
CODE OF CONDUCT

PURPOSE

This Code of Conduct outlines the conduct expected of staff, volunteers and Directors of the Board of Central Coast Community College Limited (the College).

OBJECTIVES

1. A common understanding of the standard of conduct is expected of staff, volunteers and Directors is in place.
2. Staff, volunteers and Directors take responsibility for their own conduct and are accountable for their actions.
3. The Code of Conduct is understood, promoted and upheld by everyone who is bound to it.

PRINCIPLES

1. The College provides quality training and assessment for all students in accordance with its responsibilities as a Registered Training Organisation and is committed to fair, reasonable, and ethical practices in all of its undertakings.
2. The College will not condone any behaviour or actions that may reasonably offend, insult, humiliate, discriminate against, or result in the risk of violence to another person or group of people or which puts the association's reputation at risk.
3. Allegations of any breach of this Code of Conduct will be investigated as soon as practicable using the principles of natural justice.
4. Decisions regarding any disciplinary action arising from a proven breach of this Code of Conduct will be made fairly, transparently and consistently.

DEFINITIONS

Board – means the elected body that controls and manages the affairs of the College.

Director – means a person elected by the College's members to the Board.

Duty of care – means to do everything reasonably practicable to protect others from harm.

Confidential information – means information which is of a private, personal or intimate nature and which should not be disclosed to others without proper and specific authority from the client, or unless there is a legal duty to disclose.

Conflict of Interest – means a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.

Individual – a volunteer, staff member or Director.

Manager – a person who directly manages or oversees the activities and performance of staff or volunteers.

Staff – means paid employees of the College.

Student – means any person for whom the College provides an educational experience.

Volunteer – means a person who donates their time to further the aims and objectives of the College.

Serious misconduct may include but not be limited to;

- Wilful, or deliberate, behaviours by an employee that is inconsistent with the continuation of the contract of employment
- Conduct that causes imminent, and serious, risk to the health, or safety, of a person; or the reputation, viability or profitability of the employer's business

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All individuals, within the context of their duties and interactions with colleagues, students and their carers/family members and other stakeholders, shall abide by the following:

Conflict of interest

Avoid situations in which personal interests might reasonably be thought to conflict with the College's values, mission, policies, procedures, or interactions.

Situations in which conflicts of interest might arise include:

- having a friend, family member or close associate in a position to benefit from knowledge of the College's proposed or past activities;
- being in a position to personally benefit from knowledge of the College's activities;
- being engaged in supplying goods or services to the College;
- having a financial interest or affiliations in any aspect of the College's operations;
- using College information or resources for personal or commercial gain; and
- external activities and public comment.

For the Board, a conflict of interest may also include being professionally or socially associated with a person applying for the position of Chief Executive Officer at the time of recruitment for that position.

Immediately disclose to a manager, the Chief Executive Officer, or the Board any actual, perceived or potential conflicts of interest situations that are likely to compromise an individual in the conduct of their duties.

Where a conflict of interest has been declared in a matter which requires a vote to decide the issue, the person with the conflict will be excused from the meeting while the group is discussing the matter, and they will abstain from voting on the matter.

Personal and professional behaviour

Conduct yourself professionally and politely at all times when at work and outside of work while undertaking work-related activities.

Communicate respectfully, openly and honestly including use of appropriate language, and be inclusive and non-judgemental in attitudes and behaviours.

Behave ethically, with integrity and appropriately during the course of your employment or engagement with the business.

Expectations are to:

- comply with the employment contract

- comply with all local, state/territory and federal laws
- take reasonable care and behave in a safe manner at all times
- never report to the workplace in circumstances where there is a risk that you could be affected by or impaired by, or 'under the influence of' drugs or alcohol
- not engage in any conduct that might damage the reputation of the business or any of its officers or employees
- behave in a non-discriminatory manner at all times (this includes respect for a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability)
- not engage in bullying or harassment.

Work collaboratively with colleagues to achieve common goals and a congenial, supportive and harmonious environment.

Be aware of and comply with the College's policies, procedures and standards of practice including this Code of Conduct.

Report actual or suspected behaviour that may breach any laws and regulations, the College's policies or procedures or this Code of Conduct to a manager, the Chief Executive Officer or the Board in a timely manner.

Duty of care

Act in a manner that ensures the rights of all to safety, dignity, respect, courtesy, privacy and protection from gossip, harassment, discrimination, abuse or physical or psychological harm.

Perform duties to the highest standards and with professionalism, objectivity and integrity and with due regard to both a duty of care and the appropriate and respectful use of authority.

Comply with Work Health and Safety (WHS) legislation and the College's WHS policies and procedures, including working safely, controlling and reporting hazards, undertaking risk assessments where necessary, and wearing appropriate personal protective equipment as required.

Ethical decision making

When making decisions on behalf of the College, ensure that such decisions are made with integrity and are consistent with the College's mission and values, and are in line with this Code of Conduct.

Personal gifts and benefits

Avoid activities in which an individual stands to gain because of their affiliation with the College. Such activities include:

- Soliciting or accepting gifts, money or favours, particularly those which could be construed as bribes or payments to secure personal advantage.
NB Small, simple gestures of thanks or celebration may be accepted, particularly if rejection may cause hurt or offence. The gift must be disclosed to a manager as soon as practicable.
- Promoting an individual's own business through business cards, unsolicited electronic transmissions, verbally or by any other means.

Confidentiality and privacy

Do not disclose, or allow to be disclosed, confidential information except as authorised by policy or in compliance with relevant legislation.

Refrain from knowingly accessing confidential or personal information unless that information is provided directly to the individual, or required by the individual in the course of their duties.

Commitment to continuous improvement

All individuals have a responsibility to:

- maintain and develop professional skills and knowledge;
- take reasonable steps to identify and apply for development opportunities relevant to our current roles and responsibilities;
- actively participate in performance management processes, including induction, performance management activities to improve performance, and
- actively contribute to developing and improving business planning and processes, including innovative ways of delivering services.

Student and Carer Relationships

Refrain from establishing a sexual, romantic or financial relationship with any student or carer.

Maintain appropriate and professional boundaries that do not affect decisions regarding service delivery and student or staff wellbeing.

Public comment

Speak on behalf of the College only when authorised to do so and refrain from engaging in any public comment, including through the use of social media, which may bring the association into disrepute.

Use of the College's property

Use the property, resources, communications systems, funds and equipment of the College, lawfully, effectively, responsibly and avoid loss or waste.

Environment

Consider the impacts of actions and decisions on the environment and, where viable and sensible, choose the more sustainable alternative.

Complying with laws and regulations

Comply with all laws and regulations and reasonable and lawful requests and directions.

Failure to comply with Code of Conduct

If you do not comply with this Code of Conduct, you may be the subject to disciplinary consequences which may include;

- disciplinary action
- action under your contract
- termination of your contract.

Related Documents

- *Conflict of Interest Register*
- *Policy and Procedure for Harassment, bullying and Anti-Discrimination*
- *Policy and Procedure for Alcohol and Drugs*
- *Policy and Procedure for Privacy and Confidentiality*
- *Policy and Procedure for Performance and Conduct*
- *Policy and Procedure for Complaints and Appeals*
- *Policy and Procedure for Work Health and Safety*
- *Trainer Handbook*
- *Student Handbook*