

Policy number	P63	Version	6
Approved by Board on	2 February 2024	Scheduled review date	February 2029

1. Purpose

The National Institute of Organisation Dynamics Australia (NIODA) is committed to developing and maintaining an atmosphere in which all individuals are free from any form of harassment or discrimination.

2. Scope

An allegation of general misconduct may be brought against any candidate, student or staff member of NIODA. An allegation may be made by NIODA staff, candidates, students or an external person.

NIODA has specific policies pertaining to sexual misconduct and bullying. Allegations relating to sexual misconduct or bullying should be addressed according to those specific policies.

3. Policy Statement

General misconduct relating to this policy means misconduct other than academic misconduct, bullying or sexual misconduct and includes, but is not limited to, conduct which:

- breaches any NIODA non-academic policy
- has the potential to bring NIODA into disrepute
- constitutes unlawful or criminal activity
- interferes with, causes damages, or loss of any NIODA property
- unreasonably prevents or disrupts candidates/students, staff, board or committee members from undertaking their normal activities such as speaking in any class, tutorial, seminar or other program activity
- constitutes discrimination
- involves the use of forged, falsified or altered documentation
- involves concealing, misrepresenting or withholding the whole or part of a candidate/student record in order to gain or maintain enrolment
- encourages or incites any other person to engage in conduct or behaviour that constitutes general misconduct
- divulges confidential or personal information relating to any candidate/student or staff member
- constitutes a failure to comply with any reasonable request, direction or order given by a person authorised by NIODA to ensure the safety of any person, the preservation of any property, and the maintenance of good order.

General misconduct may be either onsite, digital or online.

4. Complaints and Grievances

Complaints and grievances related to general misconduct issues should be taken up as per the NIODA Grievance Policy. The Grievance Policy is published on the NIODA website www.nioda.org.au/policies

5. Record Keeping and Confidentiality

Records of all complaints handled under this procedure and their outcomes shall be maintained for a period of at least five years to allow all parties to the complaint appropriate access to these records, upon written request to the NIODA Administrator. These records are maintained in a passcode computer file.

All records relating to complaints are treated as confidential.

6. Publication

This Policy is published on NIODA's website (www.nioda.org.au/policies)

7. Related Documents

Sexual Misconduct Policy

Bullying Policy

Grievance Policy