

## **Learning Behaviour and Code of Conduct Policy**

Reviewed February 2026

### **PART ONE**

#### **General Statement of Policy, Duties & Responsibilities**

##### **1.1 Policy Statement**

Vertex Learning Hub is committed to providing a safe, respectful, inclusive and professional learning environment for all learners, staff, visitors and stakeholders. This Learner Behaviour & Code of Conduct Policy sets out the standards of behaviour expected from learners and the procedures for managing conduct that falls below these standards.

The policy supports positive learner engagement, mutual respect and high professional standards, while ensuring that inappropriate behaviour is addressed fairly, consistently and proportionately.

This policy applies to all learners engaged in training, assessment or related activities delivered by Vertex Learning Hub, including face-to-face, online and blended learning environments.

##### **1.2 Aims of the Policy**

The policy aims to:

- Promote respectful, responsible and professional behaviour
- Ensure a safe and inclusive learning environment
- Set clear expectations for learner conduct
- Provide transparent procedures for managing misconduct
- Protect the wellbeing, dignity and rights of all individuals

### **PART TWO**

#### **Expected Standards of Learner Behaviour**

##### **2.1 Learner Conduct**

Learners are expected to:

- Treat others with respect, dignity and courtesy at all times
- Engage positively and professionally in learning activities
- Follow reasonable instructions from staff and tutors
- Act honestly and with integrity in all assessments and learning activities
- Respect the learning environment, equipment and resources
- Comply with all Vertex Learning Hub policies and procedures

##### **2.2 Professional Behaviour**

Learners must:

- Arrive on time and be prepared for learning sessions
- Communicate respectfully, including in online forums and digital platforms
- Dress appropriately where required by the nature of the course
- Use technology responsibly and for learning purposes only

## **PART THREE**

### **Unacceptable Behaviour**

The following behaviours are not acceptable and may result in disciplinary action:

- Disruptive or disrespectful behaviour
- Bullying, harassment or discrimination of any kind
- Aggressive, threatening or abusive conduct
- Academic misconduct, including plagiarism or cheating
- Misuse of social media or digital platforms related to learning
- Damage to property or misuse of equipment
- Being under the influence of alcohol or illegal substances during learning activities

## **PART FOUR**

### **Managing Misconduct**

#### **4.1 Informal Resolution**

Where appropriate, minor issues may be addressed informally through discussion, guidance or verbal warning.

#### **4.2 Formal Action**

Where behaviour is serious or persistent, Vertex Learning Hub may take formal action, which may include:

- Written warning
- Temporary suspension from learning activities
- Removal from a session or programme
- Withdrawal of certification or assessment opportunity
- Permanent exclusion from the centre

Actions taken will be proportionate to the nature and severity of the behaviour.

#### **4.3 Gross Misconduct**

Gross misconduct includes serious breaches such as violence, harassment, fraud or actions that place others at risk. Such behaviour may result in immediate suspension or exclusion pending investigation.

## **PART FIVE**

### **Learner Rights and Responsibilities**

#### **5.1 Learner Rights**

Learners have the right to:

- Be treated fairly and without discrimination • Learn in a safe and respectful environment
- Have concerns or complaints heard and addressed appropriately

## 5.2 Learner Responsibilities

Learners are responsible for:

- Upholding this Code of Conduct • Taking responsibility for their behaviour • Reporting concerns or inappropriate behaviour appropriately

## PART SIX

### Appeals and Complaints

Learners may challenge decisions or raise concerns through the centre's Appeals or Complaints Policies.

## PART SEVEN

### Monitoring and Review

- Behaviour incidents are recorded and monitored to ensure consistency and fairness • This policy is reviewed annually or sooner if required by legislation or organisational need

We request that all learners, staff and stakeholders respect and adhere to this policy, which is available on request.

Approved by Vertex Learning Hub Management

Signed: \_\_\_\_\_

(Director / Head of Centre)

Date: \_\_\_\_\_