



**CTC PRECINCT**  
**CODE OF CONDUCT**



## WHY THE CODE?

**As a Precinct we share a set of values that we express as being a good, kind human towards those around us. We value care, respect, accountability and an ethical approach to how we conduct ourselves.**

This Code of Conduct outlines behaviors we expect of you and everyone on our site, and what we do not tolerate.

Everyone who works at, or attends the Construction Training Centre (CTC),

- has **obligations** to keep themselves and others physically and psychologically safe while here
- has **the right to be and feel** physically and psychologically safe while here

This Code of Conduct was agreed between the CTC and its tenants to ensure that the CTC Precinct is a safe and welcoming environment for students, staff, contractors and visitors. It also ensures our precinct complies with the Qld Government's Code of Practice for managing psychosocial hazards in the workplace (2022).

## WHO DOES IT APPLY TO?

This applies to each and every person who visits the Precinct, for whatever purpose or however long. This includes staff, students, contractors, visitors and delivery personnel.

## **WHAT ARE THE CONSEQUENCES IF THE CODE IS BREACHED?**

We will talk to you directly about any behaviours that contravene our Code of Conduct. Consequences for breaching the Code include:

- Having the behavior called out;
- The behavior/incident being reported to someone's employer;
- Asking someone to leave the Precinct for the remainder of the day;
- Towing of vehicles where they are parked in an unauthorised location; and
- Tyre clamping of a vehicle breaching the code;
- Banning a vehicle from accessing or parking on the Precinct; and
- Asking someone to leave the Precinct and banning them from returning for a period of time, or permanently.

CTC is within its legal rights to undertake these actions and if a member of the CTC Team requests someone to leave the Precinct they must do so immediately (after a reasonable period of time to retrieve their property). Failure to do so makes that person a trespasser and the Police can be called to have the person removed.

## **HOW CAN CODE OF CONDUCT BREACHES BE REPORTED?**

A principal on the Precinct is "Don't Walk By" remembering the behaviour we walk by is the behaviour we are prepared to tolerate. This means that those who observe or are made aware of behaviour which falls below the standards we set should be called out and/or reported. Every person on the Precinct should feel empowered to do this where they feel safe to do so.

You can report unacceptable behaviour in a number of ways:

1. Call CTC direct on (07) 3216 6711;
2. Speak to your trainer if a student;
3. Speak to your manager if a tenant staff member; and
4. Reporting the matter through the Safety Reporting Portal (SRP) either identifying yourself or anonymously.

# CODE OF CONDUCT

## Noise

What we expect	What we don't tolerate
Noise levels should not be excessive such that tenants are interrupted in delivering their training either from neighbouring tenants or from those in public spaces on the Precinct. When requested to do so those exceeding acceptable noise levels must reduce the noise to an acceptable level immediately.	<ul style="list-style-type: none"><li>• Loud noises,</li><li>• Playing of music or conversations with excessively high volume,</li><li>• Failure to reduce noise levels when requested to do so either by a tenant, a neighbouring tenant or CTC staff member,</li><li>• Ball games that create disturbance to neighbours.</li></ul>

## Discrimination

What we expect	What we don't tolerate
All individuals will be treated both justly and fairly.	<ul style="list-style-type: none"><li>• Discrimination against anyone on the Precinct on the basis of their race, colour, ethnicity, nationality, religion, gender identity, sexual orientation, age, disability or any other protected characteristics,</li><li>• Distribution of offensive material.</li></ul>

## Speech

What we expect	What we don't tolerate
Everyone to be treated with respect while on the Precinct in conversations held with them or about them.	<ul style="list-style-type: none"><li>• Racist remarks,</li><li>• Use of sexist language,</li><li>• Homophobic or transphobic comments or jibes.</li></ul>

## Swearing or Foul Language

What we expect	What we don't tolerate
Conversations to be conducted without excessive swearing and to be free from lewd ('dirty') comments.	<ul style="list-style-type: none"><li>• Excessive swearing,</li><li>• Lewd (dirty comments or jokes).</li></ul>

## Treating People with Respect



What we expect	What we don't tolerate
That people will feel safe and free from bullying, harassment and duress.	<ul style="list-style-type: none"> <li>Bullying and harassment.</li> </ul>

## Gender Interactions



What we expect	What we don't tolerate
That people on the Precinct will feel free from sexual harassment, unwelcome advances or innuendo.	<ul style="list-style-type: none"> <li>Any physical contact, threat or language that constitutes an unwelcome sexual contact or advance. <i>NOTE that sexual harassment occurs regardless of the intent of the person who uses sexual harassment, or the frequency of the harassment.</i></li> <li>Sharing or displaying sexually explicit materials including images, videos or texts.</li> <li>Unauthorised recordings of others without their consent,</li> <li>Unwelcome physical contact,</li> <li>Unwelcome sexual advances other than physical contact.</li> </ul>

## Physical Safety



What we expect	What we don't tolerate
That everyone on the Precinct is physically safe and feels physically safe.	<ul style="list-style-type: none"> <li>Any physical violence or intimidation,</li> <li>Threat of violence,</li> <li>'Shirt-fronting' or request made of others to start a fight to justify a retaliation,</li> <li>Threats to kill or severely injure.</li> <li>Knives, guns or other weapons that could injure or be used to coerce or intimidate. This excludes legal firearms which are sanctioned for use on the premises by prior agreement.</li> <li>Riding of scooters including e-scooters while on the Precinct.</li> <li>Engaging in behaviours and 'larking about' that endangers the health and safety of oneself or others.</li> <li>Ball games that may damage vehicles or property,</li> <li>Staying overnight on the premises,</li> <li>Failure to follow a safety instruction given by CTC or other authorised persons on the Precinct.</li> </ul>

## Domestic and Family Violence



What we expect	What we don't tolerate
That a person experiencing violence (PEV) feels safe and secure while on the Precinct.	<ul style="list-style-type: none"> <li>A person with the intent of using violence (PUV) entering the Precinct with a view to continuing their violence (including physical or psychological).</li> </ul>

## Use of electronic means of communication and recording



What we expect	What we don't tolerate
That the use of mobile device and other forms of communication show due respect.	<ul style="list-style-type: none"> <li>The use of mobile phones or other internet connected devices to stalk, intimidate, harass or bully others,</li> <li>The filming or photographing of other persons without their permission,</li> <li>The use of drones other than CTC's authorised drone.</li> </ul>

## Environment



What we expect	What we don't tolerate
That the environment is respect so that all can enjoy the Precinct.	<ul style="list-style-type: none"> <li>Littering</li> <li>Actions harmful to the environment like leaving taps running deliberately.</li> </ul>

## Smoking



What we expect	What we don't tolerate
That those who wish to smoke (including e- cigarettes) do so in the designated areas.	<ul style="list-style-type: none"> <li>Smoking on the way to or from the designated smoking areas,</li> <li>Smoking outside of the designated smoking areas,</li> <li>Discarding of cigarette butts so as to potentially cause a fire,</li> <li>Rifling through the ash trays for cigarette butts.</li> </ul>

## Vehicle Use

What we expect	What we don't tolerate
<p>Speed signs to be respected, parking directions to be complied with</p>	<p>Exceeding the speed limit,            Parking outside of designated areas,            Using disabled car parks without being registered disabled,            Operating a motor vehicle causing a danger to others,            Performing burnouts or similar unsafe driving,            Deflating of tyres or any other interference with a car to render it inoperative or unsafe,            Parking in a staff designated car park without authorisation.</p>

## Emergencies

What we expect	What we don't tolerate
<p>That persons on the Precinct will behave in a responsible manner in the event of an emergency</p>	<ul style="list-style-type: none"> <li>• Interference/tampering of, or theft from, the Defibrillator boxes and the Bleeding Control kits,</li> <li>• Failure to obey the instruction of Fire Wardens,</li> <li>• Failure to evacuate the building and assemble in the appropriate Assembly Area in the event of an emergency or when instructed to do so,</li> <li>• Deliberately obstructing a means of emergency exit,</li> <li>• Hoax calls (including bomb threat),</li> <li>• Actions that disrupt the smooth running of the Precinct,</li> <li>• Interference with the fire alarm when there is no legitimate cause to do so;</li> <li>• Interference with a fire extinguisher when no legitimate cause to do so,</li> <li>• Unauthorised entry to the First Aid Room,</li> <li>• Interfering with or theft of First Aid supplies and equipment.</li> </ul>

## Property



What we expect	What we don't tolerate
That the property of CTC, tenants and visitors is respected at all times.	<ul style="list-style-type: none"> <li>• Theft,</li> <li>• Deliberate damage and vandalism,</li> <li>• Graffiti and tagging,</li> <li>• Affixing stickers or posters to walls,</li> <li>• Affixing political material without authorisation,</li> </ul>

## Drugs and Other Substances



What we expect	What we don't tolerate
CTC to be an illegal drug-free environment	<ul style="list-style-type: none"> <li>• The possession, sale, supply or use of all illegal drugs and substances,</li> <li>• Being under the influence of alcohol or illegal drugs/substances.</li> </ul>

## Xenophobia



What we expect	What we don't tolerate
That the Precinct is culturally safe.	<ul style="list-style-type: none"> <li>• Xenophobic language, behaviour, or actions that demean, degrade or marginalise individuals based on their race or ethnicity,</li> <li>• Promoting or endorsing xenophobic or extremist ideologies including the sharing of offensive material, or making gestures unacceptable by Australian community standards.</li> </ul>

## Religion



What we expect	What we don't tolerate
That the Precinct is tolerant of the faiths of those who attend including women who choose to wear hair covering or other dress they feel is appropriate to their culture or religion.	<ul style="list-style-type: none"> <li>• Faith-based harassment including anyone using the prayer room or undertaking wudhu (bathing) prior to prayer,</li> <li>• Demeaning of anyone in national dress,</li> </ul>



## Tenanted Areas and Access



What we expect	What we don't tolerate
<p>That a person does not enter a tenanted area unless they have a reason to be there.</p>	<ul style="list-style-type: none"><li>• A person entering a tenant's premises they have no entitlement or reason to visit,</li><li>• A person who has been banned from the Precinct returning to the Precinct as a trespasser,</li><li>• Someone who has been asked to leave the Precinct remaining longer than required to retrieve their property,</li><li>• Loitering,</li><li>• Failing to move on when requested,</li><li>• Hawking,</li><li>• Proselytising,</li><li>• Rifling through bins to retrieve containers for change bottles and cans,</li></ul>

## Toilets



What we expect	What we don't tolerate
<ul style="list-style-type: none"><li>• That toilets are a safe place for those who use them.</li></ul>	<ul style="list-style-type: none"><li>• Sexual activity,</li><li>• Smoking of cigarettes (and e-cigarettes),</li><li>• Consumption of alcohol, illegal drugs and other illegal substances,</li><li>• More than one person per cubicle,</li><li>• The presence of a person who is not of (or genuinely identifies as) the gender assigned to that toilet,</li><li>• Deliberate defecation outside of a toilet bowl,</li><li>• Standing or squatting on a toilet to 'do your business'. For cultural reasons if squatting is the preferred option then CTC has 'squatty potties' to enable this technique to occur safely.</li></ul>