

## STAFF CODE OF CONDUCT

Document ID	Staff Code of Conduct
Related Documents	WHS Policy Privacy Policy Data Collection Policy Equity and Diversity Policy Staff Grievance Guidelines Workplace Bullying Policy
Date	9 December 2016
Date of Next Review	9 December 2018
Authorised by	Director of Accreditation, Compliance and Quality Assurance
Approved by	Governing Board, 3 February 2017
Version	1.0
Responsible Officer	HR Manager
References and Legislation	Age Discrimination Act 2004 Australian Human Rights Commission Act 1986 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984. Work Health and Safety Act 2010. Equal Opportunity Act 2010 Anti-Discrimination Act 1977 (NSW) Fair Work Act 2009

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## 1. Purpose

APIC recognises the importance of a work environment which actively promotes best practice. The purpose of this Code of Conduct is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with students, agents, customers, suppliers, clients, co-workers, management and the general public.

APIC expects all workplace participants to observe the standards set out in this Code of Conduct. Compliance with this Code is expected and non-compliance may result in disciplinary action. Agents and contractors (including temporary contractors) may have their contracts with APIC terminated or not renewed.

## 2. Scope

This code of conduct applies to employees, agents and contractors (including temporary contractors) of all companies and associated businesses of APIC.

The code of conduct does not form part of any contract between an employee and APIC nor does it form part of any other workplace participant's contract for service.

## 3. Definitions

Item	Definition
<i>Workplace participants</i>	Employees, prospective employees, agents and contractors (including temporary contractors) of APIC

## 4. Principles

The aim of this code is to establish a common understanding of the standards of behaviour expected of all employees of APIC.

This code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out standards of behaviour expected and provides a broad framework that will help you decide on an appropriate course of action when you are faced with an ethical issue. The code places an obligation on all of us to take responsibility for our own conduct and work with colleagues cooperatively to establish consultative and collaborative workplaces where people are happy and proud to work.

## 5. Code of Conduct

All employees of APIC are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with APIC. This code provides an overview of APIC's fundamental business values. It is by no means exhaustive, but summarises some of our most important policies, which are based on standards that underlie our business ethics and professional integrity, standards that apply to all workplace participants.

As representatives of APIC, all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing

The details of code of conduct are outlined below.

### 5.1 General Code of Conduct

- Comply with all lawful and reasonable directions from APIC.
- Act in compliance with national and State legislative and regulatory framework in relation to international education, and existing APIC policies and procedures designed to ensure such compliance.
- Be honest and fair in dealings with students, clients, and colleagues.
- Display the appropriate image of professionalism at your workplace. Ensure their appearance is neat and tidy, and wear the required safety equipment or work clothes.
- Promptly report any violations of law, ethical principles, policies and this Code.
- Maintain punctuality. If a workplace participant is late or cannot report for work, please telephone/email/SMS and let the supervisor know as soon as possible.
- Do not use work time for private gain. If a workplace participant is required to leave the work premises for personal reasons they should advise their Manager well in advance.
- Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by APIC the interests of workplace health and safety.
- Be truthful in all dealings with persons encountered at the workplace.
- Not act for an improper or ulterior purpose or on irrelevant grounds.
- Never demand or request any gift or benefit in connection with employment or engagement.
- Respect APIC's ownership of all its funds, equipment, supplies, books, records and property.
- Maintain during employment with APIC and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with APIC.
- While employed at APIC, not accept any other employment that is in conflict with your position at APIC.
- Not make any unauthorised statements to the media about APIC's business (requests for media statements should be referred to the President).
- Do not use abusive or offensive behaviour or language in the workplace.

### 5.2 Respect for People

- It is important for you to treat your colleagues with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening or derogatory language and physical abuse or intimidation towards other employees is unacceptable.
- You are required to not discriminate against or harass your colleagues, students or members of the public on any grounds including; sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual orientation or gender identity. Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977. In addition, you are required to not harass or discriminate on the grounds of political or religious conviction.

- If you believe you or anyone else in your workplace is being treated in a discriminatory or harassing manner, it is your obligation to report the behaviour to your supervisor or director or HR.
- You are required to not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.
- You are required to not make unfounded complaints with malicious, frivolous or vexatious intent against another employee, clients, stakeholders or students.
- Managers and principals are required to take reports of discrimination, harassment and bullying seriously and take steps to prevent and correct the conduct. Most incidents can be addressed effectively if reported early.

### 5.3 Appropriate use of electronic communication and social networking sites

You are required to:

- Exercise good judgment when using electronic mail, following the principles of ethical behaviour
- Use appropriate language in electronic mail messages
- Be aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them
- Not send messages that are harassing, defamatory, threatening, abusive or obscene
- Remember transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden
- Report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
- Never use the College's networks to view, upload, download or circulate any of the following materials:
  - sexually related or pornographic messages or material
  - violent or hate-related messages or material
  - racist or other offensive messages aimed at a particular group or individual
  - malicious, libellous or slanderous messages or material
  - subversive or other messages or material related to illegal activities.

### 5.4 Use of alcohol, drugs and tobacco

- Do not report for work under the influence of illicit drugs or alcohol. If a workplace participant is taking prescription medication, they are required to inform their manager. Workplace participants may be required to produce medical evidence to prove their medication does not affect their capacity to work and to work safely.
- Must not have illegal drugs in your possession while at work. Any illegal drugs found on departmental property or in the possession of any person on departmental property will be reported to the Police
- Must not give students, young people or other employees illegal drugs or restricted substances, or encourage or condone their use

- Do not smoke during in any of APIC office building, departmental building, enclosed areas, campuses, classrooms, toilets etc.
- Do not purchase tobacco or tobacco products and alcohol for any one below 18 years old, student, child or young person, or give them tobacco or tobacco products.
- Do not take and consume alcohol to/at office and campuses at any time
- Dress Code for Employees

Employees have an obligation to dress appropriately and in a manner, that:

- maintains respect
- establishes credibility
- upholds the good reputation of the College

Employees are required to ensure their personal appearance and presentations are clean, tidy and appropriate for their work role and consider the particular circumstances of their workplace. When determining dress:

- Male employees are required to wear collared shirts subject to the exceptions contained in this section
- Employees should wear professional attire for office, classroom and events
- If employees are involved in sport and organised physical activities, they are required to dress appropriately for their role in leading these activities.
- Body and facial piercing is unacceptable due to the potential for harm to health or safety. Pierced ear lobes may be acceptable if there is no potential for harm to health or safety.
- Tattoos of an offensive nature are required to be covered.

Employees are required to comply with relevant workplace health and safety regulations as they apply to apparel e.g. appropriate shoes, protective clothing, safety glasses and sun-safe attire when outdoors.

Employees are required to not wear revealing clothes such as those exposing bare midriffs, strapless tops/dresses or clothes that may be construed as suggestive and/or offensive.

Employees are required to not wear inappropriate clothes such as singlets, t-shirts, tracksuits or rubber thongs (except for sport and organised physical activities), ripped or dirty clothes or clothes with inappropriate slogans e.g. advertising for tobacco and alcohol.

### 5.5 Responsibilities of Supervisors and Managers

Managers and supervisors should also:

- Promote a team spirit.
- Maintain confidentiality when conducting investigations into grievances and disputes.
- Avoid bias in decision making.
- Ensure compliance with procedures when carrying out counselling and discipline.
- Exercise objectivity when administering rewards or discipline.
- Do not condone, permit, or fail to report any breaches of the above code by workplace participants under their supervision.

## 5.6 Reporting Concerns About Employee Conduct

- If you become aware of breach of code of conduct by any staff, it is your obligation to report the behaviour to your supervisor, line-manager or the HR Manager.
- If you become aware of a serious crime committed by another person, you are required to report it to the police.

## 6. Breaches of This Policy

A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

## 7. Document Change Control

Version	Change Description	Date	Author
1.0	Policy Review Cycle update	9 December 2016	Corinne Green