

ELATT STUDENT HANDBOOK

POLICIES, RULES AND PROCEDURES

CODE OF CONDUCT

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POLICY STATEMENT

ELATT is committed to ensuring the safety and well-being of all its students, volunteers and staff at all times. Every individual matters.

Staff, volunteers and students can contribute to a positive and safe learning environment in the following ways:

- Respect each other and each other's opinions, whatever the ethnicity, disability, sexual orientation, age, or belief of the student, volunteer or staff member.
- Do not behave in a way that others may find discriminatory or aggressive.
- Challenge discrimination if you see it happening.
- Use our computer equipment and Internet access responsibly.
- Consider the health and safety of yourself and others:
 - Keep our learning centres clean and tidy
 - Do not eat or drink whilst working at the computer
 - Respect the local environment and community on your way to and from ELATT
- Come to class on time and let your Course Tutor know if you can't come in.

Students and staff must behave within the law at all times.

Students must not use or be under the influence of non-prescribed alcohol and drugs on our premises.

If a student breaks our Code of Conduct, the student may face action under our Student Disciplinary Policy, which can lead to suspension or dismissal.

Staff work under a similar Disciplinary Policy.