

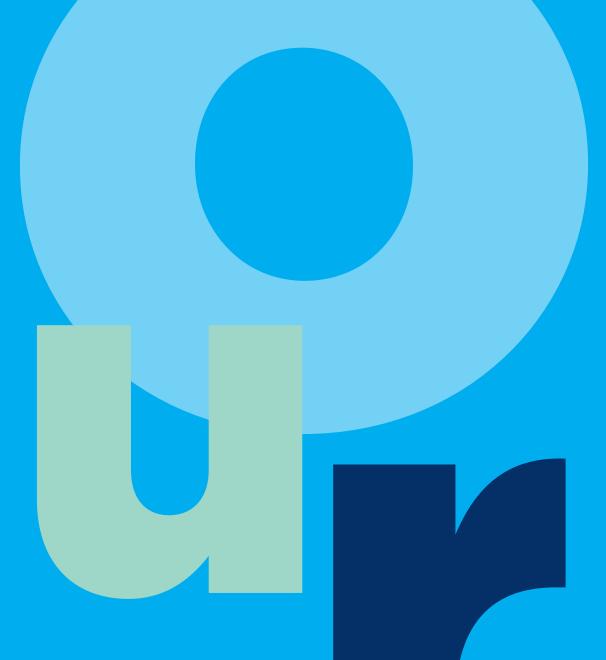
holmesglen



July 2025

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Our shared responsibilities

Our shared responsibilities

Holmesglen is a safe and inclusive place of work and learning. We are a diverse community made up of people with different backgrounds, identities, experiences and perspectives. What brings us together is shared commitment to educational excellence, personal growth, and creating an environment where everyone feels welcome, valued, respected, and that they truly belong.

This Code of Conduct serves as the cornerstone of our community standards, establishing clear expectations that reflect our ASPIRE values:

- Ambition strive to be the best we can be and seek the best in others
- Scholarship keep learning and apply it to your work
- Passion show enthusiasm and care for the work we do
- Integrity know and do what is right
- Respect treat others as we expect to be treated
- Excellence deliver exceptional service and outcomes.

Our **ASPIRE values** are the foundation upon which our organisational culture is built. This Code of Conduct represents the practical expression of these values in action. When each of us upholds these standards, we collectively reinforce a culture that values everyone's contribution, encourages collaboration and fosters equity, opportunity and learner success.



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE

This Code applies to all members of our community

This Code applies to everyone in the Holmesglen community:

- Learners and participants in our services and programs
- Our workforce including employees, members of our governing bodies, labour hire/agency workers, contractors and volunteers
- Visitors to our campuses and online environments including members of the public, family members, support workers, external stakeholders and guests.

Our Code sets clear standards we expect of each other

The purpose of this Code is to:

- Create and promote a safe, respectful, inclusive and supportive work and learning environment
- Establish clear standards for behaviour and engagement across all roles within our community
- Provide a framework for addressing conduct that falls short of these expectations
- Protect the integrity, reputation and values of our institution.

We have shared responsibilities

Regardless of role, position or seniority, we share these fundamental responsibilities:

- Take responsibility for your conduct and hold yourself and others accountable for understanding and following this Code
- Actively contribute to a respectful culture where people feel comfortable to ask for help, raise concerns or share suggestions without fear of judgement or retaliation
- Respect and value diversity and create an inclusive environment in which all community members feel they belong
- Never engage in or tolerate bullying, harassment, discrimination, victimisation or violence of any kind
- Treat all people with dignity and fairness consider the impact of your words and actions on others
- Act with honesty, integrity and professionalism in all interactions
- Help maintain public trust and confidence in our institution through
 exemplary behaviour
- Respect the educational purpose of our facilities and activities
- Comply with all applicable laws, regulations, and Holmesglen policies
 and procedures
- Contribute to environmental sustainability and reduce our carbon impact
- Speak up about inappropriate conduct through appropriate channels.

We will act... Breaches of this Code are taken seriously.

We will act if your behaviour is inconsistent with this Code and our APSIRE values. All actions will be fair and match how serious the behaviour is. If you are unsure how to respond to a situation or if faced by an ethical difficulty, ask a manager for guidance and support.

It's safe to speak up

Holmesglen is committed to fostering an environment where it is safe to speak up. We actively encourage a culture where diverse voices are heard and concerns about behaviours that don't align with our values are taken seriously. If you see or hear something that doesn't meet the expectations outlined in this Code, report it in a way that's safe and accessible for you. We will make sure there are no negative consequences for speaking up.

() What this means for you:

- If you witness or experience behaviour that feels disrespectful, unsafe or exclusionary, talk to a manager. If the problem continues, follow the complaint process relevant to your role.
 - Learners and members of the public can find this information on our website or contact complaints@holmesglen.edu.au.
 - Employees can refer to the complaint policies and procedures in the Policy and Procedure Library or contact the People Experience department.
- Contractors, labour hire workers and volunteers should raise their concern with the relevant contract manager or contact the People Experience department.
- Report serious misconduct immediately, such as:
 - corruption or fraud
 - theft or significant property damage
 - wasteful use of public resources
- misuse of information
- integrity violations
- using position for personal advantage
- serious threats to health, safety, or wellbeing, including violence, harassment, or bullying.
- Be honest when reporting issues. False, vexatious or malicious complaints are taken seriously and may lead to disciplinary action.
- Respect and support those who raise concerns, regardless of whether their report is ultimately substantiated. Retaliation against those who raise concerns is illegal.

Learner responsibilities

Our learners are the centre of our community. Each learner or participant in our programs and services brings a unique background, experiences and strengths, which help shape our culture.

How you participate and behave during your studies makes a meaningful difference—for your own success and wellbeing and for everyone studying and working alongside you.

These behaviour standards apply everywhere you go as a Holmesglen learner:

- on campus
- online (including on social media and in our learning management system)
- during placements and other workplace learning opportunities
- on excursions, study tours, educational exchange, industry visits and field trips
- at camps and recreational activities
- at all Holmesglen events.

The responsibilities in this Code are your guide to making good choices that help you learn successfully while creating an inclusive and supportive work and learning environment for all.

Take responsibility for your learning and conduct

You have an equal role in ensuring your educational experience is positive, from understanding Holmesglen's requirements and behaving appropriately to actively participating in the learning process and seeking support when needed.

• What this means for you:

- Make yourself aware of and comply with all relevant Holmesglen policies and instructions concerning your enrolment, studies and conduct at Holmesglen.
- · Read and comply with subject/unit and course requirements.
- Take responsibility for your own learning and wellbeing and seek support or assistance from your teachers and/or support services when required.
- Provide accurate personal details and keep those details up to date.
- Read, respond and act where required to all official Holmesglen correspondence including email.
- Be committed to your studies be punctual, participate during activities, and complete all allocated learning and assessment tasks to the best of your ability.
- Conduct yourself professionally during Holmesglen organised activities and events off-campus recognising that your behaviour reflects on both you and Holmesglen.
- Adhere to the policies, procedures and rules of your host organisation while on placement, work-integrated learning or educational exchange. Be professional, accountable and perform your duties as directed. Ask your supervisor if you are unsure about any aspect of your role or duties.

Act with honesty and integrity

You are expected to conduct yourself ethically and with integrity in all academic and interpersonal matters, demonstrating truthfulness in your work and a cooperative attitude.

() What this means for you:

- Undertake your academic work with integrity and honesty, avoiding breaches of academic integrity and copyright.
- Work cooperatively and collaboratively with other learners, Holmesglen employees, associates and partners.
- Do not engage in fraudulent, corrupt or unlawful behaviour. Report such behaviour, if you observe it in others.
- Declare if you have an actual, perceived or potential conflict of interest or stand to gain personally from a decision you are participating in.
- Do not do anything that may bring Holmesglen into disrepute including by making or publishing false or misleading statements relating to Holmesglen.

Act with respect and fairness

We expect all learners to foster a community of mutual respect and fairness by treating all individuals with dignity and respect, engaging in constructive communication, protecting others' privacy and wellbeing, and refraining from any form of abusive or harmful behaviour.

() What this means for you:

- Always interact in a polite and respectful manner with members of our community and communicate with courtesy in person and online (including through email, our learning management system and social media).
- Provide considered and honest feedback about the quality of our learning, teaching and support services.
- Maintain confidentiality and privacy as required during your studies including on placement.
- Respect others' rights to their own opinions and beliefs. Where there is disagreement, engage only in respectful discussion.
- Acknowledge and embrace the diverse identities, perspectives and experiences of all members of our community.
- Avoid disrupting or interfering with any teaching, learning, research or other academic activity of Holmesglen. This includes:
 - not being rude, using inappropriate language or causing another person to feel uncomfortable or threatened, including through physical, written or verbal actions
 - making unreasonable demands of our employees or other learners.
- Do not impair the rights of others to participate in any legitimate Holmesglen activity.
- Do not encourage, persuade, coerce or incite others to behave in ways that are inconsistent with this Code and our APSIRE values.

Contribute to a healthy and safe learning environment

You share responsibility for maintaining physical and psychological safety within our work and learning spaces and while participating in Holmesglen organised activities off campus.

() What this means for you:

- Take responsibility for your own wellbeing by managing your health needs appropriately. Notify an employee if you require assistance for a health condition.
- Never act, speak, or write in ways that could harm yourself or others or threaten anyone's safety or wellbeing.
- Do not engage in discrimination, harassment, victimisation, bullying or any form of violence, including sexual assault and sexual harassment. Report such behaviour to a manager or Student Wellbeing if experienced or witnessed.
- Wear all required personal protective equipment.
- Be free from the influence of alcohol and/or drugs and do not use, possess or supply a prohibited substance.
- Do not use, possess or supply a prohibited weapon.
- Only smoke or vape in designated areas.
- Use Holmesglen property or resources, including communication and technology resources legally, ethically, responsibly and appropriately.
- Respect the property rights of others.
- Report unsafe conditions, hazards, or concerning behaviours to a Holmesglen employee promptly.
- Follow all safety instructions during practical activities, labs and workshops. Participate in emergency drills and evacuations as directed.
- Do not tamper with safety equipment such as fire extinguishers, alarms, or emergency signage.
- Comply with any reasonable request or directions from Holmesglen employees about safety or compliance with policy and procedure, including providing your name or learner identity card when requested.

Consequences for breaching this Code

We will deal with breaches of this Code in accordance with our child safety, learner complaints and discipline policies.

A Breaches of this Code may result in disciplinary action such as:

- Verbal or written warnings
- Conditions being placed on your access to classes, activities, facilities or services
- Restricted access to facilities or services
- Temporary suspension from classes or activities
- Expulsion in serious cases
- Referral to authorities for unlawful conduct.

Getting support

There are several supports available to learners who are experiencing difficulties or barriers to engaging in learning.

We encourage all learners to reach out early and know that asking for help is always supported. There is information about our support services on our website or speak to your teachers or Student Wellbeing.

Workforce responsibilities

The Holmesglen workforce includes people in a range of roles – employees, members of our governing bodies, contractors, labour hire/agency workers and volunteers.

As representatives of Holmesglen, you occupy a position of trust and influence. Your conduct directly shapes our learning environment and organisational reputation. This section outlines the specific expectations for those who serve our learners and stakeholders in professional capacities.

By accepting a role at Holmesglen

you commit to upholding the standards outlined in this Code and serving as a positive role model for our entire community. Your adherence to these responsibilities is essential not only for fulfilling your professional accountabilities but also for nurturing the values-driven culture that distinguishes Holmesglen.

The responsibilities that follow are designed to support you in navigating complex situations, maintaining appropriate professional boundaries, and embodying our institutional values in all aspects of your work. They should be read in conjunction with the Victorian Public Sector Commission's code of conduct relevant to your role and all Holmesglen policies and procedures.

Set the standard for professionalism

Displaying high standards of professionalism and being accountable for our actions is fundamental to our work at Holmesglen.

• What this means for you:

- Work within your authorised role and delegated authority.
- Know the rules, policies, procedures and guidelines that apply to your work and stay updated on any changes.
- Follow all:
- laws, regulations, and standards relevant to your position and employment
- Holmesglen policies, procedures, and guidelines
- reasonable directions given by or on behalf of Holmesglen.
- Be accountable for your behaviour, actions and decisions. Conduct yourself professionally to uphold Holmesglen's reputation.
- Cooperate with any Holmesglen-directed investigations, inquiries, claims, or legal proceedings related to Institute business.
- Work positively with colleagues, contractors, volunteers and partners. Build unity rather than creating division among employees or stakeholders.
- Take an active role in your professional development and ongoing learning.
- Complete all required training and maintain the qualifications, skills and knowledge needed for your role.
- Create positive experiences for all learners, colleagues and stakeholders.
- Make fair, transparent, evidence-based decisions. Communicate and implement decisions in ways that maximise positive outcomes.
- Take accountability for mistakes, work to rectify problems and implement agreed improvement actions.

Promote a safe, inclusive and supportive work and learning environment

We strive to create an environment where every individual is treated with dignity and respect, where differences are celebrated, and where all members of the Holmesglen community feel a genuine sense of belonging. In our professional capacities, we have leadership responsibilities for building and maintaining a strong safety, wellbeing and inclusive culture – one that recognises and supports all identities and experiences.

() What this means for you:

- Treat everyone with equal respect and fairness, avoiding bias in all interactions, including when using Al tools.
- Support Holmesglen's obligation to provide an accessible and inclusive environment and deliver on our commitment to help all members of our community participate equitably in work and learning.
- Do not engage in any form of discrimination, harassment, victimisation, bullying or violence, including sexual assault and sexual harassment.
- Stand against unacceptable behaviour. Remember: not speaking up when you witness these behaviours means you're enabling them.

- Help create an environment where everyone feels culturally, physically, and psychologically safe. Take action to protect others' wellbeing—make situations safe directly or get help if you can't safely intervene.
- Honour the traditions, cultures and ways of knowing and being in all communities where we work.
- Know and follow all health and safety rules, and help others do the same.
- Never knowingly:
 - put yourself or others at risk
 - behave in ways that could offend or harm others, including sharing inappropriate material.
- Never report for work under the influence of alcohol and/or drugs that could impair your judgment, performance, or ability to maintain safety. If taking prescription medication that might affect your work, consult with your manager confidentially.
- Check your work area for safety hazards before starting tasks. If you see safety concerns, talk to your health and safety representative or manager.
- Always use required safety equipment and protective gear.
- Be prepared for emergencies, help guide learners and visitors to safety and follow all instructions from safety and emergency services personnel.
- Report all accidents, injuries, hazards, and near-misses right away.

Do the right thing

Acting with honesty, transparency and integrity is fundamental to our roles in the public sector. We have an obligation to the government and communities of Victoria to work with purpose and achieve positive outcomes for our stakeholders.

• What this means for you:

- Put Holmesglen's interests first in all work activities.
- Be transparent about personal connections. Disclose any situations where you or a personal associate such as family members, friends or business contacts might benefit from your position. Remove yourself from decisions involving personal interests.
- If you also work for another organisation, keep these roles separate. Don't use Holmesglen resources for outside work and ensure your other job doesn't interfere with your Holmesglen responsibilities.
- Use technology and intellectual property ethically, responsibly and as authorised. Follow Institute policies on ICT use, copyright, intellectual property, and AI.
- Develop and share your expertise with the community. Remember you are responsible for anything you publish or share professionally or personally.
- Only speak on Holmesglen's behalf when the Chief Executive has given you permission to do so.
- Maintain academic integrity by properly acknowledging others' work. Only use third-party intellectual property when permitted (including content downloaded from the internet).
- Recognise that intellectual property you create during your employment belongs to the Holmesglen.
- Only give and receive gifts or benefits according to Holmesglen's rules, policies and procedures. Report these as required, including any offers of sponsored travel, accommodation, hospitality or entertainment from third parties.
- Perform your duties honestly and don't engage in any form of misconduct, corrupt or illegal conduct (including theft or fraud).

Safeguard public resources

The resources we use at Holmesglen, including technologies, facilities, equipment, financial resources and our time, are publicly funded. We use these responsibly and appropriately, including protecting the information we hold about Holmesglen and the people that engage with us.

() What this means for you:

- Use Holmesglen resources appropriately and responsibly for their intended purposes.
- Use Holmesglen facilities and equipment exclusively for official business, teaching, learning, and applied research activities.
- Protect information you access at work and comply with privacy obligations. Never share confidential business information or someone's personal or health information without proper authorisation.
- Use Holmesglen email, social media, and business systems only for workrelated matters and in accordance with acceptable use and information security policies.
- Safeguard your password, access card, and security information. Never use another person's credentials to access Holmesglen's systems or facilities.
- Keep all content stored on Holmesglen systems and devices professional and respectful. Never store or share material others might find harmful, offensive, exclusionary or discriminatory to individuals and groups.
- Only access information assets, systems, data, and resources you're authorised to use.
- Take good care of Holmesglen-provided equipment and resources to prevent damage, misuse or theft.
- Actively take steps to minimise the environmental impacts associated with your work.
- Show consideration and respect for others' property.
- Use on-campus Wi-Fi on personal devices appropriately and in reasonable amounts.
- Maintain complete, accurate records of all business activities and decisions. Follow relevant policies and procedures for managing records and handling information.

Protect learner safety

Employees and those working on our behalf hold a unique position of influence and trust with learners that must not be compromised. You must always behave ethically and in ways that promote the safety and wellbeing of our learners. We are a child safe organisation and follow mandatory reporting requirements for children and young people.

() What this means for you:

- Always maintain professional boundaries with learners at work and outside of work.
- Avoid socialising with learners in person or online and refrain from engaging with learners on social media where the content or context is personal.
- Don't enter a personal, sexual or romantic relationship with any learner, and declare any pre-existing relationships.
- Follow our Child Safety and Wellbeing Policy, including complying with all reporting and disclosure obligations relating to the protection of children from harm or abuse.
- Always treat learners respectfully, equitably and fairly, and don't engage in any bias or favouritism.
- Don't take unfair advantage of, or exploit any relationship with, learners in any way.
- Refuse any gifts offered by a learner and don't ask for or give learners gifts or mementos.

Consequences for breaching this Code



We will deal with breaches of this Code in accordance with the relevant Victorian public sector code of conduct and Holmesglen policies and procedures. Serious breaches of this Code may result in disciplinary action up to and including termination of employment or contractual arrangements.

Visitor responsibilities

Visitor responsibilities

As a community-focused institution, we regularly welcome members of the public, family members, support workers, and other guests to our campuses. Anyone visiting or attending our facilities, events, services or activities, or being with a learner or employee as a support person, is expected to uphold our community standards. This includes participating in digital environments such as meetings, interviews, classes or other events held online.

We ask all visitors to help foster a space that is respectful, inclusive and culturally safe for everyone.

() What this means for you:

- Respect our educational environment and the primary purpose of our facilities.
- · Comply with all safety instructions, signage, and directions from employees.
- Never knowingly put yourself or others at risk.
- Conduct yourself respectfully toward all community members you engage with.
- Be mindful of the diversity of our community and do not engage in discrimination, harassment, victimisation, bullying or any form of violence, including sexual assault and sexual harassment.
- Do not disrupt teaching, learning, research or administrative activities.
- · Follow sign-in procedures and wear visitor identification as required.
- Remain in authorised areas and be accompanied by your host when required.
- Respect the privacy and confidentiality of information about our community members.
- Use our facilities and resources only as permitted and for their intended purpose.
- Do not attend campus or an Institute hosted event while under the influence of alcohol or prohibited substances.
- Report any safety concerns to your host or an employee promptly.
- Support learners or employees in ways that enhance their independence and agency.
- Treat all learners, employees and community members with dignity, regardless of their age, gender, abilities, cultural background or beliefs.

Consequences for breaching this Code

A Breaches of this Code may result in:

- Being asked to leave campus immediately
- · Revoked access to facilities or online forums
- Exclusion from future access to campus
- · Referral to authorities for unlawful conduct.

Definitions

Conduct-related terms

Term: Bullying

Meaning: Repeated, unreasonable behaviour directed toward a person or group that creates a risk to health and safety. Bullying can include verbal abuse, humiliation, intimidation, exclusion, or unreasonable work/study demands. Single incidents of unreasonable behaviour are not considered bullying but may still be inappropriate conduct. Bullying can occur face-to-face, via email, text, social media, or other digital platforms.

Term: Cultural safety

Meaning: Cultural safety involves creating environments where individuals, especially Aboriginal and Torres Strait Islander people, feel safe and respected, without facing assault, challenge, or denial of their identity and experiences. It's a continuous process of learning, unlearning unconscious biases, and relearning cultural values.

Term: Discrimination

Meaning: Treating a person or group less favourably than another in similar circumstances based on protected personal characteristics including age, disability, industrial or employment activity, physical features, race, gender identity, sex, sexual orientation, marital status, parent or carer status, pregnancy, religion, political belief or activity, spent convictions or personal association with someone who has these characteristics. Discrimination may be direct (overtly treating someone less favourably because of a personal characteristic protected by the law) or indirect (imposing a requirement, condition or practice that disadvantages people with a particular characteristic without reasonable justification).

Term: Harassment

Meaning: Unwelcome conduct that offends, humiliates, or intimidates a person and targets them based on protected characteristics such as those covered under anti-discrimination laws. Harassment creates a hostile environment and can include offensive comments, jokes, images, or other material; intimidating or excluding behaviour; or unwelcome physical contact. Sexual harassment is a specific form involving unwelcome sexual advances, requests for sexual favours, or other unwelcome conduct of a sexual nature.

Term: Misconduct

Meaning: Behaviour that falls below the standard reasonably expected of members of the Holmesglen community. Misconduct includes breaches of policies, procedures, or codes that are not considered serious enough to warrant immediate dismissal (for employees or volunteers), contract termination (for contractors or labour hire workers) or expulsion/ exclusion (for learners).

Term: Serious misconduct

Meaning: Conduct that significantly breaches the contractual/employment relationship or our obligations as an public education provider such that it would be unreasonable to require Holmesglen to continue the relationship. This includes wilful or deliberate behaviour inconsistent with continuing employment, enrolment or access to our campuses, causing serious risk to health or safety, engaging in theft or fraud, being intoxicated at work or on campus, or serious breaches of relevant policies.

Term: Safety

Meaning: Safety means everyone feels physically and emotionally protected while studying, working, or visiting Holmesglen. It involves following safety procedures, treating others with respect, and speaking up if you notice something concerning, creating an environment where everyone can thrive without fear of harm, harassment, or discrimination.

Term: Sexual assault

Meaning: Sexual assault happens when someone either touches another person in a sexual manner without consent or makes another person touch them in a sexual manner without consent.

Term: Sexual harassment

Meaning: Sexual harassment is non-consensual or unwelcome sexual behaviour that could make a person feel offended, humiliated or intimidated.

It may be:

- physical, spoken or written
- directed at and perpetrated by persons of any sex or gender
- a single incident or a pattern of behaviour.

Examples of sexual harassment include:

- unwelcome physical contact, such as touching, hugging, or standing unnecessarily close
- making sexually suggestive comments, jokes, or innuendo
- displaying or sharing sexually explicit images, posters, or messages, including via email or social media
- persistent unwanted invitations for dates or requests for sexual favours
- intrusive questions about someone's private life or physical appearance
- sexually explicit emails, text messages, or social media posts
- · unwelcome sexual advances or propositions
- · staring or leering in a sexual manner
- suggestive comments or jokes about a person's body, appearance, or sex life
- unnecessary familiarity
- creating a sexually hostile environment.

Term: Victimisation

Meaning: Subjecting a person to a detriment because they have made a complaint, supported someone else's complaint, or refused to engage in prohibited conduct. Victimisation includes threats, intimidation, harassment, unfavourable treatment, or other actions that disadvantage someone because they have exercised their rights under antidiscrimination legislation or institutional policies.

Term: Violence

Meaning: Any behaviour or action that inflicts, threatens, or causes harm. Violence includes physical assault, verbal abuse, threats, intimidation, property damage, technology-facilitated abuse, and sexual violence. This encompasses a spectrum of behaviours from physical attacks to patterns of behaviour that create fear or severe distress. Violence may occur between any community members and can take place in person, online, or through other communication channels.

Other terms used in the Code

Term: Contractor

Meaning: An individual or entity engaged by the Institute under a contract to perform specific work or provide expertise for a defined period or project. The responsibilities of contractors in this Code also apply to employees of the entity contracted to provide services to Holmesglen, including labour hire workers, as relevant to the work being performed.

Term: Diverse community

Meaning: Refers to individuals whose identities, experiences or perspectives are shaped by a range of factors such as culture, ethnicity, language, religion, gender identity, sexual orientation, disability, neurodiversity, socioeconomic status, age, geographic location, family structure, or lived experience. Recognising and respecting people from different backgrounds supports an inclusive environment where everyone feels valued and able to contribute fully.

Term: Fair or fairness

Meaning: Being free from bias, discrimination or favouritism. In this Code fair means treating people equitably — considering individual circumstances and applying rules, processes, or decisions in a way that promotes inclusion, consistency, and respect for diversity.

Term: Inclusive behaviours **Meaning:** Refers to actions, language, and attitudes that create a welcoming and accepting environments for all individuals, regardless of their race, gender, age, religion, sexual orientation, physical ability, or any other characteristic.

Term: Learner

Meaning: In the context of this Code includes individuals undertaking courses offered by Holmesglen and/or participating in educational and support programs and services.

Term: Manager

Meaning: The person who is responsible for the operations and employees of a faculty, department, centre, unit or another functional area within Holmesglen.

Term: Psychological safety

Meaning: A shared belief that it is safe to speak up, ask questions, make mistakes, or raise concerns without fear of embarrassment, punishment, or retaliation. Psychological safety supports learning, wellbeing and innovation.



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