

Purpose

Health Science Hub will ensure that the environment within the programs is free from negative behavior.

- Negative behavior can include, but is not limited to:
- Bullying of another person;
- Harassment of another person;
- Consistent disruption of the workshops;
- Discrimination of another person;
- Violence;
- Plagiarism (copying another participant's work and using it as your own); and
- Refusing to follow direction from staff/ trainers.

In the event that the trainer recognises negative behavior displayed from any participant, the following process will be followed until the issue has been resolved.

First instance

The first time the trainer recognises or is informed of any negative behavior that is impacting the fellow participants or public, the trainer will speak to the person displaying the behavior to explain the behavior is not accepted and should be stopped immediately.

Second instance

If the trainer observes, or is told that the negative behavior is continuing, the trainer will remove the person displaying the behavior from the activity. Depending on the severity of the situation, this could be by removing them from the classroom for a period of time or informing them that they are being sent home. The trainer will then notify the CEO of the situation, and the CEO will make contact with the participant to discuss options for moving forward. If the participant is under the age of 18, the parents will also be contacted. If the CEO and participant can agree that the behavior will not continue, the participant will be allowed to return to the workshops. If the CEO and participant cannot agree that the behavior will not continue, the participants will be asked to remove themselves from the program.

Third instance

If the trainer observes or is told that the negative behavior is still continuing, the trainer will remove the person displaying the behavior from the activity. The CEO will contact the person and advise them that they are being removed from the program. If the participant is under the age of 18, the parents will also be contacted.

Linked policies and procedures:

- Complaints & Appeals
- Payment & Refund Policy

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