



International House - Resident Code of Conduct

All International House Residents are part of a global community that has as its motto "That Brotherhood May Prevail" and for I-House Brisbane the *IH Way*. As such each Resident, as part of their Room and Board Agreement and the Terms and Conditions, must agree to follow the principles outlined in this Resident Code of Conduct. The overall approach taken is to ensure the wellbeing and safety of the individual, as well as the IH community as a whole.

Other IH Policies and Procedures linked to the code of conduct provide specific detail about particular issues, remedies and responses. These policies include:

- ✚ Drug and Alcohol Policy
- ✚ Privacy Policy
- ✚ Social Media Policy and Procedures
- ✚ Discrimination and Harassment Policy
- ✚ Sexual Misconduct Policy and Procedure
- ✚ Complaints Management Policy and Procedure

In general, as part of the Resident Code of Conduct, all Residents agree to:

- ✚ Respect self, other residents, IH staff, collegians from other colleges, members of the community and property;
- ✚ Operate in a considered, positive and ethical manner;
- ✚ Act in a safe and responsible manner;
- ✚ Participate in a range and number of college organised activities;
- ✚ Be active within the IH community;
- ✚ Actively engage in academic pursuits;
- ✚ Adhere to the concept of communal, residential life;
- ✚ Avoid behaviour that is deemed to be harassment or discriminatory in nature;
- ✚ Ensure behaviour is free from violence, sexual assault or sexual misconduct;
- ✚ Be aware of the consequences of inappropriate college behaviour;
- ✚ Ensure resident activity is not illegal nor in breach of normal ethical community standards;
- ✚ Support other residents in college;
- ✚ Act within the law;
- ✚ Comply with the UQ Code of Conduct;
- ✚ Protect and enhance the reputation of International House and the University of Queensland, and
- ✚ Foster international understanding and appreciation for diversity and inclusion.

It is assumed that all residents have a general understanding of the above expectations. At times, IH will provide additional leadership, training and professional development opportunities to enhance this understanding, e.g. respectful relationships, inter-cultural competences, sexual misconduct training, LGBTQIA+ focussed workshops.

However, it is acknowledged that breaches of this Resident Code of Conduct may occur from time to time; and if they do, Residents agree that IH may take all or any of the following actions:

1. Give a verbal and/or written warning to the Resident;
2. Withdraw privileges/access from a Resident;
3. Make a record of the incident on the file of a Resident;
4. Contact the parents or caregiver of a Resident;
5. Contact the University and provide details of the complaint (and any information it may have gathered in relation to that complaint) in relation to a Resident;
6. Impose a financial penalty or fine on a Resident;
7. Suspend a Resident from college (from 3 days to 2 weeks);
8. Exclude a resident from college, and/or

9. Provide details of the complaint (and any information it may have gathered in relation to that complaint) to the police or any relevant agency and/or take legal action.

In addition, to the extent that IH comes to the view (after any investigation of a complaint) that the appropriate sanction for the actions giving rise to the complaint includes any of the following, the Resident agrees to undertake that sanction:

- i. Make a public or private apology;
- ii. Enter into a behaviour agreement for a period of time;
- iii. Undertake community service within the college;
- iv. Attend counselling;
- v. Attending an appropriate training and professional development course;
- vi. Make restitution (physical and personal);
- vii. Attend mediation with parties involved;

The number and type of responses to a particular breach will be determined by the frequency of the behaviour; the level and type of misbehaviour; the impact on self, staff and other residents; damage to property; wellness of the individual, and any other contributing factors. Not all responses will be utilised for all cases of misbehaviour. The penalty will match the type and severity of the breach.

Examples:

- a. Damage to college property (chair) due to alcohol related activity – record of incident, apology and replacement of chair (restitution).
- b. Frequent binge drinking – record of incident, counselling, contact with parents, agreement.
- c. Harassment of another resident on Facebook – see Discrimination and Harassment Policy & Social Media Policy.
- d. Providing alcohol to a 17 year old collegian – record of incident, suspension from college for 7-14 days.
- e. Violent behaviour towards other residents and self-harm – contact with UQ Student Services/UQ Security and emergency services to ensure safety, other responses may follow.

Minor breaches of the Code of Conduct e.g. leaving common room in a mess; argument between floor mates, will in the first instance be addressed by Senior Residents using the skills of negotiation and conflict resolution. **Repetitive and/or more serious breaches** e.g. constant noise complaints; repetitive alcohol related misbehaviour, will be referred to the Deputy Director and/or Director for actioning. It is encouraged that Residents report misbehaviour in its early stages if possible in order to prevent any escalation. We also encourage residents if they have breached this code to come forward and report the breach to the Deputy Director/Director. **Very serious breaches** e.g. under-aged drinking, violence towards another resident, harassment, discrimination, sexual misconduct, theft will, in the first instance be dealt with by the Director and Deputy Director.

The process for reporting a breach will normally follow a complaint (refer Complaints Management Policy and Procedure) being made by the individual involved, a person acting on their behalf or a Senior Resident, and referred to the Deputy Director/Director. The next step will involve an investigation by the Deputy Director/Director to gather all of the information including from the alleged persons responsible. The final stage will be a determination/decision of the college response. The principles of '*procedural fairness*' and '*reasonable* behaviour and response' for all parties will be applied.

Most breaches of this code will be dealt with by the Deputy Director/Director, with resultant responses e.g. agreement, having a limited term or life. The approach taken is for the resident committing the breach to acknowledge the breach, complete the required remedy and resume their life in college.

However for very serious breaches involving possible suspension/exclusion or for illegal activity, IH will implement a formal process. This may include an external investigator being engaged to gather information and the establishment of a Panel to make the determination or decision. The Panel will include the President of the IH Board, another member of the IH Board, the Director, President of IH Student Club (except when the President or Student Club Executive are involved). Such a panel may also be utilised when members of the Student Club Executive are involved in a breach. The panel will consider the investigation report, will interview the alleged offender who may have a support person present and who may present an additional statement to the panel and may interview other persons as deemed necessary before making its decision. Once a decision is made, the offender has the right to appeal the decision only on the grounds that additional information not previously considered can be presented. The decision of the panel is final. Information regarding specific procedures, time frames etc will be communicated to all relevant parties involved. All parties to the complaint acknowledge that all information gathered in relation to the complaint and/or provided as part of the formal process may be provided to UQ (if it chooses to investigate the complaint) or the police or any other body authorised to investigate or rule upon the complaint.

This Code is linked to the IH Policies and Procedures outlined above and various other Colleges and ICC (Inter-College Council) guidelines approved by the Heads of Colleges' group. This code applies to actions within college, and outside of the college when a direct link with the college can be made e.g. IHSC Ball, IHSC Boat Cruise. This code and the standards and expectations outlined in college policies and procedures apply to all visitors to the college.

A copy of this code and related policies and procedures will be provided to all residents. Attached is a template for the Resident Code of Conduct Agreement.

September 2019 (reviewed by NHR&G Committee); September 2020 (reviewed by NHR&G Committee)
September 2021 (reviewed by NHR&G Committee); March 2023 (reviewed by NHR&G Committee)

Resident Code of Conduct

Agreement between a Resident and International House

This agreement has been drawn up between (Resident) and International House and is a result of a breach of the Room and Board Agreement, the Terms and Conditions, the Resident Code of Conduct and related Policies and Procedure and/or the Resident Handbook and its related policies. This agreement signifies a final warning to the Resident.

This agreement covers three sections:

Section 1

Agreed areas of misconduct – I accept that I have been in breach of the Resident Code of Conduct of International House in the following areas.



Section 2

Agreed reactive response (to address the immediate implications of the breach) - I agree to:



Section 3

Agreed proactive response (to address the longer term implications of the breach) – I wish to contribute to International House in the following ways:



This agreement will be reviewed on (date) to determine if all of the elements have been complied with.

In the event that I fail to comply with the contents of this agreement, I understand that I may/will be asked to leave International House and that my Room and Board Agreement will be terminated. As such, by signing I agree to abide by the contents of this agreement.

..... (Resident) (Date)

..... (Director/Deputy Director) (Date)

For Residents under the age of 18 years, a copy of the completed agreement will be forwarded to your designated guardian/parent.