

Insurance Institute of Barbados, Inc.

Code of Conduct for Students

Any student studying at the Insurance Institute of Barbados shall be subject to disciplinary procedures if found guilty of misconduct. Under these regulations, misconduct is broadly defined as:

- Improper interference with the functioning or activities of the Institute, or of those who work or study in the Institute.
- Action which otherwise damages the Institute or its reputation.

Guiding principles regarding good conduct

Students should

- a) behave in a responsible manner designed to foster mutual respect and understanding between all members of the Institute;
- b) not behave in any way which may be considered threatening or disruptive, or being likely to lead to injury or physical or emotional harm to any of its students or staff;
- c) not intentionally damage or deface the Institute's buildings or other property;
- d) act within the law and not engage in any activity or behaviour likely to bring the Insurance Institute into disrepute.

Guiding principles regarding misconduct

In particular, the Insurance Institute considers the following examples to constitute misconduct, while on the premises of the Institute. The list should not be considered as exhaustive:

- a) Prevention or disruption of academic, performance-related, social or other activities
- b) Disruption of the management and administration of the Insurance Institute and any of its activities
- c) Obstruction of the functions, duties or activities of any student, or employee of the Insurance Institute or visitor to the Institute
- d) Any conduct which seriously affects the good order of the Institute, or which brings the Institute into disrepute
- e) Violent, disorderly, indecent, threatening or offensive behaviour or language
- f) Theft, misappropriation, damage or misuse of the Insurance Institutes' property, or the property of staff, students or visitors, caused intentionally or recklessly
- g) Misuse or unauthorised use of the Insurance Institute premises

- h) Academic offences including cheating or plagiarism in academic course work or in examinations. Students who have committed such offences will be given a failing grade and be barred from courses for two years.
- i) Action likely to cause injury or impair safety on the Insurance Institute premises.
- j) Any conduct which constitutes a criminal offence
- k) Sexual, racial or other harassment of any student, tutor or member of the Insurance Institute staff, or any visitor to the Institute
- l) Failure to respect the rights of others to freedom of belief and freedom of speech
- m) Fraud, deceit, deception or dishonesty, by verbal written or other means, in relation to the Institute or its staff, students or visitors
- n) Failure to comply with any reasonable instruction(s) relating to discipline issued by a tutor or member of staff of the Institute.

Application of the Code of Conduct

The Code of Conduct is not intended to restrict the rights and freedoms available in law of students; in particular they shall have the opportunity to raise in lawful manner, any matters of proper concern to them at such levels as the Insurance Institute may deem appropriate.

Dress Code

The Insurance Institute of Barbados understands and fully supports the students' right to self-expression. The Institute also has an obligation to create a learning environment where all students, tutors and members of staff are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and all persons conducting business at the Institute and also to create an environment which can facilitate learning in a professional manner.

The following standards must be adhered to by all students, tutors and members of staff of the Insurance Institute of Barbados.

- Proper attention must be given to personal cleanliness, grooming and neatness at all times.
- Clothing that is revealing, provocative or contains obscene messages will not be permitted (nothing above mid-thigh). **STUDENT WILL NOT BE ALLOWED IN CLASSES OR EXAMS.**
- All students' appearance should reflect a positive image of the Institute and contribute to a distraction-free learning environment.

No dress code can cover all contingencies so students must exert a certain amount of judgment in their choice of clothing to wear while at the Institute.

If clothing fails to meet the following guidelines as set out above, the issue will be brought to the attention of the student.

If the student fails to adhere to the guidelines disciplinary action will be taken by the Insurance Institute and your employer will be informed.