

## Ākonga | Learners Serious Misconduct Policy (Excerpts)

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### Expectations for Ākonga | Learners Conduct

Ākonga | learners are expected to always act honestly, conscientiously, reasonably and in good faith, having regard to:

- ▶ their own welfare and wellbeing, and the welfare and wellbeing of others
- ▶ the values of academic integrity, and
- ▶ the reputation of Coastguard NZ

### Acts of Misconduct

Actions that are deemed misconduct include, but are not limited to:

- ▶ Failure to comply with:
  - ▶ applicable safety laws, codes, regulations,
  - ▶ CNZE ākonga | learner policies,
  - ▶ lawful and reasonable instructions,
- ▶ Mistreatment of other ākonga | learners, kaiako | tutors, assessors, and other CNZE educational kaimahi | staff,
- ▶ Failure to respect the property of others,
- ▶ Wilfully deface, damage, or misuse any property of CNZE,
- ▶ Acting dishonesty in dealings with kaiako | tutors and the CNZE education team,
- ▶ Disclosing information that is inaccurate, incorrect, or misleading, leading to reputational damage or disrepute to CNZE,
- ▶ Acting unethically,
- ▶ Failure to meet academic integrity expectations in submission of assessments (see Ākonga | Learner Academic Integrity Policy),
- ▶ Failure to take reasonable care for their own health and safety, and that of others.
- ▶ Physically or verbally aggressive behaviour
- ▶ Violence (including sexual violence)
- ▶ Intimidation, coercion, bullying, discrimination, harassment (including sexual harassment) or threatening behaviour.

When determining the seriousness of any misconduct act, the gravity and degree to which the above or any other acts of misconduct arise will be considered when establishing whether it is a matter of serious misconduct.

### Dealing with Misconduct Concerns & Complaints

CNZE will promptly investigate misconduct concerns and complaints as outlined in the Ākonga Concerns & Complaints Policy.

In the first instance, where the misconduct is not deemed serious, CNZE will discuss the misconduct concern and provide an opportunity for the ākonga | learner to change their behaviour.

If it is deemed a serious misconduct the ākonga | learner will be removed from a course or programme whilst it is investigating.

**Consequences of Serious Misconduct**

Once an investigation is completed, and it has been deemed a case of serious misconduct, the ākonga | learner enrolment will be terminated from the course or programme of study with a failed grade. The course or programme fee will be forfeited and the ākonga | learner may also:

- ▶ Be banned from any future study with CNZE or volunteering with Coastguard Tautiaki Moana
- ▶ In the case of serious safety misconduct, notification to regulatory, such as Maritime NZ
- ▶ Have a complaint lodged with the police and face a legal investigation.