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Trinity Residential College Accommodation Contract
Code of Conduct

Code of Conduct – Contents

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1. Overview of Code of Conduct

Purpose

The purpose of the College is to provide Residents with an enjoyable living and learning experience within a safe, caring, and respectful environment.

Every community has implicit and explicit rules for acceptable social behaviour - without these shared expectations communities would not function or flourish. A residential college community is no exception.

Respecting the values of the College, the rights and property of others, and the College facilities, should be a priority for all who have the opportunity to live at the College.

The College supports the position that:

"*We should always show care and concern for each other and for the common good. We should behave in such a way that no offence, inconvenience, or disturbance is caused to other Residents or to any person employed directly or indirectly by Trinity Residential College.*"

The purpose of this Code of Conduct, and related policies, is to make clear to Residents what is expected of them and their guests, and to provide guidelines within which Residents should behave in College.

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General Expectations

The general expectation is that every Resident will exercise a high degree of self-regulation. Residents are expected to be respectful and considerate of others and to promote a sense of community within the College. The responsibility for maintaining such an environment rests with each Resident.

Every member of the College community has the right to be treated courteously and fairly, and to be free from acts of nuisance, discrimination, harassment, intimidation, or violence.

All Residents have rights and privileges and with them come responsibilities and obligations. Each Resident must demonstrate respectful, considerate behaviour when interacting with other Residents, with staff members and with guests.

The College assumes that each Resident has carefully and thoroughly read the College policies and guidelines, including the current Terms & Conditions of residency, and that they will meet the expectations and standards articulated in these documents.

Conduct that is in breach of this Code of Conduct, or College policies, will be the subject of processes, consequences and sanctions that align with the seriousness of the breach. The processes to be applied in determining if a breach of the Code of Conduct has occurred, and what the consequences of any established breach will be, are matters reserved for the discretion of the College.

In some circumstances, in determining how to address a breach or repeated breach of this Code of Conduct, the College may need to consider a range of matters, include whether the College has the appropriate resources and expertise to support the Resident, and the extent to which the conduct has or will impact detrimentally on other Residents.

2. Expected Behaviours

2.1 A Resident must:

(a) conduct themselves responsibly at all times;

(b) know, understand and comply with all College policies, guidelines and processes;

(c) show respect and consideration for others; regardless of gender, race, religion, disability, marital status, sexual orientation, or any other attribute, so that all may live, study and work without fear of judgement;

(d) embrace the values of community, diversity, equity, inclusivity, service and generosity of spirit;

(e) acknowledge and accept that the differences between people contribute to the richness of the College experience; and

(f) respond appropriately to any reasonable request or instruction from any member of the College's staff, including Resident Advisors, Grounds & Maintenance and Housekeeping.

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2.2 Residents must ensure that their friends, family, guests, or visitors attending the College conduct themselves responsibly and in accordance with the spirit of this Code of Conduct.

2.3 The College may terminate a Resident's Accommodation Contract, and require a Resident to leave the College, if the Resident behaves in a manner that is disrespectful, noncompliant with this Code of Conduct, and/or breaches any of the College's policies.

3. Breaches of the Code of Conduct

Principles for managing breaches

3.1 If a resident breaches a policy or this Code of Conduct, these principles guide how the process is managed:

(a) procedural fairness and respect will be afforded to all parties;

(b) any processes that are applied will be fair and transparent for all parties;

(c) confidentiality and privacy of all parties will be respected;

(d) decisions will be made in a sensitive and appropriate manner;

(e) timely decisions will be made and communicated;

(f) investigations will be fair and impartial; and

(g) the best interests of the College's community will be considered.

Poor Conduct identified by Residents

3.2 Being a positive bystander and speaking up when you see something wrong is strongly encouraged. A Resident who is disturbed by the conduct of others ('Affected Resident') has the right to ask the people engaging in inappropriate behaviour to stop the behaviour. If an Affected Resident has any concern raising the matter directly, or a reasonable approach has been ignored, the Affected Resident should immediately contact their Resident Advisors, the Duty Officer, or see a member of the Resident Services team.

Poor Conduct identified by College staff

3.3 Where a member of the College's staff ('Staff Member') identifies poor conduct not aligned with the expectations of the College, the Staff Member will communicate with the Resident about the breach and will request that the Resident stop the behaviour and not repeat it.

3.4 If a Staff Member considers that the breach is:

(a) not serious in nature and the Resident responds appropriately, no further action will be taken;

(b) significant or is a repeated breach, then the Staff Member will:

(i) refer the incident or incidents to the Deputy Head of College in the first instance; or

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(ii) if the incident occurs after hours, notify the Duty Officer who will record the incident in the 'Duty Officer Report' and report it verbally to the Staff Member on call immediately.

(c) Serious incidents will be reported to the Staff Member on call immediately.

Complaints process

3.5 If a resident wishes to make a complaint, they should refer to the Complaints & Appeals Procedure for further information.

Appeals process

3.6 If a resident wishes to make an appeal, they should refer to the Complaints & Appeals Procedure for further information.

4. Alcohol and Other Drugs

Overview

4.1 The College does not approve or condone the use of illegal drugs or the misuse of legal drugs. The College actively discourages drug dependency and drug abuse and encourages Residents and staff to have a responsible attitude towards the use of alcohol and drugs of any kind.

4.2 The College, like the University of Western Australia and other educational institutions, is committed to upholding the law of the State of Western Australia and Commonwealth of Australia relating to the use of both legal and illegal substances.

4.3 The College operates on the basic principle that, as young adults, Residents are responsible for what they consume or use. Residents will decide if, what and how much alcohol and/or drugs they will consume. In making those decisions Residents need to identify their own priorities and recognise that the use of alcohol and other drugs may affect a person's judgement, may result in a greater chance of risk-taking behaviours, and can be potentially harmful, increasing the likelihood of permanent damage to health, to relationships, to reputation and career prospects.

4.4 The College has a strong pastoral interest in its Residents and will be as supportive as circumstances allow, in what are often difficult and complex situations. The College will not support the use of illegal drugs or the abuse of legal drugs

Drugs

4.5 The College will not protect users from the law. Drug abuse is a personal decision. Treatment for abuse and the control of drug use are outside of the College's resources and competence. Use of illegal drugs may offend others in the College community. Those

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offended are entitled to make their complaints heard and such complaints will be appropriately addressed by the College.

4.6 Use of illegal drugs may offend others in the College community. Those offended are entitled to make their complaints heard and such complaints will be appropriately addressed by the College.

4.7 Residents who use, possess, or distribute illegal drugs on College premises may have their residency (and Accommodation Contract) terminated and the College may report the matter to the police for investigation and action. The penalties for possession, use and distribution can be severe.

4.8 Trafficking, or participating in the trafficking of, illegal drugs will result in Residents being required to leave College immediately. Such disciplinary action will be based on reasonable evidence and the standard used will be less than that required for a criminal conviction.

4.9 Where use of illegal drugs is observed or trafficking is suspected, the College will rely on police or other appropriate resources to resolve the various concerns identified.

4.10 The activities of Residents on College premises are covered by relevant Commonwealth and State laws, the policies of the University of Western Australia (and other educational institutions) and the College's own policies and procedures.

Alcohol

4.11 In Australia, responsible alcohol consumption by people over the age of 18 is legal and accepted. Residents over the age of 18 are legally entitled to purchase and consume alcohol. The College encourages Residents to make informed choices about the consumption of alcohol.

4.12 The College understands that some Residents may expect to consume alcohol while they are in residence. It is the responsibility of Residents to ensure that all reasonable steps are taken to minimise the harmful effects of alcohol and that this Code of Conduct is adhered to.

4.13 Consumption of alcohol on College premises must be considered in the wider context of a community recognition and concern about the harmful physical, behavioural, and social effects of excessive alcohol consumption. The College holds the view that the excessive consumption of alcohol is not an acceptable rite of passage and that such behaviour can lead to self-harm and/or harming others. The excessive consumption of alcohol can be life changing and life threatening.

4.14 The excessive use of alcohol does not diminish a Resident's personal responsibility for observing community rules and expectations. Where there is alcohol misuse, staff will deal with it sensitively and raise Resident awareness of support services. When a Resident's alcohol consumption is consistently excessive, or a Resident demonstrates unacceptable behaviour resulting from the over-consumption of alcohol, the College reserves the right

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to take appropriate disciplinary action and/or require the Resident to undertake counselling, community service, and/or pay for damage caused if relevant.

Principles for the consumption of alcohol

4.15 Responsible consumption of alcohol is permitted in designated spaces on College premises. 'Responsible consumption' means drinking in moderation within the limits prescribed in the section titled "Limits" below.

4.16 Subject to this Code of Conduct:

(a) Residents over the age of 18 are permitted to have and consume alcohol in their own room;

(b) Drinking is permitted in the Jean Randall Common Room (JRCR) at approved times and events;

(c) Residents who prefer not to drink will be supported in this decision and must not be pressured or coerced into doing otherwise; and

(d) the consumption of alcohol must not interfere with the interests and welfare of others.

Limits

4.17 Residents under the age of 18 must not consume alcohol. Residents must not provide alcohol to anyone under the age of 18. Residents under the age of 18 found consuming alcohol at College, or returning to College in an intoxicated state, will be subjected to disciplinary action in accordance with this Code of Conduct (which may include suspension or termination of their Accommodation Contract).

4.18 Residents should not drink with the aim of becoming intoxicated.

4.19 Residents should not consume alcohol to excess or be significantly affected by alcohol while on College premises.

4.20 Residents must not provide alcohol to anyone who is intoxicated.

4.21 Residents must not pressure other people to drink.

4.22 Drinking games/competitions must not take place on College premises or at events associated with the College. Any materials or apparatus thought to be part of drinking games will be confiscated by any Staff Member without notice and not returned.

4.23 Large groups, the presence of non-residents, and/or excessive quantities of alcohol, are not permitted.

4.24 In all areas (including Residents' accommodation), unreasonable or anti-social behaviour (including excessive noise) that disturbs or interferes with others will not be tolerated. Residents involved will be subject to disciplinary action in accordance with this Code of Conduct.

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4.25 Any Resident who requires significant assistance or hospitalisation as a result of excessive drinking will be required to meet with the Deputy Head of College and may be subject to disciplinary action.

Venues

4.26 Residents over the age of 18 may drink in moderation in their room with one or two others, keeping noise to a minimum.

4.27 Residents may use the JRCR between 8.00pm and 10.00pm to meet in larger groups, prior to going out, and where no drinking games take place.

4.28 Alcohol may not be consumed in any of the other College common rooms.

4.29 Residents must leave areas clean and tidy, and ensure that all bottles and cans are taken to a recycling bin and/or Containers for Change bin.

4.30 Alcohol may only be consumed in any other area of the College with the prior written permission of the Deputy Head of College or Head of College.

4.31 Residents wishing to organise a function or event using College facilities must obtain the prior written permission of the Deputy Head of College or Head of College.

Visitors to the College

4.32 Please refer to the Guest Guidelines for further information on visitors.

4.33 Residents are responsible for ensuring that their visitors and guests comply with this Code of Conduct.

5. Noise

Overview

5.1 One of the major challenges of living in a large community is being able to live without being affected by undue loud noise. The College is a social place and clearly there will be a level of acceptable noise. It is the responsibility of all Residents to contribute to an environment conducive to study, sleep and where sensible social interaction is maintained.

Expectations

5.2 All Residents need to be aware of the noise they and their guests are making regardless of the hour of the day and ensure that they are not unreasonably disturbing their fellow Residents.

5.3 Residents should be particularly mindful of the noise generated from normal activity in quads or common areas, such as listening to music, watching TV, holding small gatherings, sport or other activities, and returning late at night.

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5.4 Residents are expected to use their judgement with regard to the acceptable number of people in a social gathering.

5.5 Residents are encouraged to discuss noise with their Wing Resident Advisor if they are unsure of what constitutes unreasonable noise.

5.6 What constitutes an acceptable level of noise at any time is at the discretion of the staff of the College, including the Resident Advisors and Duty Officer.

Specific Noise Restrictions

5.7 Quiet hours are between 10.00pm to 7.00am each day of the week. Outside of these hours, noise must be at a reasonable level. Variation to quiet hours for examination periods and study breaks will apply and noise curfew will be from 7.30pm for the duration of this period.

Responsibility for addressing noise

5.8 Residents are expected to comply with any request relating to loud noise. If a request to lower noise is not appropriately acted upon then those making the noise may be subject to disciplinary action, which may include community service, termination or inability to renew for a subsequent Accommodation Contract.

5.9 Residents who are being disturbed by noise are encouraged to speak with the person/s making the noise to discuss the effect the noise is having on them and requesting that the level of noise be lowered.

5.10 If a Resident is uncomfortable approaching the person/s generating the noise, or those people are unresponsive to a Resident's request, the Resident should contact their Wing Resident Advisor or Duty Officer.

6. Visitors and Guests

Overview

6.1 All members of College have the right to feel that they are living in a secure and safe environment with facilities maintained for their use. No resident should be intimidated by the presence of non-residents, nor should they be inconvenienced by having to share facilities with non-residents.

6.2 The College is not a place for groups of non-residents to be entertained.

6.3 Providing ongoing accommodation, access to facilities, or unpaid meals to visitors is not appropriate and any such behaviour will be treated as a serious breach of this Code of Conduct.

6.4 Visitors and guests must not eat any items of food from the Dining Hall unless a guest meal has been purchased prior to consumption. The Resident must be present and responsible for the purchase of a guest meal for each individual visitor and occasion.

6.5 Whilst Residents are welcome to invite visitors into the College, it is for the benefit of all Residents that visitors are always accompanied by the Resident. Residents are expected

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to take responsibility for their visitors at all times while they are on College premises. Residents must not give their keys or fobs to visitors under any circumstances or allow them to use College amenities.

6.6 Residents will be held responsible for the misuse or damages of any College facilities or amenities caused by their visitors, and will be liable for paying a fine to replace or fix the damage.

6.7 Inviting large numbers of non-residents to College premises is not permitted and such gatherings should take place off-campus.

6.8 Residents must accompany and be responsible for the actions of their visitors and guests.

6.9 A Staff Member may require that non-residents leave the College premises if they are not accompanied by a Resident or they are behaving in an inappropriate or unacceptable manner.

Overnight Guest Guidelines

6.10 Each Resident's Accommodation Contract applies to a single room for the sole use of the Resident. Residents are not permitted to 'share' or sublet their accommodation.

6.11 Residents are permitted to have one guest accommodated in their room for a maximum of 2 consecutive nights twice per semester free of charge. The Deputy Head of College or Head of College may, in their sole discretion:

(a) give permission for a Resident's guest to stay more than 2 consecutive nights; and

(b) require the Resident to pay a reasonable fee for their guest's stay.

(c) Residents who choose not to comply will incur a charge equivalent to the current standard casual guest rate.

6.12 Residents must not give their keys or fob to their guests under any circumstances. Guests are not permitted to enter a Resident's room unless the Resident permits them.

6.13 Residents must inform their Wing Resident Advisor of any guests that are staying overnight for security, fire, and emergency purposes.

6.14 Residents should not have guests during study and examination periods unless authorised by the Deputy Head of College or the Head of College.

6.15 Parents and other older adults should not stay overnight in a Resident's room. It is not appropriate for these adults to be sharing facilities with Residents, some of whom may be under 18.

6.16 A Resident's guest should have minimal impact on other Residents and must comply with this Code of Conduct. Residents with concerns about overnight guests should speak with their Resident Advisor in the first instance, or the Duty Officer.

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6.17 Any meals consumed by a Resident's guest in the College's Dining Hall must be paid for in accordance with clause 6.4.

6.18 Any action taken by a Resident which is inconsistent with Clause 6 may result in disciplinary action, and the privilege of inviting guests removed.

7. Harassment and Discrimination

7.1 Harassment refers to any offensive, coercive, uncomfortable or threatening behaviour directed at an individual or group which takes place in circumstances in which any reasonable person, having regard to the circumstances, would have been offended, humiliated, or intimidated. Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated, and often (but not always) repeated. People may also experience harassment or discrimination because of their belief systems, including political or religious beliefs or activities, cultural, racial, or socioeconomic background, gender, sexual orientation, physical features, or disability, among other things. Sexual misconduct and gender-based violence (clause 8) are both serious forms of harassment and have separate and dedicated reporting processes.

7.2 The College is committed to maintaining an environment in which all Residents and staff are valued and respected. Harassment or discrimination of any form has no place in the College community. The College will not accept or tolerate any form of harassment, and all complaints of harassment will be dealt with in accordance with this Code of Conduct.

7.3 Any Resident or Staff Member who feels they have been subjected to any form of harassment or discrimination, or who has witnessed this, is encouraged to take action to address the issue. The College will assist in any way possible, either by initiating action within the College or by referring the matter to the appropriate authorities, which may include the resident's university.

7.4 Disciplinary action will apply to any Staff Member or Resident who is found to have harassed or discriminated a member of the College community.

8. Gender-based Violence, Sexual Misconduct and Respectful Relationships

Overview

8.1 The College is committed to maintaining an environment in which all Residents and Staff Members are valued and respected. Gender-based violence, including sexual misconduct, in any form has no place in the College community.

8.2 All forms of gender-based violence and/or sexual misconduct is a serious issue, and such behaviour is unacceptable. The College will not accept or tolerate any form of gender-

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based violence and all complaints of gender-based violence will be dealt with in accordance with the Gender-based Violence policy and procedures.

8.3 Any Resident or Staff Member who feels they have been subjected to, or witnessed any form of gender-based violence is encouraged to take action under the Gender-based Violence policy and procedures.

8.4 For the avoidance of doubt, a breach of the Gender-based Violence Policy is deemed to be a breach of this Code of Conduct. In such circumstances, the College reserves the right to take such action as it considers appropriate having regard to the processes and procedures set out in the Gender-based Violence Policy and this Code of Conduct. Under the *National Higher Educational Code to Prevent and Respond to Gender-based Violence*, the College is obligated to comply with its processes of disclosure and investigation, therefore relinquishing control to a higher authority.

9. Related Policies

9.1 The Code of Conduct is to be read in conjunction with the College policies, procedures and the Accommodation Contract and Terms and Conditions.

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