

## Defence Work Experience Program Code of Conduct (Participant 18 Years and Over)

Defence is committed to ensuring a respectful learning environment that is safe, positive and supportive for all Defence Work Experience Program (DWEPE) participants.

This Code of Conduct outlines the acceptable behaviour expected of all participants, and the unacceptable behaviour that is not permitted. This Code of Conduct applies to both the physical environment (for example face-to-face interactions) and the online environment (for example on social media or email).

### Acceptable Behaviours

#### I will:

- Treat everyone with respect and uphold my educational institution's values and Defence Values.
- Respect the rights and learning needs of other participants.
- Participate in activities to the best of my ability and take full advantage of the opportunities provided to me.
- Be punctual and attend the full placement, including all mandatory activities, where possible.
- Dress appropriately and with due regard for health, hygiene and safety.
- Respect the property of others, including Defence property, the property of Defence personnel and other participants, including youth.
- Follow reasonable and clear instructions and comply with all Defence health, safety and youth protection policies and procedures.

*Continued overleaf*

### Unacceptable Behaviours

#### I will not:

- Participate in, or encourage behaviour that endangers the health, protection and safety of myself, Defence personnel or other participants including youth. This includes all forms of bullying, violence, discrimination and harassment.
- Ignore or not comply with instructions/directions from Defence personnel.
- Use electronic devices (for example mobile phones) without permission during activities.
- Smoke, consume alcohol or illicit drugs at any time during the placement.
- Have an inappropriate emotional, personal or sexual relationship with another participant, or any youth or other persons involved in my work experience placement (for example, Defence personnel). This includes touching, hugging and kissing, and other physical or sexual contact.

*Continued overleaf*

**Acceptable Behaviours (Continued)**

**I will:**

- Speak to a Defence adult or a trusted educational institution teacher if I believe this Code of Conduct has been breached, or if I am concerned for my safety or the safety of others, including youth.

**Unacceptable Behaviours (Continued)**

**I will not:**

- Contact or meet with youth or other persons involved in the work experience placement outside the placement, except where mentoring protocols are in place for example:
  - authorised, established or developing mentoring arrangements or
  - targeted recruitment programs or initiatives.
- Send or post inappropriate, offensive or explicit text messages, photos or videos.
- Take photos or other imagery while on the Defence base unless approved by Defence personnel.

**Participant Acknowledgement**

- I have read the DWEP Participant Code of Conduct and understand which behaviours are acceptable and unacceptable.
- I will comply with the DWEP Participant Code of Conduct at all times.
- I understand that Defence will take action if I breach the DWEP Participant Code of Conduct and I may be excluded from certain activities or asked to leave the placement. I may also be excluded from future participation in a work experience placement. Defence will notify my Educational Institution and if necessary, the relevant authorities (for example Police, child protection and other government authorities) of my behaviour.

**Participant**

**Witness**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

