

## Disciplinary Procedures

The REIT's candidates for training sessions are adults who are already, or are about to be employed in a profession which prides itself on its professional standards. As such, the REIT does not anticipate the need for applying disciplinary procedures nor does it wish to insult this professionalism, by spelling out, in excessive detail, consequences of inadequate standards.

Financial penalties are already prescribed for candidates failing to meet deadlines for submission of assessments, and policies about regular reporting for those enrolled in qualifications similarly exist and will reflect to the employer where a trainee is falling behind with progress towards competence.

All candidates for qualifications will be reminded in their course handbooks that they "should be aware that they are expected to exhibit model standards for industry professionalism as part of the development of competence and are naturally bound by the REIT Code of Practice for Members, including being answerable to its disciplinary procedures. Any candidate unfamiliar with the Code should refer to them via their employer on [www.reit.com.au](http://www.reit.com.au). Professional attitudes and behaviours should be reflected in participation in training activities and failure to do so will result in disciplinary action. Inquire further to the REIT if you would like more details."

### **Causes for disciplinary action to be taken will include but not be limited to**

- Breach of the plagiarism guidelines in chapter 7
- Behaviour which disrupts the conduct of a training session
- Provision of REIT materials to other persons or organizations without approval by the REIT
- Action which potentially brings the REIT or the real estate profession into disrepute

### **Disciplinary action may include:**

- Verbal counselling of the candidate in relation to the incident. It is unlikely that any further action will be needed in the majority of cases. Verbal counselling may be delivered by a trainer, the training manager or the candidate's workplace supervisor after the training manager has advised the supervisor of the incident(s). Trainers delivering verbal warnings are asked to inform the training manager.
- A written warning should follow up the verbal counselling if there is further unsatisfactory actions or behaviours, with associated verbal counselling.
- If there is a need for a second written warning, it may include the provision for termination of enrolment for any subsequent incidents.
- For serious misconduct, the candidate's enrolment may be summarily terminated. For the purposes of this section the term "serious misconduct" shall include, but is not confined to: misappropriation, fighting, attending training or work under the influence of alcohol or illicit drugs, sexual harassment, breach of confidentiality or any other matter which would justify summary dismissal at common law