Student Code of Conduct / Behaviour Policy

1. **Purpose**
The purpose of this policy is to establish clear expectations for student behaviour at the Institute of Corporate & Taxation (ICT). The policy aims to promote a safe, respectful, and inclusive learning environment where all students can engage in their studies without disruption or harm. By outlining acceptable behaviour and the consequences of misconduct, ICT ensures fairness, accountability, and the well-being of the entire student community.

2. **Scope**
This policy applies to all students enrolled in any course, program, or training at ICT. It covers behaviour on campus, during online sessions, at ICT-sponsored events, and any activities where a student's conduct may impact the reputation or operations of the institute.

3. **General Expectations**
All students are expected to:

- Treat fellow students, staff, and visitors with respect, courtesy, and fairness.

- Comply with all ICT rules, policies, and applicable laws.

- Maintain a safe and inclusive environment, free from harassment, bullying, or discrimination.

- Take responsibility for their actions and cooperate with ICT staff in upholding this policy.

4. **Examples of Unacceptable Behaviour**
The following behaviours are considered violations of this policy:

- Physical or verbal abuse, threats, or intimidation.

- Bullying, harassment, or discriminatory behaviour based on race, gender, religion, disability, or other protected characteristics.

- Vandalism, theft, or damage to ICT property or the property of others.

- Disruption of classes, online sessions, or institute events.

- Misuse of ICT technology, including unauthorized access or sharing of information.

- Non-compliance with health, safety, and security rules.

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5. **Reporting Misconduct**
   Students who witness or experience misconduct should report the incident to:

- Course instructor or faculty member

- Student Affairs or administration office

- Designated Student Conduct Officer or Committee
  Reports should include:

- Name(s) of individuals involved

- Date, time, and location of the incident

- Description of the behaviour

- Any supporting evidence, if available

6. **Investigation and Resolution**
   Upon receiving a report, ICT management or the designated committee will:

- Conduct a fair and impartial investigation

- Maintain confidentiality wherever possible

- Provide updates to the parties involved on the progress and outcome

- Recommend appropriate actions based on the severity and context of the misconduct

7. **Disciplinary Actions**
   Depending on the nature and severity of the misconduct, disciplinary actions may include:

- Verbal or written warnings

- Temporary suspension from classes or activities

- Mandatory counselling or training

- Expulsion from the course or program
  ICT may also implement additional measures to support the complainant and prevent recurrence.

8. **Final Authority**
   All decisions regarding the enforcement and interpretation of this policy rest with the management of the Institute of Corporate & Taxation (ICT).

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