

POLICY & RELATED PROCEDURES TO BE RETIRED AT END OF SEMESTER ONE

2025

Student Disciplinary Kaupapa here | Policy

Policy Type:	<i>Student</i>		
Policy Title:	Student Disciplinary		
Policy Owner:	Head of Operations		
Version:	1		
Approval Date:	22/01/2024	Next review date:	22/01/2026
Effective from:	26/02/2024		

Other Related Internal Policies and Tūkanga | Procedures/Documents

POLICY Student Complaints	PROCEDURE Student Disciplinary Flow Chart
FLOW CHART Informal Complaints	STAFF GUIDE Student Disciplinary
FLOW CHART Formal Complaints	Ākonga Learner Rights & Responsibilities Code (awaiting approval)

Relevant External Rules and Guidelines

- [Crimes Act 1961](#), and all subsequent amendments
- [Human Rights Act 1993](#), and all subsequent amendments
- [Privacy Act 2020](#), and all subsequent amendments
- [Harassment Act 1997](#), and all subsequent amendments

Amendments

Version	Effective from date	Created by	Reason for review/change
1		Quality & Risk	

Scope of the Kaupapa here | Policy

The Student Disciplinary Policy applies to:

- all ākonga enrolled on all programmes delivered by Yoobee Colleges Ltd (hereafter referred to as Yoobee)
- all Yoobee kaimahi, kiako | tutors, Team Leads, Campus Managers, Faculty Leads

The authority of a policy is established when it is formally approved by the Te Poari Mātauranga | Academic Board.

Pūtake | Purpose

The purpose of this policy is to:

- set out Yoobee's approach to ensure acceptable ākonga conduct and ethical behaviour, and to outline the principles under which Yoobee will manage ākonga discipline

Mātāpono | Principles of Kaupapa here | Policy Development

Policy development and review is a process driven by:

- Yoobee's zero tolerance to all forms of unethical and inappropriate behaviour.
 - i. Yoobee expects all ākonga to engage respectfully, professionally, and ethically with kaimahi, fellow ākonga, guests, and industry partners. This includes when communicating via social media or electronic means.
 - ii. All ākonga will value individuals' differences, and treat others with care and respect, in accordance with legislation and the institution's 'Work Ready, World Ready' Professional Guidelines.
Refer to Appendix A: Work Ready, World Ready.
 - iii. Ākonga will not unduly interfere with the study or working environment of any other ākonga while on campus, studying online, on a site visit, study tour, work placement or when participating in an activity associated with Yoobee.

Kaupapa here | Policy Statements

- Unacceptable behaviour includes all forms of bullying, harassment, and discrimination whether in person or by electronic means including sending, viewing, writing, drawing, taking, displaying, printing, or downloading objectionable material via physical and/or electronic media (e.g., computer, PDA, and phone text or pikt, still or video camera).
Refer to the guidelines detailed in Appendix B: Bullying, harassment, and discrimination
- Unacceptable conduct includes theft; criminal damage; lack of respect for property, resources and people; and misuse of alcohol and illegal drugs.

- Yoobee will treat complaints relating to conduct and behaviour seriously and is committed to resolving any complaint of unethical or inappropriate behaviour in a timely and confidential manner.
- Ākonga will be subject to disciplinary action for unacceptable behaviour, or any breach of Yoobee's policy and expectations as outlined in this Kaupapa here, the associated procedures, and the Student Handbook.

Refer to the guidelines in Appendix C: Disciplinary stages

- International ākonga must not be involved in the following conduct whilst away from campus and not under the direct supervision or control of the signatory being Yoobee Colleges:
 - being arrested by the Police
 - being investigated for unlawful matters

Allegation and disciplinary action

- Any ākonga who raises a concern under this Kaupapa here is assured that their complaint will be taken seriously, treated with an appropriate level of confidentiality, and be investigated fairly and in a timely manner. The complainant has the right to involve a support person at any time during this process.

Refer to the Student Complaints Policy

- Yoobee will consider allegations of unacceptable behaviour and take appropriate action.
- Appropriate action may include informal resolution, investigation, and/or a disciplinary process which may result in disciplinary outcomes up to and including expulsion.
- In the case of alleged discrimination, sexual harassment, or racial harassment a complaint may be made to the Human Rights Commission under the Human Rights Act 2003.
- If an investigation is required, this will be undertaken at management level either by the Team Leader or Campus Manager, as appropriate, and in accordance with the principles of natural justice and procedural fairness. Investigations that may result in the suspension or expulsion of the ākonga from Yoobee will be carried out under the advice and guidance of the Head of Operations who will consult with other kaimahi including the Faculty Lead as appropriate.
- Ākonga may be stood down from their programme of study while an investigation is being undertaken.
- The following stages will normally be followed in dealing with disciplinary action.
 - **Stage one - Minor Breach:** informal investigation undertaken by the kaiako or appropriate kaimahi
 - **Stage two - Concerning Breach:** formal investigation undertaken by the Team Leader
 - **Stage three - Major Breach:** formal investigation undertaken by the Campus Manager. Where the case is of a serious nature or poses a threat to the health and safety of others, or where the case cannot be resolved through informal action or formal consideration by the Campus Manager it will be considered by the Head of Operations.
- The disciplinary stages may not necessarily be followed in stage order and Yoobee has the discretion to move immediately to a particular stage depending on the circumstances and severity of the incident or allegation.

- If a formal meeting is required as part of the disciplinary procedure, the ākonga will be informed of the allegation in writing and advised/given the opportunity to bring a relevant support person to the meeting; they will be provided with appropriate notice to enable them to arrange a suitable support person. All ākonga with a documented disability will need a third-party support person and a parent or guardian will be informed if any ākonga under the age of 18 is involved.

Penalties

- Penalties for inappropriate behaviour may include:
 - a verbal warning
 - a written warning
 - exclusion from participating in off site visits, placements, and study tours
 - suspension from studies for an identified period
 - expulsion after the receipt of two or more written warnings
 - immediate expulsion
 - exclusion from graduation
- Where the behaviour or actions cause, or has the potential to cause, serious or imminent risk to the health or safety of a person, Yoobee may contact or refer the issue to the Police.
- All instances of unacceptable behaviour will be recorded in the Learner Management System (LMS).

Kaupapa here | Policy Implementation

The process of implementation of the policy is:

- communication of the policy and procedures to all kaimahi
- ensure all kaimahi feel competent to follow the policy
- ensure line management kaimahi have received adequate training to embed the policy into their operations
- assess kaimahi ability to follow policy and support them to advance their knowledge as required
- policy is included in the on-going Process Maturity Assessment cycle

Roles and Responsibilities	
Everyone	<ul style="list-style-type: none"> • reading and understanding the policy, principles, guidelines, and procedures outlined in this policy • implement the policy as business as usual • implementing policy in a manner that upholds Te Tiriti o Waitangi commitments
Quality and Risk Team	<ul style="list-style-type: none"> • ensuring that the policy is regularly reviewed to ensure it remains fit for purpose, clear and current • maintaining a system that reflects the policy and associated procedures, sets up (files) and tracks progress of its implementation, identifying and raising any systemic issues and concerns

	<ul style="list-style-type: none">• periodic evaluations and reporting on the quality of outcomes and disseminating outcomes and sharing good practice
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For all definitions please refer to the definitions [Glossary](#)

APPENDIX A: 'WORK READY, WORLD READY'

Our Expectations – getting you 'WORK READY, WORLD READY'

As you study with us, we're committed to equipping you with the skills needed to thrive in your chosen profession. We call this being 'work ready, world ready.' In any workplace, there are specific rules and expectations. Our main aim is to prepare you for employment or further studies. To achieve this, we need your commitment to always treat your fellow ākonga and campus kaimahi with consideration. Our industries value individuals with a positive attitude and the ability to engage with others, both one-on-one and in groups.

Please show respect to your fellow ākonga in the programme. Support, encourage, and assist each other whenever possible. Be punctual, give your kaiako your best effort, and enjoy your classes.

The following professional guidelines are essential for all ākonga and are required for successfully completing your programme, enrolling in future programmes, and participating in study tours, etc.

'Work Ready, World Ready' Professional Guidelines for all Ākonga | Learners:

1. **Reliability and Punctuality:** attend all scheduled classes and training activities on time. If you'll be late or can't attend, inform the campus promptly (refer section on Attendance).
2. **Professional Appearance:** adhere to the dress code and hygiene standards required for your programme. Dress well at all times (refer section on Professional Dress).
3. **Positive Attitude and Professionalism:** keep a good attitude and act professionally throughout your programme, especially when representing Yoobee in activities like work-based learning, study tours, job interviews, and job fairs.
4. **Respect for Others and Campus:** treat others and your campus environment with respect. This includes maintaining a respectful relationship with fellow ākonga, kaimahi, and guests at all times.
5. **Professional Conduct:** behave professionally during work-based learning and follow the rules of the employer or host organisation. This also applies to external programme-related activities.
6. **Adherence to Guidelines:** follow the guidelines outlined in this handbook.
7. **Accepting Feedback:** be open to constructive feedback and use it to improve.
8. **Academic Integrity:** demonstrate academic integrity by referencing correctly, respecting copyright licenses, and avoiding assessment misconduct, cheating, or plagiarism.
9. **Maturity:** understand your role in any situation and handle it in a mature fashion.

General Code of Conduct Expectations:

1. **Respect for Campus:** avoid littering, damaging, defacing, or destroying campus property and equipment.
2. **Cleanliness:** keep classrooms, computer rooms, and libraries clean and tidy. Ensure they are free from food and spills.
3. **Prohibited Substances:** do not possess, use, or distribute prohibited substances on campus.
4. **Weapons and Threats:** do not carry weapons or items designed to injure or threaten on campus.
5. **Property Rights:** do not possess or sell property wrongfully.
6. **Computer Use:** follow the rules governing the use of computing equipment, including software piracy, hacking, and the transmission of prohibited or offensive material.

7. **Privacy:** adhere to the principles of the Privacy Act regarding private and confidential information.
8. **Conflict of Interest:** avoid conflicts of interest related to intellectual property and inform Yoobee if there may be an issue.

We believe that by following these guidelines, you'll be well-prepared for your future career and contribute positively to our campus community.

APPENDIX B: BULLYING, HARASSMENT AND DISCRIMINATION

The following extract describes what Yoobee Colleges Ltd considers to be unacceptable behaviours.

Bullying

Bullying is repeated, and unreasonable behaviour directed towards an individual or group that can lead to physical or psychological harm.

Repeated behaviour is persistent and can involve a range of actions over time.

Unreasonable behaviour means actions that a reasonable person in the same circumstances would see as unreasonable, including victimising, humiliating, intimidating, or threatening a person. A single incident is not considered bullying but could escalate if ignored. Managing performance in line with Yoobee's policies and processes is not bullying.

Bullying can occur in the place of study and outside of the place of study, at a related offsite activity such as work experience, industry field trip, location film-shoot, programme related training, and study tours.

Bullying may also include harassment, discrimination (see below) or violence.

Harassment

Harassment is unlawful under the Employment Relations Act 2000 and the Human Rights Act 1993.

Broadly, harassment is defined as behaviour directed towards an individual or group that a reasonable person, having regard to the circumstances, would expect to insult, intimidate, victimise or disadvantage the recipient, which is unwelcome, hurtful, or offensive; and is repeated, and/or of such significance as to adversely affect the recipient's study or wellbeing.

Sexual harassment is verbal or physical behaviour of a sexual nature by one person or group of persons towards another person or group. It includes the misuse of visual or written material. The behaviour must be unwelcome or offensive to the ākonga and persistent enough or sufficiently serious to have a detrimental effect on the ākonga study, tertiary experience, performance, programme satisfaction or general well-being.

Sexual harassment is unlawful, and any form of sexual harassment is unacceptable.

Racial harassment is language, visual material, or physical behaviour that directly or indirectly expresses hostility against, brings into contempt, or ridicules an individual on the grounds of their race, colour, ethnicity, or national origin, which is offensive or hurtful and which is either repeated or so significant that it has a detrimental effect on that person.

Discrimination

Discrimination occurs when a person is treated unfairly or less favourably than another person in the same or similar circumstances.

The Human Rights Act 1993 makes it illegal to discriminate on the grounds of:

- Sex
- Marital status
- Religious belief
- Ethical belief
- Disability
- Age
- Political opinion
- Employment status
- Family status
- Sexual orientation
- Colour, race, ethnic or national origins, including nationality or citizenship

APPENDIX C: DISCIPLINARY STAGES

The disciplinary stages outline unacceptable behaviour (including academic and non-academic behaviour) of an ākonga while studying at a Yoobee Colleges, and are categorised as follows:

Minor Breach

Minor breaches are defined as unacceptable behaviour or actions that contradict the Colleges expectations of professionalism, such as those outlined in the 'Work Ready, World Ready' Professional Guidelines. The aim of addressing a minor breach is to educate ākonga. Kaimahi will support ākonga to correct the behaviour before the ākonga progresses further through the disciplinary process.

The following list contains examples of unacceptable minor behaviour or actions. The list is not intended to be exhaustive:

- Absenteeism
- Poor standard of dress and presentation
- No-show for resubmission
- Inappropriate language

Concerning Breach

Concerning breaches are defined as unacceptable academic or non-academic behaviour or actions, which are less serious wrongdoings than major/expulsion breaches, but which Yoobee Colleges takes seriously and may warrant disciplinary action including verbal and/or written warnings.

The following list contains examples of unacceptable concerning behaviour or actions. The list is not intended to be exhaustive:

- Poor attitude
- Lack of participation in programme activities and learning
- Demonstrating a lack of respect for staff, fellow ākonga, guests, or industry partners
- Inappropriate behaviour or language which may cause concern and/or offence
- Lack of cultural respect and culturally inappropriate behaviour

Major Breach

Major breaches are defined as unacceptable academic or non-academic behaviour or actions, which are viewed seriously; these may result in suspension from studies and/or instant expulsion and termination of enrolment.

The following list contains examples of unacceptable major behaviour or actions. The list is not intended to be exhaustive:

- Wilful abuse of or damage to company property or their suppliers
- Drunkenness or being under the influence of or in the possession of, or misuse of illegal drugs on campus or at a campus event off-site/work experience etc.
- Inappropriate or offensive sexual behaviour or sexual misconduct
- Assault or abusive behaviour towards another ākonga, kaimahi member or supplier
- Harassment of a kaimahi member or another ākonga
- Discrimination of a kaimahi member or another ākonga
- Bullying of kaimahi or another ākonga
- Theft
- Bringing the institution into disrepute
- Behaviour that has the potential to damage the institution's reputation
- Continued concerning behaviour (see above)