

# Code of Conduct

3<sup>rd</sup> March 2021  
version 1.0



## Purpose and Scope

Skills Gap remains committed to cultivating a respectful and supportive community to help all members enjoy the best online learning experience.

This policy aims to

- offer concise guidance on the conduct expected in the online learning environment;
- detail procedures to report any action believed to violate the guidance;
- outline the processes for handling confirmed violation.

The policy provides essential information for any student participating in a Skills Gap programme

## Fair Treatment and Respect

All students and instructors share responsibility for creating a productive learning environment.

Mutual respect forms the foundation to maintain a safe and non-discriminatory environment.

All participants should help create a collaborative culture – providing open communication to help each individual achieve their goals.

Students should not initiate, support or perpetuate any bullying – whether physical or psychological.

Harassment, physical or sexual assault, and any event threatening these constitute a major infringement suitable for immediate dismissal.

The primarily educational purpose in the events requires students refrain from any sexual relationship involving a teacher, assistant or student throughout the programme.

Students must never consume alcohol or any illegal drugs during the programme and ensure to attend free from the influence.

## Reporting Procedure

### *Safeguarding Concerns*

Skills Gap remains committed in all our activities to safeguard any minors participating in our programmes.

**Any student who suspects abuse affecting a minor attending the programme or any student minor who might suffer such abuse should report the matter straightaway.**

The student should provide a detailed report in the most expedient manner:

Situation	Contact
preferential method except if the below applies	message the Skills Gap host in a private chat on Zoom
all instructors unavailable or the Skills Gap host to the complaint	phone the Skills Gap office: 0115 822 9999
no response in the previous situation	leave a voicemail on the office number and email: <a href="mailto:ian.dodd@skillsgap.tech">ian.dodd@skillsgap.tech</a>

The [Safeguarding Procedures](#) outline how Skills Gap employees handle the reported concern.

### *Minor Infringements*

**Skills Gap encourages students first attempt to resolve any minor issues in direct communications to the individual responsible.**

If this fails to resolve the issue then the student should report the issue in the relevant manner when convenient:

Situation	Contact
preferential method except if the below applies	message the Skills Gap host in a private chat on Zoom
Skills Gap host central to the complaint	email: <a href="mailto:ian.dodd@skillsgap.tech">ian.dodd@skillsgap.tech</a>
no response in the previous situation	leave a voicemail on the office number and email: <a href="mailto:ian.dodd@skillsgap.tech">ian.dodd@skillsgap.tech</a>

### Disciplinary Actions

Skills Gap aims to conduct a careful and fair assessment to any allegation.

If substantiated then the set disciplinary response outlines the response:

Disciplinary Structure			
	1st Response	2nd Response	3rd Response
<b>Minor Offence:</b> general bad conduct causing disruption to learning environment	verbal warning	verbal warning	dismissal
<b>Major Offence:</b> causing serious harm or threat to self, fellow students, instructors or Skills Gap administrative member	immediate dismissal		

**Skills Gap operates a zero tolerance policy toward**

- **physical or sexual assault, and any instance threatening such.**
- **alcohol or drug use or influence during the online learning**

These constitute a Major Offence resulting in immediate dismissal.

Most issues constitute only a minor impropriety. The “three strike policy” in these cases helps compensate any extenuating circumstances and allow the responsible individual redress any difficulties.