



TRINITY

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COLLEGE POLICIES AND GUIDELINES

Residents are expected to have read the Policies and Guidelines Included in this document and formally acknowledged their acceptance as a requirement of entry into the College.

- 1 RESIDENT CODE OF CONDUCT**
- 2 TERMS AND CONDITIONS OF RESIDENCY**
- 3 BREACHES OF THE CODE OF CONDUCT AND ISSUE RESOLUTION**
- 4 ALCOHOL AND OTHER DRUGS**
- 5 NOISE**
- 6 VISITORS AND GUESTS**
- 7 HARASSMENT AND DISCRIMINATION**
- 8 SEXUAL MISCONDUCT**
- 9 SAFETY AND SECURITY**
- 10 PUBLICATIONS AND SOCIAL MEDIA**

1 CODE OF CONDUCT

1 PURPOSE

Trinity is an educational community. The purpose of the College is to provide residents with an enjoyable living and learning experience within a safe, caring and respectful environment.

Every community has its implicit and explicit rules for acceptable social behaviour; without these shared expectations communities would not function viably. A residential college community is no exception. Respecting the values of the College and the rights and property of others, and of the College, should be a priority for all who have the privilege to live at Trinity.

We should **always** show care and concern for each other and for the common good. We should behave in such a way that no offence, inconvenience or disturbance is caused to other residents or to any person employed directly or indirectly by Trinity.

The purpose of this **Code of Conduct**, and the underlying **College Policies and Guidelines**, is to make clear to residents what is expected of them and their guests, and to provide general guidelines within which residents should manage their life in College.

2 RESIDENT CONDUCT

2.1 General Expectations

The general expectation is that every resident will exercise a high degree of self-regulation. **You** are expected to be respectful and considerate of others and to promote a sense of community within the College. The responsibility for maintaining such an environment rests with each one of us.

All residents have rights and privileges and with them come responsibilities and obligations. **You** have an obligation to demonstrate respectful, considerate behaviour when interacting with other residents, with staff members and with guests.

The College assumes that **you** have carefully and thoroughly read the **College Policies and Guidelines**, including the current **Terms and Conditions of Residency**, and that **you** will meet the expectations and standards articulated in these documents. Conduct that is in breach of this Code will be the subject of processes, consequences and sanctions that are consistent with the seriousness of the breach. The processes to be applied in determining if a breach of the Code has occurred, and what the consequences of any established breach will be, are matters reserved for the discretion of the College.

2.2 Resident Commitment

The College expects **you** to:

- Conduct yourself responsibly at all times. You are expected to know, to understand and to comply with all College policies and processes.
- Show respect and consideration for others; regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute, so that all may live, study and work in harmony. All members of the Trinity community should expect to be treated courteously and fairly, and to be free from acts of nuisance, discrimination, harassment, intimidation or violence.
- Embrace the values of Community, Diversity, Service and Excellence.
- Acknowledge that the differences between people contribute to the richness of the College experience.
- Respond appropriately to any reasonable request or instruction from any member of staff, including Resident Advisors.

1 AN OFFER IS CONDITIONAL ON A STUDENT:

- Gaining admission/readmission to The University of Western Australia or other approved institution.
- Confirming acceptance of the College's policies, guidelines and expectations.
- Paying the prescribed fee(s) by the due date(s).

At the end of the year, all residents can re-apply for a place in College for the following year. The decision to offer a current resident a new contract will be based on their suitability to residential life, their general support of the College's mission and values, and consider matters such as their conduct, their academic progress and their financial record.

2 PERIODS OF THE RESIDENCY CONTRACT

- The Residency Contract is offered for a defined period. The defined period is specified in the relevant Contract.
- Accommodation outside of the specified Contract dates is subject to availability and must be authorised by the Head or Deputy Head of College. Should a resident have permission to arrive prior to the specified commencement date, or remain in residence beyond the specified conclusion date, he/she will be billed at the daily rate applicable for the additional days of residence.

3 OTHER RESIDENCY PERIODS

- Additional fees are charged daily when a resident is given approval to enter or to remain in College outside of the relevant Contract period.
- Trinity reserves the right to relocate the Resident within the College for maintenance purposes, conference trade purposes or any other purpose deemed reasonable and/or necessary by the Head or Deputy Head of College. Due notice will be given to the Resident.

4 BREACH OF RESIDENCY CONTRACT

- Residents are accepted into Trinity either for the academic year or for one semester on a contractual basis.
- If a student fails to honour his/her contract by not taking up residency then he/she will continue to be responsible for all accommodation charges. Any payments already made to the College are automatically forfeited and will not be refunded.
- If a resident decides to withdraw from Trinity during the specified contract period, a completed **Intention to Withdraw** form must be submitted to the Deputy Head of College. An appointment must also be arranged with the Deputy Head of College. The resident remains responsible for all accommodation charges for the specified residency period unless otherwise determined by the Head of College. Any payments already made to the College are automatically forfeited and will not be refunded.
- In general, the College will only consider dissolving a Contract in circumstances where a resident has evidence that he/she has withdrawn from university.

5 FINANCIAL OBLIGATIONS

- The Resident, or the person responsible for fees, agrees to pay Resident fees as set out in the Schedule of Fees applicable to Contract. The Resident, or the person responsible for fees, understands that the Schedule may be varied only in extenuating circumstances and only with the approval of the Head of College.
- If fees are not paid then action will be taken to recover the outstanding debt. This may include having the agreement terminated and the Resident being asked to vacate the

residence, or being referred to a credit agency for debt collection. In addition to the fees owed, the Resident will be liable for any costs associated with such action including any interest charge.

6 MATTERS OF CONDUCT

Residents are expected to conduct themselves in a mature and considerate manner while living at Trinity. The College assumes that every resident has carefully and thoroughly read the College's ***Policies and Guidelines***, and that they will meet the expectations and standards articulated in these documents. All residents are expected to show respect and consideration for others, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute, so that all may live, study and work in harmony. All members of the Trinity community should expect to be treated courteously and fairly, and to be free from acts of violence, harassment, intimidation and discrimination.

Trinity may require a Resident to leave the College and terminate the agreement if the Resident or a Resident's guest, visitor or family member disregards by act or omission any of the College's policies, guidelines and expectations.

There is no entitlement to remission of fees for any resident required to leave the College.

7 RESIDENT'S OBLIGATIONS

7.1 *The Resident shall not*

- Cover, remove, disconnect or tamper with any smoke detector.
- Obstruct any hallways, stairwells, common areas, balconies, entries or exits.
- Use, possess or distribute illicit drugs or misuse legal drugs.
- Consume alcohol if under 18 years of age.
- Consume alcohol to excess or be significantly affected by alcohol while on campus.
- Smoke on the College Campus except in the designated outdoor smoking area.
- Allow any unauthorised person to make use of the catering services of the College.

7.2 *The Resident's Room*

- The Resident shall not allow his/her accommodation or any part thereof to be occupied by anyone else without the written permission of the Head or Deputy Head of Trinity.
- The Resident agrees to vacate his/her accommodation at the date of departure, leaving his/her accommodation in good order and clear of any personal belongings not belonging to the College. No items can be stored in the room without the written permission of the Head or Deputy Head of Trinity.
- The Resident understands that any property left in the room after the Resident has vacated will be removed and disposed of.
- The Resident agrees to allow Trinity staff and authorised representative's access to the room and common areas for the purpose of cleaning, the issuing of notices, room inspections or maintenance, and will not impede Trinity's possession and control of the room and common areas.
- The room and common areas can only be used for private residential purposes.

7.3 *The Resident agrees to take care of the room and any common areas and to keep them in a clean condition, and in particular:*

- To clean the room and common areas regularly.
- To put nothing down any sink/toilet/drain likely to cause damage or obstruction.
- To wrap and place garbage in an appropriate container.

- To take care not to damage items provided with the room and common areas, including furniture and fixtures.
- To make no alterations or additions to the room or common areas without the written permission of the Head or Deputy Head of Trinity.
- To do no decorating that involves painting, marking or defacing any part of the room or common areas without the written permission of the Head or Deputy Head of Trinity.
- To keep no animals in the room or common areas without the written permission of the Head or Deputy Head of Trinity.
- To immediately notify the Resident Services Office of any loss, damage or defect to the room or common areas.
- To immediately notify the Resident Services Office of any infectious diseases or pests.
- The Resident agrees to and will be responsible for the behaviour of their friends, family, guests or visitors and agrees to pay for any damage to or loss of College property caused by his/herself, friends, family, guests or visitors.

7.4 Responsibility to other Residents

- To show respect and consideration for others; regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute, so that all may live, study and work in harmony.
- To avoid any disturbance, nuisance or annoyance to other residents by act or omission.
- To not compromise the safety or security of other residents or their property.

7.5 Responsibility to Trinity

To compensate for or meet any claims in respect of:

- Loss or damage to Trinity property caused by the negligence or willful act or omission of the Resident, or a guest or visitor of the Resident.
- Loss or damage to another person's personal property (where loss or damage is caused by the Resident or a guest or visitor of the Resident).
- Any injury to a person caused by an act or omission of the Resident, or a guest or visitor of the Resident.

8 ACADEMIC PROGRESS

The Resident undertakes to keep the Deputy Head of College fully informed about his/her enrolment status and academic progress. The Resident agrees not to change his/her Faculty or units, or to withdraw from a course of study without prior consultation with the Deputy Head.

The Resident authorises the administration of the institution at which the Resident is studying, to make available to the Deputy Head any information that they may require about the Resident's academic progress or status. The Resident acknowledges that satisfactory academic progress will be a determining factor in remaining in residence at Trinity.

9 EXCLUSION OF LIABILITY

Notwithstanding and not in derogation of any rights or obligations under any insurance policies taken out by Trinity; Trinity, the Trinity Council, the Head, the staff and resident staff of Trinity, are in no way responsible or liable (individually or collectively) for any personal injury which the Resident may suffer, or for any loss or damage to the Resident's personal goods however that injury or damage be caused.

Trinity, Trinity Council, the Head, the staff and the Resident staff of Trinity are not responsible or liable (either collectively or individually) for any third-party property damage or loss, or personal injury suffered by third parties, which results from the Resident's actions, whether these actions are in contravention of the policies and guidelines of Trinity, the by-laws of The University of Western Australia, the laws of Western Australia or otherwise.

3 BREACHES OF THE CODE OF CONDUCT AND ISSUE RESOLUTION

1 GENERAL COLLEGE PROCESS

- If disturbed by the conduct of others, each resident has the right firstly to ask those concerned to stop the offending behaviour. If there is some hesitation about approaching them or a reasonable approach has been ignored, the resident should immediately contact their Resident Advisor, the Duty Officer, Campus Supervisor, the Deputy Head or Dean of Students.
- When an action or activity in breach of the guidelines is observed, a member of staff will communicate informally with the resident about the breach and will request that the resident cease such activity.
- If a staff member considers that the breach is not serious and the resident responds readily and positively, no further action is required.
- If a staff member considers the breach is significant or is a repeated breach, then they will refer the matter to the Deputy Head or, if after hours, it will be recorded in the 'Duty Officer Report'.
- If a staff member considers the breach is of sufficient severity then the Deputy Head may be contacted regardless of the hour.
- Where disciplinary action is considered necessary, the resident will be given an opportunity to discuss the matter in a meeting with the Deputy Head.
- The Deputy Head is authorised by the College to take appropriate disciplinary action. However, disciplinary action that may involve suspension or the termination of a contract will be referred to the Head of College.
- When disciplinary action is taken against a resident, the resident's name will be treated in confidence and only those people directly involved in the disciplinary process will be informed.

Note that the above procedures in this document do not derogate from the normal disciplinary powers and responsibilities of relevant staff members, which may still be exercised as appropriate.

2 RESIDENT INITIATED PROCESS

The following steps can be used when a person wishes to complain about a possible breach of the Code but will also be available to the College when it becomes aware of a possible breach of the Code and decides to investigate the matter itself.

Conciliation

- Determine whether the behaviour is likely to be a breach of the Code. An individual may always seek advice from a member of the College staff, or an external advisor, to determine if the behaviour is likely to be a breach of the Code.
- Decide whether you wish to make a complaint. If you wish to make a complaint, you will be asked to put your complaint in writing. The complaint must identify the resident/s you allege have breached the Code and what you allege has been done. It should be as specific as possible. The complaint should be forwarded to the Deputy Head of College.
- All complaints will go through a conciliation process, unless the College decides otherwise. A conciliator will be appointed to meet with each party individually to discuss and try to reach agreement regarding the complaint, possible redress and future behaviour. If agreement cannot be reached, any party to the conciliation may ask for the allegations to be investigated. In this situation, the allegations will be referred to a Mediation Committee, unless the College decides otherwise.
- Alternatively, even if the complainant does not ask for the matters to be investigated, the College may itself decide to investigate the allegations.

- Conciliation is not a disciplinary process, and disciplinary outcomes will not necessarily result from this process. Breaches of an agreement reached via conciliation may result in additional action.
- Prior to a conciliation agreement being finalised, the College will inform the parties involved if there is likely to be an investigation of the allegations of a breach of the Code by the College, irrespective of the outcome of the conciliation, so that the parties may take that fact into account in their negotiations.

Mediation

The Mediation Committee will consist of the Deputy Head of College, Club President, and two resident representatives (one nominated by the Trinity Residents' Club and one by the Deputy Head).

- Referral to the Mediation Committee will be made through the Deputy Head of College.
- When an issue is referred to the Mediation Committee, the Head will be informed.
- Those involved will present in unemotional language the essential facts to the Mediation Committee.
- The Mediation Committee may seek the advice or the presence of appropriately trained people. Those involved will be informed when such action is being considered by the Mediation Committee.
- The Committee will make a written recommendation to the Head of College.

3 SANCTIONS

A resident may:

- Be subject to censure or reprimand and be given warning that harsher disciplinary action may or will be taken;
- Be required to make restitution or reparation;
- Be required to undertake appropriate training and/or counselling;
- Be required to undertake community reparation work within Trinity of such a nature and for such a period as the Deputy Head or Head shall determine. Such community reparation must be completed within one week unless another timeframe has been agreed to in discussions with the Deputy Head or Head;
- Have imposed a fine or penalty commensurate with the nature of the offence. When a fine is imposed or more severe action is warranted, consideration will be given to previous fines, censures or warnings in determining the amount of the fine or the extent of the action. All fines will be contributed to Trinity's Bursary Fund. Offenders will pay fines or undertake community reparation in lieu within one week of being notified;
- Be suspended from Trinity for a stated period. If a resident has been suspended from College due to inappropriate behaviour, that resident will not be entitled to a refund of residential fees (accommodation or meals) while absent from College;
- Not be permitted to reside at Trinity after completion of the current semester;
- Be asked to leave Trinity, from a specified date, and possibly be denied further access to the College. If a resident is suspended or asked to leave Trinity, they may be required to vacate their room within 24 hours of the sanction being imposed.

Fines will not be imposed in addition to the suspension or removal of a resident from Trinity except when, in the case of damage to Trinity property or to the personal effects of other residents, compensation may be required.

4 APPEALS

- A resident may appeal to the person who has taken the action to retract or reconsider the action. The basis for the appeal may be on procedural or substantive grounds.
- If an initial appeal fails, an appeal may be made to the next most senior member of staff or to the Deputy Head.
- If an initial appeal is made to the Deputy Head and the resident is not appeased, a second appeal may be made to the Head in writing.
- The Trinity Residents' Club President may make an appeal on behalf of or in accord with a resident, provided that is the wish of the resident.
- Any appeal or record of appeal will be treated with the same confidentiality as records of disciplinary breaches or actions.

4 ALCOHOL AND OTHER DRUGS

Trinity does not approve of or condone the use of illegal drugs or the misuse of legal drugs. The College actively discourages drug dependency and drug abuse, and encourages residents and staff to have a responsible attitude towards the use of alcohol and drugs of any kind. Trinity, like Trinity of Western Australia, is committed to upholding the law of the State of Western Australia and Commonwealth of Australia relating to the use of both legal and illegal substances.

The College operates on the basic principle that residents are young adults. As young adults, residents are responsible for what they consume or use. Residents will decide if, what and how much alcohol and/or drugs they will consume. In making those decisions residents need to identify their own priorities and recognise that the use of alcohol and other drugs may affect a person's judgement and can be potentially harmful: resulting in permanent damage to health, to relationships and to reputation and career prospects.

The College has a strong pastoral interest in its residents and will be as supportive as circumstances allow, in what are often difficult and complex situations. The College will provide information on the safe use of legal drugs and on reducing personal harm to residents who choose to abuse legal drugs; it will not support this abuse.

1 ILLEGAL DRUGS

- The College does not condone illegal drug use, nor will it protect users from the law. Drug abuse is a personal decision. Treatment for abuse and the control of drug use are outside of the College's resources and competence.
- Use of illegal drugs may offend others in the College community. Those offended are entitled to make their complaints heard and such complaints will bring action from the College.
- Residents who use, possess or distribute illegal drugs can expect to have their residency terminated and to have the matter referred to the police for action. The penalties for possession, use and distribution can be severe.
- Trafficking or participating in trafficking in illegal drugs will result in the resident/s being required to leave College immediately. Expulsion will be based on reasonable evidence and the standard used will be less than that required for a criminal conviction.
- Where use of illegal drugs is observed or trafficking is suspected, the College may rely on police or other appropriate resources to resolve the various problems identified.
- Resident activities at Trinity are covered by relevant Commonwealth and State laws, the policies of Trinity and the College's own policies and procedures.

2 ALCOHOL

2.1 Introduction

- In Australia, responsible alcohol consumption by adults is legally and culturally acceptable. Residents who are at College and over the age of 18 are legally entitled to purchase and consume alcohol. We understand that some residents expect to consume alcohol while they are in residence. It is the responsibility of residents to ensure that everything is done to minimise the harmful effects of alcohol and that this Policy is adhered to. The aim of this Policy is to encourage residents to make informed choices about the consumption of alcohol.
- Consumption of alcohol at Trinity must be seen in the wider context of a community recognition and concern about the harmful physical, behavioural and social effects of excessive alcohol consumption. The College holds the view that the excessive consumption

of alcohol is not an acceptable rite of passage and that such behaviour can lead to the point of harming self and/or others and can be life threatening.

- The excessive use of alcohol does not diminish a resident's personal responsibility for observing community rules and expectations. Where there is alcohol misuse, staff will deal with it sensitively and raise resident awareness of support services. When a resident's alcohol consumption is consistently excessive or a resident demonstrates unacceptable behaviour resulting from the over-consumption of alcohol, the College reserves the right to apply appropriate sanctions.
- The College is a living and learning environment where every resident must be respectful and considerate of others.
- Resident activities at Trinity are covered by relevant Commonwealth and State laws, the policies of Trinity and the College's own policies and procedures.

2.2 General Principles

Responsible consumption of alcohol is permitted in Trinity. 'Responsible consumption' means drinking in moderation within the limits prescribed in **2.3 Limits**. Subject to this requirement:

- Individual residents over the age of 18 are permitted to have and consume alcohol in their rooms.
- Individual and casual group drinking is permitted in some common areas. See **2.4 Venues and the Consumption of Alcohol**.

Residents who prefer not to drink will be supported in this decision.

Drinking must not interfere with the interests and welfare of others. Behaviour that causes harm to individuals, property or the reputation of the College or Trinity is unacceptable. This includes behaviour that interferes with the reasonable expectation of an environment conducive to study and to sleep, or that disregards the appropriate responsibilities and strategies for conducting events and functions.

2.3 Limits

- Residents under the age of 18 must not consume alcohol. Residents must not provide alcohol to anyone under the age of 18. Residents caught consuming alcohol at College or returning to College in an intoxicated state will be suspended from College for one week. A repeat offence will result in the resident having their residency terminated.
- Residents will not drink with the aim of becoming intoxicated.
- Residents will not consume alcohol to excess or be significantly affected by alcohol while on campus.
- Residents must not provide alcohol to anyone who is intoxicated.
- Residents must not be subjected to any pressure to drink.
- Drinking games/competitions are not to occur at Trinity or at events associated with the College. Any materials or apparatus thought to be part of drinking games may be confiscated without notice and not returned. Any staff member may implement this action or make a report.
- Large groups, the presence of significant numbers of non-residents and/or excessive quantities of alcohol are not permitted.
- In all areas (including residents' rooms), unreasonable or anti-social behaviour (including excessive noise) that disturbs or interferes with others is inconsiderate and unacceptable and will not be tolerated. Residents involved will be required to have a meeting with the Deputy Head of College and can expect to be given several hours of Community Service in the grounds of the College. Repeat offenders risk having their residency terminated
- Any resident who requires significant assistance or hospitalisation as a result of excessive drinking will be required to meet with the Deputy Head and Dean of Residents. The

consequences for the resident will be determined by the circumstances but may include counselling, a fine or community service.

2.4 Venues and the Consumption of Alcohol

- Residents over the age of 18 may drink in moderation in their rooms, in the wing common rooms and in the outdoor areas (after 7.30pm only in the Cambridge Courtyard). Residents are expected to use their own judgement in recognising what would be a reasonable group size; a sensible guideline would be the number that can be comfortably accommodated in the room, or by the seating available in an outdoor area.
- Alcohol may be consumed in moderation in the Robinson and Trinity Rooms, without permission from Resident Services. Alcohol may not be consumed in any of the other College common rooms without prior permission.
- Residents are expected to leave areas clean and tidy, and to ensure that bottles and cans are taken to a recycling bin; this is not to be left to College staff.
- Apart from the rooms and areas noted above, alcohol is not to be consumed in any other College facility unless prior arrangements have been made with the Deputy Head of College.
- Residents wishing to organise a function or event using College facilities must get the permission of the Deputy Head of College.

2.5 Visitors to the College

- Visitors, including ex-residents, to Trinity are subject to this Policy.
- Residents are responsible for ensuring that their visitors and guests comply with this Policy.

5 NOISE

One of the major challenges of living together in harmony is that of being able to live in College without being affected by undue loud noise. The College is a social place and clearly there will be a level of noise. It is the responsibility of all residents to balance these aspects and in doing so ensure that an environment conducive to study, sleep and sensible social interaction is maintained.

The general expectation is that residents will exercise a high degree of self-regulation and accept responsibility for managing their own behaviour in accordance with the College's ***Resident Code of Conduct***.

1 EXPECTATIONS

All residents need to be aware of the noise they and their guests are making regardless of the hour of the day and ensure that they are not unreasonably disturbing their fellow residents.

Residents should be particularly mindful of the noise generated from normal activity in a room such as listening to music, watching TV, holding small gatherings, sport or other activities in quads or common areas, and particularly returning late at night to the College.

Residents are expected to use their judgement with regard to the acceptable number of people in a social gathering. Outdoors, the amount of seating available should give a reasonable guide to the size of the gathering.

If you are unsure what constitutes unreasonable noise you are encouraged to discuss this with your Wing Resident Advisor. At all times, what constitutes an acceptable level of noise at any time is at the discretion of the staff of the College, including the Resident Advisors and the Campus Supervisor.

2 SPECIFIC NOISE RESTRICTIONS

Residents can generally expect the College to be reasonably quiet environment at all times. Excessive noise at any hour of the day or night is unacceptable. **The minimum quiet hours are 10.30pm to 9.00am for all days of the week.** This does not imply that excessive noise is acceptable at other times. Residents are required to always be respectful of other residents and staff and be mindful of the noise level.

Variation to quiet hours for examination periods and study breaks will be advertised.

Residents who have completed examinations are able to remain in College but only on the proviso that they do not create any issues for other residents.

3 RESPONSIBILITY FOR ADDRESSING NOISE

If you are being disturbed by noise you should speak with the person/s making the noise, discuss the effect it is having on you and request that they lower the level of noise.

If you are uncomfortable approaching the person/s generating the noise or they are unresponsive to your request, you should contact your Wing Resident Advisor, the Duty Officer or the Campus Supervisor. Residents are expected to comply with any request relating to loud noise. If a request to lower noise is not appropriately acted upon then those making the noise may be subject to sanctions.

6 VISITORS AND GUESTS

All members of College have the right to feel that they are living in a secure environment with facilities maintained for their use. No resident should be intimidated by the presence of non-residents, nor should they be inconvenienced by having to share facilities with non-residents.

Providing on-going accommodation or unpaid meals to visitors is a serious breach of a Resident's Contract and will be treated accordingly.

Visitors and guests must not eat in the Dining Room unless a Meal Voucher has been purchased from Reception prior to the meal. **Please note that kitchen staff will not accept cash or record meals to be placed on account.**

1 VISITORS

Whilst residents are welcome to invite friends into the College, it is for the benefit of all residents that visitors are always accompanied by the resident. **Residents are expected to take responsibility for their visitors at all times while they are on College grounds.** Residents must not give their keys to visitors under any circumstances.

If you have arranged to meet friends, then please do so at the Stirling Highway entrance, the Hampden Road entrance or some other public area. If someone is unknown to you, even if they claim to be a friend of a resident, then you should not provide them access to a building.

Inviting large numbers of non-residents to Trinity is not permitted and such gatherings should take place off-campus; the College is not a place for groups of non-residents to be entertained.

Residents will always be responsible for the actions of their guests. A staff member may require that non-residents leave the College Grounds if they are not accompanied by a College resident.

2 OVERNIGHT GUESTS

When you take up residency at Trinity, your contract is for a **single room for you**. You are not at liberty to 'share' your accommodation. Having a guest stay overnight should be the exception rather than the rule. Residents are permitted to have guests accommodated in their rooms for a **maximum of 2 consecutive nights**. The College does not charge for guests. In special circumstances, the Head of College may give permission to the resident for a guest to stay extra nights.

Residents must not give their keys to their guests under any circumstances. Guests are not permitted to enter a resident's room unless the resident is present.

There is a maximum of one guest per room.

Your Wing Resident Advisor must be informed for security, fire and emergency purposes. Please see your Resident Advisor during the day to register your guest and obtain a mattress. Where it is a last-minute decision for a guest to stay over, please advise the Duty officer and complete a guest slip and place it under the Resident Advisor's door. This becomes important in any emergency as it alerts us to the fact that other people are present in the building.

Residents should not have guests during study and examination periods.

Parents and other older adults should not stay overnight in a resident's room. It is not appropriate for these adults to be sharing facilities with residents. Parents can book the College's Wesley rooms if they wish to stay on campus.

Clearly a resident's guest should have minimal impact on other residents. Residents with concerns about overnight guests should speak with their Resident Advisor in the first instance. **While there is no charge for overnight guests, residents who choose not to comply with the College's reasonable expectations will incur a charge equivalent to the current standard casual guest rate.**

Any meals that your guest has in our Dining Room must be paid for at Reception prior to the meal – a voucher will be issued. Meal charges will not be placed on residents' accounts.

7 HARASSMENT AND DISCRIMINATION

Harassment refers to any offensive, belittling or threatening behaviour directed at an individual or group which takes place in circumstances in which any reasonable person, having regard to the circumstances, would have been offended, humiliated or intimidated. Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and often (but not always) repeated. Sexual harassment is included in this definition and is one particularly serious form of harassment. In addition to sexual harassment people may experience **harassment** or **discrimination** because of their belief systems, including political or religious beliefs or activities, cultural, racial, or socio-economic background, gender, sexual orientation, physical features or disability, among other things.

Trinity is committed to maintaining an environment in which all residents and staff are valued and respected. Harassment or discrimination of any form has no place in our community. All forms of harassment and discrimination are serious issues and such behaviour is unacceptable. Trinity will not accept or tolerate any form of harassment and all complaints will be dealt with promptly and fairly.

Any resident or employee who feels he or she has been subjected to any form of harassment or discrimination is encouraged to take action to resolve the issue. The College will assist in any way possible, either by initiating action within the College or by referring the matter to the appropriate authorities.

Disciplinary action will apply to any staff member or resident who is found to have harassed or discriminated against another member of the Trinity community.

8 SEXUAL MISCONDUCT

Trinity is committed to maintaining a culture of inclusivity and respect, upholding the rights of residents and staff to fair treatment. Sexual harassment has no place in our community. Any staff member or resident who is found to have sexually harassed another member of the College will be subject to significant consequences.

Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.

Sexual harassment involving a physically violent and/or coercive component such as physical molestation or assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered **sexual assault** and possibly a criminal offence.

All relevant Acts define sexual harassment as conduct with a sexual component which is unwelcome, unsolicited and unreciprocated. Conduct with a sexual component includes physical, visual, verbal and non-verbal behaviour.

Sexual harassment includes, but is not limited to:

- physical molestation or assault;
- unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing;
- sexually suggestive words, gestures or sounds;
- persistent following or stalking;
- indecent exposure; and
- obscene communications in any media, including social networking.

Sexual harassment may be perpetrated or experienced by people of any sexual orientation or gender identity. It can be a single incident or a persistent pattern of unwelcome behaviour.

Sexual harassment is not mutual attraction, consensual romantic involvement or friendship. However, behaviour can constitute sexual harassment if the interaction changes from being based on mutual attraction, friendship or respect to non-consensual, unwelcomed and unreciprocated interactions.

Any form of **non-consensual contact** with another person is not tolerated in our Community and is in direct breach of the Conduct expected at Trinity and in the wider community. **Consent** is an agreement between participants to engage in sexual or other behaviours. **Consent** needs to be given for each separate encounter and a person **cannot consent** if they are intoxicated or affected by other drugs; silence or passive participation cannot be interpreted as consent. All parties need to have discussed and verbalised their willingness to participate.

9 SAFETY AND SECURITY

1 FIRE DETECTION SYSTEM AND FIRE EQUIPMENT

The College has a comprehensive Fire Safety and Emergency Plan in place. The College is required by law to maintain fire alarm and firefighting equipment in good condition. A sophisticated alarm system and emergency lighting system is in operation.

The College's Fire Detection System is linked directly to the Fire Brigade. Smoke detectors are fitted in all rooms and are very sensitive to smoke, burning incense, steam, dust, aerosol spray, and the like. Fire Services personnel must attend to investigate even if the activated alarm does not indicate a 'real emergency'. DFES will automatically fine the College \$750 for any false alarm. Should the false alarm be the result of resident negligence the fine will be passed onto the resident. False alarms caused by faulty or dirty smoke detectors will be paid by Resident Services.

Corridors and stairwells are important for exiting the buildings during a fire. Thus, residents must keep corridors and stairwells clear. Fire drills are held at the beginning of each semester. Directions regarding fire procedures are found on the back of each College resident's door.

Fire extinguishers are also placed at strategic locations throughout the College campus. Common sense dictates that College staff and residents cooperate fully in ensuring that all fire extinguishers, detectors, fire blankets, door closers etc remain serviceable. Such life- saving devices must not be tampered with at any stage. No one is to cover any smoke detector, interfere with fire extinguishers, or tamper with door closers. Residents who tamper or interfere with the system risk suspension or termination of their contract. By law, such tampering is a criminal offence. At the very least covering a smoke detector for any reason will incur a fine of \$100.

Actions to be taken to assist in the prevention of fire:

- Apart from the dedicated smoking area, Trinity is a smoke free campus.
- There is to be NO COOKING in rooms that do not possess a dedicated kitchenette.
- The burning of candles or incense is prohibited in all rooms.
- Electrical switches should be left in the "off" position when not in use; this applies particularly to mobile phone and laptop chargers, recognised causes of many household fires.
- Rubbish and debris must be removed to reduce fuel for any potential fire.

2 SECURITY

The College takes the security and safety of residents very seriously. Maintaining the security of the College is also the responsibility of every resident. The security of your corridor or wing is the business of everyone in that corridor or wing. Do not compromise security by wedging doors open. Make sure that your room is properly secured – that windows are bolted shut and doors are locked (even when you leave your room for a few minutes!).

The Main Administration Office and Resident Services building, the common rooms, the Robinson and Trinity Rooms and the laundries are locked at 11.00pm every night and re-opened by staff the next morning. A Campus Supervisor is on duty most nights of the week. Breaches of security, including theft or unauthorised visitors, must be reported **immediately** to the Duty Officer, Resident Advisors, Campus Supervisor, Deputy Head or the Head of College. In the case of theft, the owner must report the incident to the Police (phone 131 444).

3 KEYS and PROXIMITY FOBs

Keys and proximity fobs play an important part in the College's security. It is very important that you keep your key(s) and fob together and secure. **You must have your keys with you at all times.** Keys must not be lent to any other person, particularly non-residents.

If you leave College for any other extended period, you must hand in your key(s) and fob to Resident Services during office hours. After hours, keys/fobs may be deposited in the 'key return box' in the Resource Centre.

If you do not hand in your key(s) and fob on time at the end of semester, it will be assumed that you are staying in College and you will be charged the normal occupancy rate. **Please note very carefully that this requirement is not negotiable.**

Proximity fobs provide residents with access to shared College areas/facilities. Always keep your room and, if applicable, your corridor door and the balcony door, locked when you are not there. When you close your door to go out, make sure you take your key and proximity fob with you. Be very careful with your room key. If it is lost, the College must have locks altered and replacement keys cut.

If you mislay or have any problem with your key, contact Resident Services during business hours or the Duty Officer/Campus Supervisor after hours to let you into your room. Residents deliberately leaving their keys at College and then frequently calling the Duty Officer or Campus Supervisor to let them in will be fined. Local locksmiths will not be able to duplicate your keys.

4 AFTER HOURS ASSISTANCE

During the academic year, Resident Advisors and the College's **Campus Supervisor** provide after-hours administrative support for the College. Each weekday night and all weekend, a **Duty Officer** is rostered on for after-hours emergencies and lockouts. They carry the duty phone (**Ext 427**) and master keys. The Senior Resident Advisor, Dean of Students, Campus Supervisor, Deputy Head and Head of College live on campus and can be contacted in the case of an emergency. Their extension numbers, and any other relevant numbers, are on the Telephone Contact Sheet provided to all residents.

10 PUBLICATIONS AND SOCIAL MEDIA

No publication can use the name of Trinity or the College logo without the permission of the Head of College. Any material which is defamatory must not be published. Breaches of this requirement may result in legal action being taken by either the College or by individuals.

Publications, including posters, in College will avoid language, photographs, caricatures and other artwork or captions that discriminate with respect to: race, colour, ethnic origin, nationality, religion, sexuality, gender, marital status, occupation, intellectual or physical impairment and disability, and other criteria as may be specified upon amendment of current legislation.

Any publication, including posters, must be submitted to the Head of College or the Deputy Head of College prior to publication. Any material which is offensive, defamatory or holds members of our community up for public ridicule must not be published.

Trinity recognises that social media is a term which encompasses the various activities that integrate technology, social interaction, and the construction of words, pictures, videos and audio. For many people, participation in social media technologies is an integral aspect of their social lives.

Trinity has a concern regarding the ease with which professional distance and personal use can easily be blurred. Residents' use of social media can challenge the privacy, security and reputations of other residents and/or Trinity. Residents are expected to

- be responsible for what they post on any social media platform;
- not use social media to harass, vilify or discriminate against any individual;
- carefully consider in what capacity a post is made;
- respect their audience, both visible and invisible; and
- respect copyright.

Any activity which represents a failure to meet these obligations may be determined as misconduct or serious misconduct, resulting in disciplinary action.