to LV; keep those details up to date; and read and respond where necessary to all official LV correspondence including email;
- c) work cooperatively and collaboratively with other program participants and LV staff;
- d) communicate with courtesy and consideration, verbally and in writing, in person and online (including through email and social media);
- e) treat program participants and LV staff with respect and courtesy;
- f) respect the privacy of other program participants and LV staff, and honour the Chatham House Rule;
- g) behave respectfully towards other cultures;
- h) respect others' rights to their own opinions and beliefs and, where there is disagreement, engage only in rational discussion;
- i) refrain from actions, behaviour and words (both written and spoken) that may jeopardise their own or another program participants or LV staff member's health, safety or wellbeing;
- j) treat others fairly and equitably, and not engage in harassing, bullying or discriminatory behaviour;
- k) conduct themselves in a professional manner while undertaking program experiences;
- l) not engage in frivolous or vexatious complaints or grievances;
- m) not engage in discrimination, harassment, victimisation, bullying, or any form of interpersonal, psychological or physical violence, and report such behaviour as outlined in LV policies and procedures;
- n) only use LV's facilities and resources (including information and communications technology e.g. WhatsApp, Learning Management System) responsibly, in accordance with relevant policies and considering others' needs;
- o) follow reasonable directions from LV staff;
- p) provide considered and honest feedback to LV and its staff on the quality of learning and services provided.

Reporting and Actions

If a program participant believes there has been a breach or a suspected breach of the code of conduct the first thing to do (if the program participant feels that they can) is discuss it with the person concerned- let them know their behaviours is unacceptable, and that it is against the Code of Conduct. If the program participant does not get the results talking to the person concerned, or does not feel comfortable talking to the person concerned, the program participant should raise the matter with the LV Program Facilitator or LV Leadership Coordinator. In cases where the program participant

feels a discussion with the LV Program Facilitator or LV Leadership Coordinator would not be appropriate, LV's CEO can be approached.

To deal with concerns in a manner appropriate to the nature of them, the person the concerns are raised with may:
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- ask for information to be provided about what has taken place
- make notes;
- ask who is involved or who else might know about the events;
- ask for concerns to be documented; or
- take any other reasonable steps to investigate or address you're the concerns.

There are a variety of outcomes that are possible depending on what has occurred. These potential outcomes include, but are not limited to:

- the behaviour stops;
- an apology is made;
- the participant who has engaged in conduct in breach of the Code of Conduct is removed from the LV program.

In all cases concerns will be treated seriously, thoroughly considered and the outcome explained to the program participant raising the concern.

Date Created	Date Approved	Date Revised	Version Control	Approved By	Amendment details
5/11/2020	16/11/2020	-	1	CEO	New Statement

Appendices

Appendix 1: The Chatham House Rule

Leadership Victoria adopts the 'Chatham House Rule' (pronounced chat-ham) of confidentiality at all programs and events. According to this convention, participants can use the information they hear but not disclose the source i.e. the speaker's name or any information that might identify the speaker, or how or where the information was heard. Further, all participants agree that everyone contributing is speaking as an individual, not as a representative of their organisation.

In situations where the Chatham House Rule is used, people speak more openly, enabling difficult or contentious issues to be more freely discussed. Speakers invited to our programs expect confidentiality and to feel free to be honest in discussing difficult or internal organisational issues with program participants. All people attending Leadership Victoria programs and events agree to abide to The Chatham House Rule, including guest speakers, program participants, participants' guests, and LV staff.