

STAFF CODE OF CONDUCT

Policy number: SCC - 001

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Date: 2nd April 2018

INTRODUCTION

The A.C.O.A.E. RTO affirms its commitment to maintaining and developing a high standard of education and professionalism at all times.

By clarifying the values which guide the College and the conduct expected of College staff in the performance of their duties, the College aims to promote public trust and confidence in the integrity and professionalism of the services provided by the College.

The mission of the College is to enrich our students' lives through learning at the highest standards in this field and to be the best they can be. In carrying out this mission, the College reaffirms its commitment to the values of:

1. The educational unity of body, mind, brain and intellect;
2. The importance of ideas, intellectual freedom and the pursuit of open enquiry & social responsibility;
3. Personal growth and development including career preparation and life fulfillment;
4. The highest standards of compassionate and ethical behavior exemplified by inclusiveness, honesty, respect and tolerance;
5. The development of effective, efficient and transparent leadership; striving to improve quality delivery and access; and
6. Recognising the value of cultural diversity in all aspects of College life.

POLICY

Through this Code of Conduct the College aims to promote the highest ethical and moral standards and to foster an understanding of the conduct expected of staff members.

All staff members should be aware of, and act within the spirit of this Code of Conduct and be aware that breaches of this Code may result in disciplinary action being taken.

COVERAGE

This policy covers all College full time, permanent part-time, and casual staff members.

PERSONAL & PROFESSIONAL BEHAVIOUR

In performing their duties staff members must:

1. maintain and develop knowledge and understanding of their areas of expertise;
 2. exercise their best professional and ethical judgement, making decisions without bias using the factual information available and adequately documenting those decisions;
 3. treat students, members of the public and other staff members with respect, impartiality, courtesy and sensitivity;
 4. maintain a co-operative and collaborative approach to working relationships;
 5. perform their duties diligently and conscientiously and in accordance with supervisory directions;
 6. act fairly and reasonably;
 7. respect the confidentiality of information entrusted to them in the course of their employment;
 8. ensure efficient and effective use of College resources, making improvements wherever possible and reducing waste;
 9. comply with, and act within the spirit of the policies and procedures adopted from time to time for the operation of the College, including this Code of Conduct, and
 10. comply with any legislative, industrial or administrative requirements applying to the operation of the College.
- Influence the selection, appointment or promotion of staff; or
 - (i) impinge on employment related decisions, particularly where one staff member is in a supervisory relationship to another; or
 - (ii) compromise the objectivity and impartiality of teaching, supervision and assessment of students;
 - Staff should avoid situations in which private interests, whether pecuniary or otherwise, conflict or might reasonably be thought to conflict with their duties to the College. Where such situations occur, the individual must inform the College Manager without delay.
 - Similarly, staff members should avoid situations in which personal, sexual or family relationship between a staff member and a student has or could be perceived to have, the potential to compromise the fundamental duties inherent in academic or other types of student-staff interaction.
 - In particular, academic staff have a responsibility to each student to teach and assess their work fairly, impartially and objectively. Staff should not be involved in teaching, supervision or assessment of any students with whom they have such a close personal, sexual or family relationship. Where such relationships exist or emerge the individual must notify the College Manager without delay.
 - Where a relationship has created, or has the potential to create, a conflict of interest in the supervision, teaching and/or assessment of a student, in addition to notifying the College Manager (for academic matters) or the College Manager (for other matters), staff must formally terminate any supervisory and/or

CONFLICT OF INTEREST

- Staff members must inform the College Manager if a conflict of interest arises in relation to the performance of their duties.
- Examples of conflict of interest include situations where staff members' private interests, personal or family relationships or personal circumstances could:

- evaluative role and make alternative arrangements for the supervision and/or evaluation of the student's work.
- Staff shall disclose immediately to the College Manager, as appropriate, any matter relating to personal circumstances which could directly or indirectly compromise the performance of staff members' duties, or conflict with College's interests.
- Where staff are unsure as to whether a conflict of interest exists, has occurred or may occur, advice should be sought from the College Manager or without delay.
- In addition, staff members should declare any actual or potential interest in any matter under discussion by a College committee or body of which he or she is a member prior to the Committee or body discussing that matter. The staff member should withdraw from the meeting unless given leave to remain and must abstain from voting on the particular matter.

OUTSIDE EMPLOYMENT AND PRIVATE PRACTICE

- Full-time and permanent part-time staff are required to seek the approval of the College Manager prior to engaging in outside employment.
- Staff who engage in outside employment are obliged to ensure that any it does not conflict with their normal work.
- Staff should refer to the College's Policy on Outside Employment.

ACCEPTANCE OF GIFTS OR BENEFITS

- Gifts of nominal value, generally used for promotional purposes by the donor, or moderate acts of hospitality, may be accepted by staff members.
- Gifts of significant value must be sent to the College Manager, so that they may be acknowledged and formally accepted on behalf of the College.
- Accepting gifts or hospitality offered as an inducement is unethical and, therefore, prohibited.

USE AND SECURITY OF OFFICIAL INFORMATION

- Staff members must take care to maintain the integrity and confidentiality of information concerning other staff members or students to they have access.
- In general, staff members must not disclose College or Company information except when required to do so by law, when the need arises as part of their normal duties, when they are called upon to give evidence in court, or when the College Manager has approved the information for release.
- Staff members must not disclose information which is the intellectual property of the College or Organisation.
- Staff may access information, including that on information systems and files, only for the purposes for which authorisation has been given; staff must not allow unauthorised persons access to College information. All reasonable precautions must be taken, including password and file protection measures, to prevent unauthorised access or misuse of College and Company information.

USE OF COLLEGE FACILITIES AND EQUIPMENT

- Staff members must use all College resources in an efficient manner and only for College purposes.
- Unless express permission has been granted, College resources are not to be used for private purposes.
- The College's mail, telephone, mobile phones, facsimile machines, email and internet are provided for College use. Excessive and/or unauthorised personal use of any of these facilities can lead to the College taking disciplinary action against a staff member.
- Accessing and/or transferring of racist or pornographic material through College communication resources is forbidden and may lead to disciplinary action being taken, including dismissal.

HEALTH, SAFETY AND WELFARE

- Every staff member shall, while on duty,:
 - aim to ensure that their actions and the action of those for whom they are responsible, comply with relevant OH&S legislation,
 - take reasonable care for the health and safety of themselves and of other persons who are at their place of work and who may be affected by their action or inaction, and
 - co-operate with any person so far as is necessary to enable compliance under occupational health and safety legislation.
- Staff members must not reduce their ability to maintain safety in their place of work or to carry out their duties through the use of alcohol or drugs.
- Staff members must not associate the College with any activity which could be regarded as likely to compromise the

health, safety or welfare of students of the College through unnecessary physical risk, the consumption of alcohol or the use of drugs.

HARASSMENT AND DISCRIMINATION

- The College strives to provide an environment, which is free from all forms of harassment and discrimination. College employees have an obligation to:
 - (i) treat each other and each student with respect and, in particular, to respect the beliefs and cultural morals of others, and
 - (ii) refrain from any form of harassment and discrimination based on the grounds of sex, race, age, marital status, physical or intellectual ability, sexual preference, political conviction or religious belief.
- In particular staff must not engage in:
 - (i) unwelcome sexual advances to another person, or unwelcome conduct of a sexual nature;
 - (ii) offensive behaviour, actions and or comments towards a person on the basis of their sex, race, disability, medical condition, age, sexual preference or any other grounds covered by the Sex Discrimination Act 1984 (Commonwealth) or the Anti-Discrimination Act (NSW) 1977, and behaviour towards students, employees, applicants for enrolment or applicants for employment, which unlawfully discriminate on the basis of sex, race, age, marital status, physical or intellectual ability, sexual preference, political conviction or religious belief.
- A staff member observing such behaviour by another staff member or by a student must immediately notify the College Manager.

RESPONSIBILITIES OF MANAGERS, COORDINATORS AND SUPERVISORS

- Managers, coordinators and supervisors have responsibility for the implementation of College policies and the smooth functioning of the workplace in their area of responsibility. In appropriate circumstances this responsibility may be effectively undertaken through successful delegation and regular reporting.
- In discharging their responsibilities, managers, coordinators and supervisors must observe the standards of personal and professional behaviour set out in Clause 2 of this Code and must implement procedurally fair practices in their dealings with sub-ordinate staff.
- Occasionally, conflict may arise between two or more staff members or between a staff member and a student. Managers, coordinators and supervisors should accept that situations of this nature can be serious and must deal with them carefully and conscientiously.
- It is the responsibility of the particular managers, coordinators or supervisors to ensure that such conflicts are resolved to the satisfaction of all parties so that the effective functioning of their area of responsibility is not impaired.

THE SUPERVISORY RELATIONSHIP

- Staff members are required to co-operate and collaborate with their managers, coordinators or supervisors (as appropriate) to achieve the smooth functioning of the work of the College and the effective implementation of the policies adopted for the operation of the College.

- In their relationships with their managers, coordinators or supervisors (as appropriate), staff must observe the standards of personal and professional behaviour set out in Clause 2 of this Code.
- Fundamental to the supervisory relationship is the expectation that duties will be performed in accordance with supervisory directions.
- Where the nature of such a direction causes a staff member concern, those concerns must first be raised with the person who gave the direction. Where this initial step does not resolve the concern, the staff member may thereafter raise the concern of the College Manager if the concern relates to a teaching or professional issue, or otherwise, with the College Manager.

BREACH OF CODE

Breaches of this Code will be dealt with as a breach of discipline or misconduct and may lead to disciplinary action.

ADMINISTRATION

- This Policy has been developed by the College Manager in consultation with staff.
- The College Manager is responsible for the implementation of this policy.

Approval and Review

POLICY NUMBER: ADMIN/1

Information Officer	College Manager
Approval Date	2nd April 2018
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Date of Next Review	1 st July 2019



RELATED POLICIES

- Occupational Health & Safety Policy
- Privacy Policy
- Student Code of Conduct