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An Anglican College affiliated with Macquarie University

Resident Code of Conduct

Introduction

The College seeks to be known by the respect and care shown by staff and residents for one another. To achieve this, all residents are encouraged to support the efforts of their fellow residents and to look out for their needs.

This Code of Conduct aims to establish a common understanding of the standards of behaviour expected of all residents of the College.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every situation. Instead, it sets out standards of behaviour expected and provides a broad framework that will help you decide on an appropriate course of action when you are faced with an ethical issue. This Code places an obligation on all residents to take responsibility for their own conduct and to live and study with their fellow residents cooperatively so that the College continues to be an inclusive, welcoming and caring community and a wonderful place to live and study.

Values

The College places great value on:

1. Respect
2. Care
3. Safety
4. Inclusion
5. Dignity
6. Integrity
7. Fairness

Behaviour at College

Residents are encouraged to be mindful of these values as they consider how to conduct themselves at the College. You demonstrate these values in your life at the College by:

(a) being courteous and thoughtful in your dealing with others,
(b) treating others with respect and dignity,
(c) being consistently honest and trustworthy,
(d) opposing prejudice, injustice and dishonesty,
(e) behaving in ways that promote safety,
(f) respecting the privacy of others,
(g) respecting differences and the opinions of others,
(h) helping those in need, and
(i) participating in College life.

It is unacceptable to engage in:

(a) bullying or insulting behaviour, including verbal and non-verbal aggression,
(b) harassing or discriminatory behaviour, sexual or otherwise,
(c) abusive, threatening or derogatory language or behaviour, or
(d) physical abuse, intimidation or violence towards others.

Residents must not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.

Residents must look out for one another. Where you observe that another resident is not being treated with the respect that this Code requires, you are encouraged to offer support to that resident and, where this does not pose a risk to the safety of any person, to raise the misconduct with the resident engaging in it. If you are not comfortable doing this, you must report the matter to the Dean of Residents or the Master.

It is also unacceptable to:

(a) steal from the College or others,
(b) damage or misuse the property of the College or others,
(c) misuse or interfere with a fire alarm, smoke detector or fire equipment,
(d) use or possess illegal drugs, firearms or other weapons,
(e) misuse or abuse any substance, including prescription drugs,
(f) use or inhale nitrous oxide canisters (also known as ‘nangs’, ‘bulbs’)
(g) bring to or consume alcohol at the College,
(h) engage in drunken or disorderly conduct,
(i) make noise that will disturb others at any time,
(j) make any noise between 11 PM and 8 AM, except in the Common Room
(k) share a bed or sleep together with someone you are not married to,
(l) engage in reckless behaviour (including games and pranks) that risk injury to others and/or damage to property.

(m) drop or leave rubbish anywhere other than in proper receptacles,
(n) smoke or vape anywhere at the College, including the grounds,
(o) allow another person to stay with you in your room without prior approval from the Dean of Residents or the Master,
(p) distribute or post notices, leaflets or other similar material without prior approval from the Dean of Residents or the Master, and
(q) engage in any behaviour which has the potential to bring the College into disrepute or that disrupts the general good order of the College.

Residents are also expected to:

(a) attend compulsory College activities (for example, formal dinners),
(b) follow reasonable instructions and directions given by College staff, Residential Advisors, Duty Officers, and emergency services personnel, and
(c) cooperate with these people as required to ensure the safety and well-being of residents and others at the College.

Interventions/Bystander Behaviour

All residents have a role to play in ensuring that the College continues to be an inclusive, welcoming and caring community and a wonderful place to live and study not only by conducting themselves in accordance with this Code but also by being active bystanders. If you observe other residents acting inconsistently with this Code and there is no risk to you or to others as a result, you are expected to either:

(a) intervene to stop the behaviour; or
(b) if that is not possible or if your intervention is unsuccessful in stopping the behaviour, leave the situation.

If there is risk to other residents as a result of what those residents are doing, you are expected to:

(a) intervene to try to stop the behaviour, if it is safe for you to do so; and
(b) report the behaviour to an appropriate person (for example: a Residential Advisor, Duty Officer, staff member, or security or emergency services personnel).

Consequences

One of the consequences of residents not complying with the requirements set out in the Handbook or acting inconsistently with this Code of Conduct (both referred to in this section as being in breach) is that the College becomes a less enjoyable place to live for the other residents. While the College expects that this alone ought to be sufficient to lead to compliance with this Code and the Handbook, the College has determined that there will also be other consequences for those who are in breach.
These other consequences include:

(a) a warning,
(b) a fine,
(c) relocation to another room,

(d) loss of residential scholarship,
(e) loss of employment opportunities within the College,
(f) removal of parking permit,
(g) suspension, and
(h) expulsion.

These consequences may be imposed upon a resident by the Master or the Dean in their discretion, subject to them affording the resident procedural fairness where suspension or expulsion is possible. This means that, in such cases, the Master or the Dean of Residents will tell the resident how he or she is alleged to be in breach and give the resident an opportunity to respond.

Warnings

The Master or the Dean of Residents may give a resident an oral or written warning where the Master or the Dean believe, on the basis of their own observations or of information provided to them, that it is likely that the resident is in breach. A warning will identify the relevant misconduct but will also draw the resident's attention to all the provisions of this Code, the Contract, Welcome Booklet, Dining Room Rules, Policies and the Handbook.

Normally, unless a warning has already been given, the consequence for the first time a resident is in breach will be a warning.

The Dean of Residents is to keep a record of warnings given. A resident may ask the Dean to view his or her record of warnings.

Fines

Normally, a fine will not be imposed on a resident for being in breach unless a warning has already been given to the resident. A fine may be imposed on a resident for being in breach even if the prior warning was for a different breach.

When a fine is imposed on a resident for the first time, it will be $50. Where further fines are imposed on that resident, the fine will increase by $50 on each occasion (that is, $100 for the second fine imposed; $150 for the third fine imposed; and so on).

Where a third fine is imposed on a resident, that resident must also show cause to the Master, both in writing and in a meeting with the Master and the Dean of Residents, why he or she should not be expelled from the College.

The fine for interfering with smoke detectors, fire equipment or the fire alarm system is $150 and no warning is required. In addition, if Fire and Rescue NSW is called as a result of being in breach or some other action by a resident, that resident must pay any applicable Fire and Rescue NSW's false alarm fee (currently $1,600). To avoid setting off the fire alarm system, residents must not light candles or incense in rooms, must be careful when using spray deodorant, and must be careful to avoid burning food when cooking in the kitchens.

Normally, a resident must pay the fine to the RMC Student Association. However, with the consent of the Master or the Dean of Residents, the resident may be allowed to pay the fine by

way of a donation to a nominated charity. If this happens, the resident must provide to the Dean evidence of receipt by the charity.

Normally, a fine will be debited to the resident's account with the College. However, with the consent of the Master or the Dean of Residents, an alternative arrangement may be allowed.

Suspension and Expulsion

The Master may suspend or expel a resident from the College where the resident has committed
a serious breach. This may happen whether or not the resident has received a warning in respect of the relevant conduct or any other breach.

A serious breach includes:

(a) bullying or insulting behaviour, including verbal and non-verbal aggression,
(b) harassing or discriminatory behaviour, sexual or otherwise,
(c) abusive, threatening or derogatory language or behaviour,
(d) physical abuse, intimidation or violence,
(e) use or possession of illegal drugs, firearms or other weapons,
(f) misuse or abuse of any substance, including prescription drugs, and
(g) stealing from the College or others.

The Master may also suspend or expel a resident from the College where the resident has committed several breaches.

Appeal

If a resident is dissatisfied with a fine imposed by the Dean of Residents or the Master, the resident may within seven days appeal in writing or in person to the Master whose decision on the matter will be final.

If a resident is dissatisfied with a decision by the Master to suspend or expel the resident from the College, the resident may within seven days appeal in writing to the Chair of the College Board whose decision on the matter will be final.

Reparation

Where the breach by a resident causes damage or loss of property, the resident must pay for the repair, cleaning or replacement of that property.