



## STAFF CODE OF CONDUCT

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<b>Related Documents</b>	Human Resources Manual Professional Development Support Policy (and related Procedure) WHS Policy (and related Procedure) Financial Management Policy (and related Procedures) Privacy Policy (and related Procedure) Records Management Policy (and related Procedure) Staff Code of Conduct Procedures		

\* Unless otherwise indicated, this Policy will still apply beyond the review date.

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### Document Control

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1.0	23/02/2018	Approved by Council
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## 1. PURPOSE

1.1 The Staff Code of Conduct articulates and supports the expectation of the Adelaide Institute of Higher Education (AIHE) that all staff will adhere to the highest standards in their conduct and behaviour in relation to both their work practices and AIHE. All AIHE employees are expected to perform their work with respect to the minimum standards and obligations outlined in this code, and carry out their duties ethically, efficiently and fairly.

## 2. SCOPE

2.1 The Staff Code of Conduct applies to all staff of AIHE.

## 3. STATEMENT

3.1 Staff are expected to conform their personal and professional behaviour to the standards that could reasonably be expected of persons in such positions. This includes commitment to:

- professional standards and conducts in teaching, administration and community involvement;
- ethical principles and values as defined in AIHE's statement of vision, mission and values;
- the promotion of the rights of staffs and students within the AIHE;
- promotion of AIHE's interests and enhancing its reputation
- ensuring that academic needs of students are met; and
- creating an environment that supports success through learning and knowledge.

## 4. CODE DETAILS

This Code requires the following:

### 4.1 Respect for Law and Governance

All AIHE staff are required to comply with relevant Commonwealth and State legislation as well as the policies and rules of the AIHE.

### 4.2 Respect for Individuals

AIHE expects that all staff will treat other members of staff and students, as well as visitors and members of the community, with respect, fairness, courtesy and equity. This involves, but is not limited to:

- fairness in supervising and dealing with students and staff;
- carrying out work with integrity and objectivity;
- making decisions that are procedurally fair;
- a client-centred approach to work;
- avoiding unlawful discrimination, for example on grounds such as: gender, sexual orientation, race, cultural background, religion, or political conviction;
- avoiding behaviour which might reasonably be perceived as corrupt, harassment, bullying or intimidation;
- carrying out work in a safe manner and taking precautions to protect the health, safety and welfare of oneself and others;
- complying with any legislative, industrial or administrative requirements;
- avoiding behaviour which might reasonably be perceived as creating an unsafe or unhealthy environment, or constraining the legitimate rights of others;
- respecting an individual's right to privacy and undertaking to keep personal information in confidence; and

- respecting privacy laws and confidential information given to them in the course of their employment.

### **4.3 Company Property**

All employees should treat AIHEs property, whether material or intangible, with respect and care. Employees:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company laptops) from damage and vandalism, whenever possible.

### **4.4 Professional Conduct**

The professional conduct required by the AIHE includes, but is not limited to:

- a commitment to professional standards in teaching and learning, administration and industry involvement;
- observance and promotion of the rights of staff and students;
- conduct which is professional at all times and which has regard to the interests of the AIHE;
- awareness of relevant legislation and adherence to policies and procedures developed by the AIHE. In particular this includes the legislation and policy relating to the following:

#### ***Discrimination and Harassment***

Staff of the AIHE must not harass or discriminate against their colleagues, students, members of the public or other persons with whom they may interact with.

Such behaviour may constitute an offence under several Federal Anti-Discrimination laws and will be considered a serious breach of the AIHE's policies. All managers must make every effort to ensure that the workplace is free from all forms of harassment and discrimination. They should understand and apply the principles of equal employment opportunity and ensure that the staff they supervise are informed of these principles.

#### ***Duty of Care and Safety***

AIHE staff must take every precaution, as reasonable in the circumstances to protect the health, safety and welfare of all those in the workplace. They must comply with the relevant Workplace, Health and Safety legislation, Codes of Practice as well as specific Work Health Safety policies and procedures of AIHE.

Staff should ensure that the personal use of alcohol or other drugs does not affect work performance or the health, safety and welfare of others, especially students in their care.

#### ***Conflict of Interest***

- Staff of the AIHE should be sensitive to the potential for conflicts of interest to arise between their personal interests and their duties, obligations and responsibilities to the AIHE, and shall take care to ensure that no actual conflict of interest arises.
- AIHE staff should avoid situations in which their private interests (whether involving personal financial or pecuniary interests, external associations, personal and family relationships) conflict with or might reasonably be thought to conflict with or influence judgements made during the course of their professional duties. Potential conflicts of interest should be assessed in terms of the likelihood that staff possessing a particular interest could be

improperly influenced, or might appear to be improperly influenced, in the performance of their duties on a particular matter.

- Should any real or potential conflicts of interest arise, the staff member should advise their supervisor as soon as possible.

Academic staff have a particular responsibility to their students to assess their work fairly, objectively and consistently across the candidature for their particular unit or course. Because personal relationships between students and staff may involve serious difficulties arising from the unequal power of the parties concerned, as well as the difficulties in maintaining appropriate boundaries between professional and personal life, academic staff have a responsibility to declare such potential or actual conflicts of interest to their supervisor or the General Manager.

### **Outside Work**

Full-time staff wishing to engage in any outside work must seek approval to do so from the General Manager or the delegated nominee, who may approve or not approve such requests. All staff, including those employed for less than full-time, must not accept outside work where it may cause a direct or indirect conflict with their duties or otherwise adversely impact the conduct of AIHE operations. If there is any doubt whatsoever, the potential direct or indirect conflict should be reported to the General Manager.

### **Confidential Information**

Official information must only be used for the work-related purpose intended and not for other reasons or personal benefit. Staff must make sure that they do not disclose, disseminate or make use of any information marked confidential without prior authorisation or unless specifically authorised by legislation. All staff must take reasonable steps to ensure that any information marked confidential in any form (e.g. computer files), cannot be accessed by unauthorised people and that sensitive information is only discussed with people who are authorised to have access to it.

Unauthorised access to, disclosure or use of confidential information may result in disciplinary proceedings for misconduct.

## **4.5 Breach of Code of Conduct**

A substantiated breach of any part of this code of conduct will result in disciplinary action. The appropriate procedure will depend on the severity of the breach, but the following constitutes a guide:

4.5.1 The manager will arrange a meeting with the employee.

4.5.2 The manager will communicate with the employee about the behaviours or actions which breach the Code of Conduct. The line manager will advise the employee in clear terms that the conduct is unacceptable.

4.5.3 The manager will allow the employee reasonable time and opportunity to respond before considering the response and making a decision on appropriate action. The employee may have a support person present at such meetings.

4.5.4 Once the employee has responded, the line manager will consider their response and decide whether disciplinary measures should be taken and, if so, determine an appropriate form of disciplinary action. Depending on the nature and severity of the breach, disciplinary action may include the following:

- a verbal warning,
- a written warning,
- counselling,
- a period of probation,

- termination of employment,
- referral to appropriate law enforcement/government agencies.

4.5.5 If the employee is given a verbal warning, the manager will make a note of it, date it and sign it.

4.5.6 If a written warning is to follow, the manager is to document and sign it, and give the opportunity to the employee (and their support person) to sign the warning. Then, the manager is to give a copy of the signed warning to the employee and keep the original copy on file.

4.5.7 The warning must clearly define the nature and extent of the breach, any timeframes mooted for redress of behaviour, any support, if appropriate, that AIHE and the manager can provide, the consequences of further breaches, and the date of the next meeting.

4.5.8 The manager will keep a record of all meetings and a summary of all discussions, and keep all relevant documents on the employee's personnel file.

4.5.9 If appropriate, the AIHE and the manager will continue to monitor and keep adequate records of the employee's behaviour.

4.5.10 If the employee's performance or conduct does not improve after the second meeting, the manager may give the employee a final written warning to terminate employment.

4.5.11 A staff member has the right to appeal any disciplinary procedures or outcomes instituted under this procedure. Appeals must be made according to the process outlined in the AIHE's Staff Grievance Procedure.

## **5. RESPONSIBILITIES**

5.1 The General Manager and/or staff supervisors will develop strategies to ensure that all staff are conversant and understand the requirements of the Code of Conduct.

5.2 Staff are responsible for aligning their behavior with the Code of Conduct at all times.

## **6. DEFINITIONS**

6.1 See the AIHE Glossary of Terms for definitions.