

Student Code of Conduct and Dress Code

Thank You for Registering with the Insurance Institute of Barbados (IIB)

All students enrolled at the IIB are expected to uphold the highest standards of behaviour and professionalism. Students are subject to disciplinary procedures if found guilty of misconduct.

For the purposes of this Code, misconduct refers to any behaviour, action, or omission by a student that:

- Fails to meet the standards of conduct expected by the IIB;
- Interferes with the learning environment, operations, or reputation of the Institute;
- Causes harm, distress, or disruption to staff, Tutors, Tutor Aides, fellow students, or visitors;
- Undermines the integrity of academic or administrative processes; or
- Breaches the laws of Barbados or the IIB's policies and regulations.

Misconduct may occur on or off the IIB's premises, and includes in-person and online interactions related to IIB activities, courses, examinations, and communications.

Principles of Good Conduct

Students of the IIB are expected to:

- a) Conduct themselves responsibly, fostering mutual respect and understanding among peers, Tutors, Tutor Aides and staff.
- b) Avoid behaviour that is threatening, disruptive, or likely to cause physical or emotional harm.
- c) Refrain from damaging or defacing IIB's buildings, equipment, or property.
- d) Abide by the law and avoid any behaviour that may bring the IIB into disrepute.

Respectful Conduct and Communication

Students are expected to behave with professionalism, courtesy, and respect toward staff, Tutors, Tutor Aides, and fellow students at all times.

Disrespectful, aggressive, or abusive behaviour—including hostile language, demeaning comments or rude messages—will not be tolerated.

Communication Protocols

To ensure accountability and professionalism in all correspondence:

- a) All official communication with the Institute must be sent via email. Matters involving administration, policy, or procedures must not be addressed via WhatsApp and will only be acknowledged if submitted by email.

- b) WhatsApp may be used only for class-related matters that can be addressed by the Tutor or Tutor Aide (e.g. clarification of assignments, class times, or materials).
- c) Administrative or disciplinary issues sent via WhatsApp will not be acknowledged.

Disciplinary Action

The IIB reserves the right to take disciplinary action where a student's behaviour is deemed unprofessional, disrespectful, or contrary to the standards expected. Disciplinary measures may include one or more of the following, depending on the severity and frequency of the offence:

- a) Verbal or Written Warning – Outlining the unacceptable behaviour and expected correction. All matters of this nature will be kept on the student's file.
- b) Formal Meeting – A meeting with Administration to discuss the issue and determine corrective action.
- c) Suspension or Expulsion – Suspension involves removal from a specific course and reapplication at the next offering. Expulsion constitutes permanent removal from the Institute.

Where an employer pays for the tuition the student's Human Resources Department will be informed of any disciplinary action.

The Institute may proceed directly to suspension or expulsion in cases of serious misconduct including, but not limited to, verbal abuse, threats, harassment, or any behaviour that brings the IIB into disrepute.

Reporting Procedure

Any student, faculty, or staff member who experiences or witnesses inappropriate behaviour should report the matter by email to the IIB's Office.

Reports are treated confidentially, and retaliation against anyone who reports an issue in good faith is strictly prohibited.

Reports must include:

- The name(s) of the person(s) involved;
- The date, time, and nature of the incident; and
- Any supporting information such as screenshots, videos, or written correspondence.

Dress Code

At the Insurance Institute of Barbados, we respect each student's right to self-expression. However, students must maintain a professional and respectful appearance that supports a positive learning environment.

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Dress Code Guidelines

- a) Students must maintain good personal hygiene and grooming at all times.
- b) Revealing or provocative clothing is not permitted. Clothing should not rise above mid-thigh, and garments with obscene or offensive messages are prohibited. Students in breach of this rule will not be allowed to attend classes or sit examinations.
- c) Attire should project a positive image of the Institute and support a distraction-free, professional atmosphere.

As no dress code can anticipate every situation, students are expected to exercise sound judgment in their attire.

If a student is found to be in breach of the dress code, the matter will be addressed directly with the student. Continued non-compliance will result in disciplinary action, and the student's employer will be notified where applicable.

Application of the Code

The Code of Conduct is not intended to infringe upon students' legal rights or freedoms. Students retain the right to raise concerns through the appropriate channels established by the IIB.