



## Code of Conduct

Scholars participating in the Scholarship Program must read, sign and comply at all times with the Code of Conduct. Failure to comply may result in termination of your scholarship. All students/scholars are required to follow the procedures listed below:

### *Procedures*

#### **DO:**

- Follow all Poche Centre guidelines, policies & instructions

#### **DO NOT:**

Implement any significant departures from the prescribed activity for which you are attending without first discussing the proposed change with the supervisor responsible for the scholars.

### *On-site*

#### **DO:**

- Observe normal procedures regarding the day-to-day running of the venue
- Acknowledge that Poche staff are in charge and have the ultimate responsibility for the safety, welfare and care of everyone
- Adopt appropriate standards of behaviour and ethical conduct (act within the law, be honest & fair, respect other people and work to the best of your ability)
- Avoid waste or extravagance and make proper use of the resources provided.

### *Confidentiality & Privacy*

#### **DO:**

- Respect and maintain the confidentiality and privacy of other scholars where required by law to provide particular information
- Ensure that anyone's personal information is not used for any personal purpose and is not available to any unauthorised person
- Observe principles of confidentiality with respect to the Poche Centre and the University of Sydney's operations.
- Avoid discussing personal information relating to a staff member or another scholar with any other person (including family members)

#### **DO NOT:**

- Take photographs of anyone without their written consent and approval by a Poche staff member
- Post on social media without the consent of the people involved.



### ***Drugs, (including prescription medication), Alcohol & Tobacco***

#### **DO:**

- Always act in a responsible manner, making sure that you do not cause any harm and /or disturbance to others at the accommodation or anywhere while on block

#### **DO NOT:**

- Provide anyone with illegal or prescription drugs
- Bring or consume illegal drugs on block
- Smoke or drink alcohol in Poche uniform **or** while at the accommodation

If it is found that you are involved in an act which results in the arrest of any individual, you will be asked to leave our Scholarship Program.

### ***Travel to and from block***

In the event that there are changes to your flight, the airline will be in touch directly to let you know what has changed and in this case the *airline* is responsible for financial recompense due to delay.

*Scholars* are expected to pay for any replacement flights/tickets in the event they missed their flight/train/bus.

The Poche Centre will be sending out draft itineraries to scholars prior to block and it is up to the scholar to confirm the travel *before* it is booked and paid for. In the event the Poche Centre is not able to get in touch with you, the travel will not be booked.

Any special circumstances regarding travel need to be brought to the attention of Poche staff immediately, to allow Poche staff to consider best option to address the issue and this will be up to the discretion of the Poche Centre.

#### **DO:**

- Comply with all legally binding relevant road rules when travelling to/from scholarship
- Exercise caution when travelling
- Give yourself adequate time to travel to/from block
- Ensure that you are sufficiently rested before driving a vehicle
- Ensure you arrive 20 minutes before departure of you flight, bus or train
- Give the Poche Centre at least 48 hours' notice regarding changes to travel arrangements

#### **DO NOT:**

- Leave it until the last minute to arrive at accommodation
- Turn up after the flight has closed or the bus/train has departed
- Change your travel arrangements without giving Poche staff at least 48 hours' notice



### *Transport while on block*

There is a bus to pick up all scholars from shared accommodation at 8.00am sharp every morning. It will also return to the accommodation at the end of the day directly from TAFE. In the event you are unable to catch it for any reason, it will be up to you to cover the cost of transport. Should you wish to use any form of transport after study hours, it is up to you (the scholar) to cover the cost.

### *Accommodation*

#### **DO:**

- Make sure you arrive at the accommodation between **4pm and 10pm** on the day prior to starting block
- Sign for your accommodation key and return it to Jemma on the last day of block
- Respect that there are other guests at the accommodation that might be disturbed should you cause any disruption by your behaviour
- Leave your apartment in a clean state at the end of block and make sure the fridge is cleaned out properly and the dishwasher is stacked and turned on

### *Mobile phones*

#### **DO:**

- Turn your phones off or on silent during class time
- Check your phones only during break times only

#### **Do Not:**

- Use your phone during class time, including answering the phone, texting or looking at the internet or social media



## **Problem Solving**

The Poche Centre strives to provide a positive, enjoyable and safe experience for our scholars. However, we recognise that there might be occasions when scholars feel less than satisfied with their experience.

## ***Complaints policy***

The Poche Centre has a complaints procedure to give scholars the opportunity to express their concerns and provide us with feedback to improve our performance.

We will endeavour to address and resolve any complaints in a prompt and sensible manner.

## ***Confidentiality***

All complaints will be dealt with confidentially. The individual making the complaint should feel assured that they will not be subject to discrimination as a result of making a complaint.



## Code of Conduct for Scholars – Declaration

*Please complete and return this page to the Poche Centre*

I have read, understood and undertake to follow all aspects of the **Code of Conduct for Scholars** as a condition of providing services to the Poche Centre for Indigenous Health.

I understand that a violation of this **Code of Conduct** may result in cessation of my scholarship.

**Scholar Name:**

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**Scholar Signature:**

**Date:**

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**Poche Centre:**

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**Signature:**

**Date:**

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