

Code of Conduct and Anti-Vilification POLICY



SCOPE

This policy applies to:

- All students enrolled with Volt Edge
- All staff, trainers, assessors, contractors and volunteers
- All learning, assessment, workplace, online and work-placement environments associated with Volt Edge

This includes face-to-face, online, written, verbal and digital communications.

PURPOSE

Volt Edge is committed to providing a safe, respectful, and inclusive learning and working environment for all students, staff, contractors, and visitors.

This policy sets clear expectations of behaviour and outlines Volt Edge's approach to preventing and responding to vilification, including antisemitism, discrimination, harassment, and hateful conduct.

This policy supports positive learner outcomes, wellbeing, and engagement, and aligns with Volt Edge's obligations under the Standards for RTOs 2025.

POLICY STATEMENT

Volt Edge does not tolerate vilification, harassment, discrimination or hate-based conduct in any form.

All members of the Volt Edge community are expected to:

- Treat others with dignity, fairness and respect
- Engage in learning and work activities free from intimidation or hostility
- Respect diversity of background, identity, belief and culture

Antisemitism and other forms of vilification undermine learner safety and educational outcomes and are inconsistent with Volt Edge's values and expectations.

DEFINITIONS

Vilification refers to conduct that incites hatred, serious contempt or severe ridicule of a person or group based on a protected characteristic, including race, religion, ethnicity, nationality, gender, disability or sexual orientation.

Antisemitism refers to prejudice, hostility or discrimination against Jewish people, including verbal, written, visual or behavioural conduct that targets individuals or groups because they are Jewish.

Vilification may include, but is not limited to:

- Abusive or derogatory language
- Stereotyping or demeaning comments
- Threats, intimidation or harassment
- Hate symbols, imagery or gestures
- Online harassment or hateful digital content

PROCEDURE

Expected Standards of Conduct

All staff and students must:

- Act respectfully and professionally at all times
- Refrain from engaging in or encouraging vilification or hateful conduct
- Challenge inappropriate behaviour where safe to do so
- Comply with Volt Edge policies, procedures, and lawful directions

Trainers and staff have an additional responsibility to:

- Model respectful behaviour
- Maintain inclusive learning environments
- Address inappropriate conduct promptly and appropriately

Reporting Concerns

Volt Edge encourages early reporting of concerns to support timely and fair resolution.

Reports may be made by:

- Students, staff, or third parties
- Directly to a trainer, manager, or the Compliance function
- Through established complaints or incident reporting processes

Reports will be:

- Taken seriously
- Handled sensitively and confidentially where possible
- Managed in line with procedural fairness principles

Response to Breaches

Where a breach of this policy is identified, Volt Edge will respond in a manner that is proportionate to the nature and seriousness of the behaviour.

Responses may include:

- Education or corrective guidance
- Mediation or support interventions
- Formal warnings or behavioural conditions
- Disciplinary action in accordance with Volt Edge procedures
- Escalation to external authorities where required

Support will be offered to affected individuals, including learners who may experience distress or disengagement as a result of the conduct.

Learner Safety and Support

Volt Edge recognises that vilification can negatively impact learner wellbeing, engagement and completion. Where concerns are identified, learner support and reasonable adjustments may be implemented to assist continued participation and successful outcomes.

Responsibilities

- All staff and students are responsible for complying with this policy
- Trainers and assessors are responsible for maintaining safe and inclusive learning environments
- Management and Compliance are responsible for oversight, response and continuous improvement

Review and Continuous Improvement

This policy is reviewed regularly as part of Volt Edge's self-assurance and continuous improvement framework to ensure ongoing alignment with the Standards for RTOs 2025 and community expectations.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.1	Gloria Sowah	31.3.2026	Renewal and update	Kirsty Brunner

DOCUMENT CONTROL

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