ACT Education Study Site Community Code of Conduct

Purpose

The ACT Study Site is a professional learning community designed to support students in developing their treasury and cash management knowledge, sharing professional experiences and learning from one another.

To ensure that all participants feel welcome, respected and able to contribute, all users are expected to follow this Code of Conduct when participating in discussion forums, live sessions, webinars, drop-in sessions and other collaborative learning activities hosted on the ACT Study Site.

By participating in these activities, you agree to abide by these standards.

1. Our Community Principles

We encourage all participants to:

- be professional, respectful and inclusive.
- support fellow learners constructively.
- share knowledge and experiences in a helpful manner.

2. Forum Participation Guidelines

Forum posts should:

- relate to the course, subject matter or learning objectives.
- encourage constructive discussion and collaboration.
- ask questions that support learning and understanding.
- share relevant professional experiences, insights or resources.
- be written clearly and respectfully.
- use clear and meaningful subject headings.
- posted in the most relevant forum area.
- keep discussions focused on the topic being discussed.

3. Assignment and Assessment Discussions

To maintain academic integrity:

- **do** discuss concepts, approaches and learning points rather than specific assessment solutions.
- **do not** share examination content including assessment pre-seen material, answers or worked solutions.
- **do not** post content that gives an unfair advantage in assessments.

Any suspected breach of academic integrity may be removed and referred to the ACT Assessment Team for investigation.

4. Professional Communication Standards

Expected Behaviour

When communicating within the ACT Education community:

- use professional and respectful language.
- challenge ideas respectfully without criticising individuals.
- assume positive intent when engaging with others.
- be mindful that students come from different countries, cultures, backgrounds and levels of professional experience.

Unacceptable Behaviour

The following behaviours will not be tolerated:

- harassment, bullying, intimidation or personal attacks.
- discriminatory, offensive or inflammatory comments.
- profanity or abusive language.
- threatening, hostile or aggressive behaviour.
- deliberately disruptive or provocative posts.
- posting misleading information or information known to be false.
- using the study site to promote, advertise or sell products, services or commercial opportunities without prior approval from ACT.
- promoting, advertising or recruiting for employment opportunities, or using the study site for recruitment activities.

5. Privacy, Confidentiality and Intellectual Property

Participants must:

- respect the privacy of fellow students, tutors and ACT staff.
- avoid sharing personal, confidential or commercially sensitive information, and ensure workplace examples are appropriately anonymised.
- only upload, share or distribute materials that you have permission to use.
- respect copyright, licensing requirements and intellectual property rights.
- acknowledge sources appropriately when sharing information or resources.
- do not distribute ACT learning materials outside authorised channels.

6. Live Sessions, Webinars and Drop-In Sessions

Participants should:

- join sessions on time where possible.
- treat tutors, presenters, ACT staff and fellow students with courtesy and respect.
- keep questions relevant to the topic.

- use chat functions responsibly and professionally.
- follow instructions provided by the session facilitator.
- participate in a way that supports the learning experience of others.

Participants should not:

- interrupt speakers repeatedly.
- dominate discussions or prevent others from contributing.
- use inappropriate language or behaviour.
- deliberately disrupt sessions.
- record sessions or share participant information without permission.

The ACT reserves the right to remove participants whose behaviour negatively affects the learning experience of others.

7. Moderation and Inclusive Learning

ACT is committed to creating a safe, inclusive and accessible learning environment.

ACT staff and tutors may:

- edit, move or remove content that breaches this Code.
- close discussions that are no longer productive.
- contact participants regarding inappropriate behaviour.
- restrict, suspend or remove access where necessary.

8. Reporting Concerns and Consequences

Where breaches occur, ACT may take one or more of the following actions:

- informal reminder of expected conduct.
- formal warning.
- removal of specific content.
- temporary suspension from forums or live sessions.
- restriction of community participation privileges.

Serious or repeated breaches may result in permanent removal of access to community features and, where appropriate, may be escalated under relevant ACT policies.

If you encounter content or behaviour that you believe breaches this Code of Conduct, please report it to:

ACT Learning Team
Email: **education@treasurers.org**

Reports will be reviewed and handled appropriately and confidentially where possible.