

# Code of Conduct

<b>Date Approved:</b>	21/03/2025
<b>Scheduled Review Date:</b>	8/12/2028
<b>Policy Owner:</b>	Principal

## 1. Context & Purpose

The College Code of Conduct is the foundational policy document for all directors, staff, volunteers and contractors. It is to be used as a guide by all of us so that we are aligned in how we work together to achieve our shared goals.

## 2. Application

This policy applies to directors, management, teachers, other staff, volunteers and contractors of the College and will be implemented by the Board and management of the College. It is intended to complement other policies of the College that also address behaviour and the culture being established within the College. Where conduct can be addressed under one or more policies of the College, the Principal may decide the most appropriate policy to consider and respond to the conduct.

## 3. Our Values & Behaviours

The College is a values driven organization, which shapes the expected behaviour of to all directors, staff, contractors and volunteers of the College. The College’s values are the strong beliefs and consistent behaviours of its people. They describe the way in which the directors, staff, volunteers and students behave, interact and work together, as well as how they behave and represent the College when interacting with others.

The College’s culture is defined by our values and how we behave. It “is how we do things around here”. Our values are held in high regard and protected by every person at the College.

### ***Our values are:***

<b><i>Connection</i></b>	<i>We show genuine interest in others and share experiences</i>
<b><i>Humility</i></b>	<i>We appreciate and use our strengths to lift up others</i>
<b><i>Care</i></b>	<i>We look out for each other</i>
<b><i>Determination</i></b>	<i>We work hard and consistently give our best effort</i>

In living our Values, we expect that:

- We don't engage in sexual harassment or other forms of unlawful harassment and/or discrimination, or other unlawful, or unreasonable conduct which includes bullying, victimisation or vilification.
- We don't access, store, process or transmit any information deemed to be of a threatening, obscene, pornographic or harassing nature.
- We don't fight, use obscene, abusive language or gestures, or threaten violence in the workplace.
- We act in a professional manner and comply with College policies and procedures.
- We don't breach confidentiality, whereby confidential information, or information not publicly available, is shared with employees or others.
- We don't falsify time keeping records or other College records.
- We don't intentionally engage in any activity that leads to a conflict of interest with the College.
- We don't inappropriately use College email or internet access (e.g., email, social media, etc.) and electronic communication devices.
- We don't engage in fraud, theft, or inappropriate removal or possession, of College or other employees' property.
- We do not consume alcohol during normal working hours, unless authorized by the CEO/Principal for selected College events.
- We do not use, sell or possess illicit drugs of any description
- We don't possess lethal weapons on College premises or while on College business, regardless of any legal right to possess such a weapon.
- We don't take unauthorised absenteeism including unauthorised absence from work during work time or have poor time-keeping skills with persistent late arrival at work.
- We do not engage in improper conduct which can damage College or client-owned property.
- We don't excessively, unnecessarily or without authorisation use College supplies, telephones or equipment, particularly for personal purposes.
- We don't refuse to comply with a manager's legitimate, work-related request.
- We don't engage in any activity that poses a threat to the health and safety of others.

Should any issues arise as a result breaching this Code of Conduct, the individual involved will be subject to disciplinary action up to and including dismissal.

#### **4. Policy History**

<b>Version</b>	<b>Policy Owner</b>	<b>Approval Date</b>	<b>Summary of Changes</b>
1	Principal	21/3/2025	First Adopted