

1. OVERVIEW

As a prestigious institution of higher learning, **Pioneer College** is committed to fostering an environment of academic excellence, integrity, and professionalism. The Student's Code of Conduct serves as a guiding document that outlines the expectations and standards of behaviour for all students, staff and third parties. It is designed to promote personal growth, ethical conduct, and responsible citizenship within the college community.

This professional document presents the Students Code of Conduct, which serves as a foundation for cultivating a culture of professionalism and integrity among students at Pioneer College.

2. SCOPE

This **Code of Conduct** applies to all:

- Students
- Staff
- Third parties that interact with students and staff.

3. ACADEMIC INTEGRITY

As a reputable institution of higher learning, **Pioneer College** places Academic Integrity at the highest pedestal of our **Code of Conduct**.

Academic integrity refers to the ethical principles and values that govern the pursuit of knowledge, learning, and scholarly work within an educational setting. It encompasses a set of moral and intellectual standards that guide students, researchers, and scholars in their academic endeavours.

Academic integrity promotes honesty, fairness, transparency, and accountability in all aspects of academic work. Following are the integral elements of Academic Integrity.

- **Plagiarism:** I will not engage in any form of plagiarism, including presenting someone else's work, ideas, or words as my own without proper citation. I understand that academic integrity requires me to give credit to the original sources of information, adhere to proper citation standards, and avoid any act that compromises the authenticity and originality of academic work.
- **Cheating:** I will not engage in any form of cheating, such as using unauthorized materials or aids during exams or assignments, obtaining or providing unauthorized assistance, or engaging in any dishonest practice that undermines the fairness of evaluations. I will uphold the principles of fairness, honesty, and merit in all academic endeavours.
- **Collaboration:** I will respect the guidelines set by instructors regarding collaboration on assignments or projects. I understand that collaborative work is encouraged in certain circumstances, but I will always give credit to my collaborators, acknowledge their contributions, and maintain the integrity of my own work.
- **Academic Honesty:** I will strive to complete all academic work with honesty, integrity, and originality. I will not fabricate or falsify data, information, or sources, and I will

adhere to the rules, regulations, and academic standards set by Pioneer College. I will engage in ethical research practices, ensuring the accuracy and validity of my findings.

4. PROFESSIONAL CONDUCT

In an academic setting like **Pioneer College** we basically expect our Students, Staff and Contractors to adhere by the following guiding principles:

- **Respect for Others:** I will treat all members of the college community with respect, fairness, and dignity. I will value the diversity of backgrounds, perspectives, and ideas, and foster an inclusive and supportive environment that embraces the richness of our differences. I will refrain from engaging in any form of discrimination, harassment, or disrespectful behaviour towards others.
- **Ethical Conduct:** I will uphold the highest ethical standards in my interactions and activities within the college community. I will demonstrate professionalism, integrity, and honesty in all my actions, both inside and outside the classroom. I will adhere to the college's policies, guidelines, and codes of conduct.
- **Responsible Communication:** I will communicate professionally, respectfully, and effectively, both in written and verbal forms. I will engage in constructive dialogue, active listening, and open-mindedness when discussing academic matters or engaging in debates and discussions. I will express my opinions and ideas in a manner that encourages intellectual growth and understanding.
- **Attendance and Punctuality:** I will attend classes, lectures, and academic activities regularly and punctually. I understand that my commitment to learning requires active participation, engagement, and meeting the expectations set by instructors and the college.
- **Campus and Community Engagement:** I will actively participate in campus and community activities that promote personal growth, social responsibility, and positive contributions to society. I will seek opportunities to engage in service projects, clubs, organizations, and initiatives that align with the values and mission of **Pioneer College**.
- **Ethical Use of Resources:** I will use the college's resources, facilities, equipment, and technology responsibly, ethically, and in accordance with established policies. I will not engage in any activities that may damage or misuse these resources and will report any instances of resource misuse or abuse to the appropriate authorities.
- **Reporting Violations:** I acknowledge my responsibility to report any violations of this Code of Conduct that I witness or become aware of. I will promptly and accurately report such violations to the appropriate authority or designated individual as per the college's reporting procedures. I understand that by reporting violations, I contribute to maintaining the integrity and ethical standards of **Pioneer College**.

5. WORK PLACEMENT

In **Pioneer College**, a large number of Students shall do work placement. As this exercise entails in interacting with outside parties, the following guidelines have been developed especially for those who shall engage in work placement:

- Prior to start the work placement all students must complete below required steps:
 - Book and attend an interview with the chef and complete Interview Check List;
 - Discuss availability and working shift hours (240 hours) for 10 weeks;
 - Organise own parking
- Phones are permitted in the kitchen, however, must be on Airplane mode, no calls or messages are permitted during the shift.
- Students who are on site but not ready to commence work as per roster, will not be allowed to participate in the activities that day.
- If on 2 occasions, a student does not attend without valid reason, will result in expulsion from the work placement program
- During the placement all students must follow below required steps:
 - Be on site 15 minutes prior to the start of the shift;
 - Dress in line with the Hotel/Restaurant dress code, including a clean and pressed uniform for each and every shift;
 - Ensure all showered, shaved with all cuts covered;
 - Ensure all with tool kit;
 - Follow the designated smoking areas; students are not permitted to leave except during approved breaks and must follow Hotel protocols post smoking;
 - ensure notice is provide 24 hours in advance if not able to attend.
 - Be courteous and follow industry protocols "Yes, chef".
 - Follow all the Hotel/Restaurant policies and procedures.