



# Code of Conduct (Staff)

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## Scope

This Code of Conduct ('the *Code* ') is intended to apply to all permanent staff, temporary staff, casual staff, part time staff, term time staff, contractors, agents, consultants and volunteers howsoever engaged (collectively 'staff') in your work with Ohana College (the 'College').

The *Code* is intended to be made available to, understood by and entered into by all staff at the commencement of your employment with the College. It is also to be further provided to, with legislative and other relevant updates, all staff from time to time as required, at least annually, during the course of your employment or involvement with the College.

The *Code* is not intended to provide an exhaustive list of what staff should do in every aspect of work. Instead, it sets out general minimum standards and expectations of the College as a workplace.

The *Code* places an obligation on all staff to take responsibility for your own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

## Legal

This *Code* is not intended to be contractual in nature and is not intended to impose any contractual obligations on the College. The College reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this *Code* should be taken to limit the circumstances in respect of which the College may take disciplinary action in respect of a member of staff.

Staff, must also be aware of this *Code* and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with this *Code* may result in the engagement of staff being suspended and/or terminated. If you are engaging or managing external consultants, contractors or

volunteers, it is your responsibility to make them aware of the College's expectations of conduct during the period of your engagement.

## Expectations

As a member of College staff, you are expected to always:

- a) Perform your duties to the best of your ability;
- b) Act ethically and responsibly;
- c) Act honestly and in good faith in fulfilling your duties;
- d) Be accountable for your decisions and performance;
- e) Follow reasonable instructions given by your supervisor or your delegate;
- f) Comply with reasonable and/or lawful directions;
- g) Carry out your duties in a professional, competent and conscientious manner;
- h) Seek suitable opportunities to maintain, improve and update your knowledge and skills;
- i) Participate in relevant professional development (with the approval of the HR Manager);
- j) Be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- k) Work collaboratively with your colleagues;
- l) Ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College;
- m) Be punctual and display professional time management;
- n) Dress appropriately for a secondary school environment, meet Work Health & Safety requirements and set a good example for other, both students and colleagues;
- o) Maintain email communications and respond in appropriate time frames;
- a) Keep yourself informed of all College policies and procedures and comply with them at all reasonable times; and
- p) Maintain building and equipment security by locking away valuable items and securing windows and doors when rooms are vacated.

## Breaches

All staff hold positions of trust. The consequences of any behaviour considered to be in breach of this *Code* will depend on the nature of the breach.

Staff should report perceived breaches by colleagues to your supervisor or the CEO. If the breach is by your supervisor, then it should be reported to the CEO or a College Board Member as the staff member is comfortable doing.

In determining the consequences of a breach, the College may consider the following aspects when deciding what action to take:

- a) The seriousness of the breach;
- b) The likelihood of the breach occurring again;
- c) Whether the staff has committed the breach more than once;
- d) The risk the breach poses to staff, students or others; and
- e) Whether the breach would be serious enough to warrant formal disciplinary action.

Actions that may be considered by the College in respect of a breach of the *Code* include:

- a) Performance management;
- b) Remedial action;
- c) Professional development;
- d) Disciplinary action – warning; and/or
- e) Disciplinary action - termination of employment.

The College reserves the right to determine the entire response to any breach of this *Code*.

## Required Reporting

Staff are required to report certain information to the College CEO, COO/HR Manager or Principal. This includes:

- 1) If they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail).
- 2) If you become the subject of a Domestic Violence Order (DVO) (Qld) and/or Apprehended Violence Order (AVO) (NSW).
- 3) If you are convicted of a driving offence that results in disqualification and or suspension of your driver's license.
- 4) If you have an illness, injury or are taking medication that may affect your ability to perform your duties, including the operation of any motor vehicle. Staff are also required to report infectious diseases that may put other staff at risk either directly or indirectly. Confidentiality will be considered in all these circumstances but cannot be assured.
- 5) If, through your employment with the College, you become aware of a serious crime committed by another person, you are required to report it to the **CEO**, who may be required to inform the Queensland Police Service (QPS).
- 6) Any concerns that you may have about:
  - a) The safety, welfare and well-being of a child or young person;
  - a) The inappropriate actions of any other staff that involves children or young people;

- b) Any other staff engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and
  - c) Becoming aware that a staff member has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'
- 7) If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment at the College. You should refer to the College's Student Duty of Care Policies for further information about these obligations.

## Mandatory Reporting

Under the *Child Protection Act 1999 (Qld)*, mandatory reporters are:

- Teachers
- Doctors
- Registered nurses
- QPS officers with child protection responsibilities
- A person performing a child advocate function under the *Public Guardian Act 2014*
- Early childhood education and care professionals, from 1 July 2017.

In addition, all staff working in a school environment have obligations under the *Criminal Code 1899 (QLD)* which are referenced in the Student Duty of Care Policies in *PolicyConnect*.

Please speak to your manager if you have concerns understanding your child protection obligations.

## Respect for People

The College expects staff to treat each other with respect and courtesy at all times.

Our daily interaction with others reflects on the College's reputation. Therefore, all staff are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other staff and members of the community.

Staff who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development. As staff you also have an obligation to be aware of, and control all forms of inappropriate material in your workplace. This includes but is not limited to; inappropriate or offensive music, films or media.

Similarly, it is important for you to treat your colleagues, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, gossiping and physical abuse or intimidation towards other staff, students and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, texting, instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

## Anti-Discrimination, Harassment and Bullying

You must not discriminate against, harass or bully any other staff member, student or other person. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's Policy with which you should familiarise yourself. Unlawful harassment or discrimination may constitute an offence under state or federal legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at Common Law.

The College takes reports of unlawful discrimination, harassment and bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

If the College concludes that you have not been honest or genuine about or exaggerated a complaint, the College will view this as a very serious matter, and you may be disciplined.

## Sexual Harassment

Ohana College has a zero-tolerance policy for sexual harassment. Sexual harassment is a specific and serious form of harassment. It is any unwanted or unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- a) Comments about a person's private life or the way they look;
- b) Sexually suggestive behaviour, such as leering or staring;
- c) Brushing up against someone, touching, fondling or hugging;
- d) Sexually suggestive comments or jokes;
- e) Displaying offensive screen savers, photos, calendars or objects;
- f) Repeated unwanted requests to go out together;
- g) Requests for sex or sexual acts;
- h) Sexually explicit posts on social networking sites;
- i) Insults or taunts of a sexual nature;
- j) Intrusive questions or statements about a person's private life;
- k) Sending sexually explicit emails or text messages;
- l) Inappropriate advances on social networking sites;
- m) Accessing sexually explicit internet sites; and/or
- n) Behaviour that may also be considered to be an offence under criminal laws, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

A single incident is enough to constitute sexual harassment, it does not have to be repeated. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences and should be reported to management and the QPS.

### Duty of Care

As College staff, you owe a Duty of Care to students in your charge under Common Law. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably foreseen. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be reasonably taken.

The Duty of Care encompasses a wide range of matters, including (but not limited to):

- a) The provision of adequate supervision commensurate with the students' maturity and ability;
- b) Ensuring grounds, premises and equipment are safe for students' use;
- c) Implementing strategies to prevent bullying from occurring in College; and
- d) Providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at College.

A Duty of Care to staff, students, volunteers and the public applies during all activities and functions conducted or arranged by the College. The risks associated with any activity needs to be assessed and managed before approval can be given. Risk assessment policies and processes must be strictly adhered to.

### Work Health and Safety

You have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your colleagues, students or other persons that you may come into contact with.

Considerations of safety relate to both physical and psychological wellbeing.

You must immediately report incidents that happen at work. This report can be lodged via our Policy Connect Portal.

If you are injured at home, you will need to provide a Medical Clearance from a Registered Medical Practitioner, prior to returning to work.

You should ensure that you are aware of and comply with the College's *Work Health & Safety* programme as set out in our *PolicyConnect* portal.

### Supervision of Students

You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

You should familiarise yourself, and comply with, the College's evacuation policy and procedures.

Students should not be left unsupervised either within or outside of their classes. You should be punctual to class and to your allocated supervision times including rostered duties.

You should remain with students after College activities until all students have been collected by an appropriate guardian. In the event that a student is not collected, you should remain with the student and seek advice from your supervisor.

Specified areas designated for staff duty or supervision is an integral part of the responsibility of the rostered staff. It must take precedence over other activities. You should actively supervise your designated area, being vigilant and constantly moving around.

You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the *PolicyConnect*.

Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact your supervisor/manager. Accidents or incidents resulting in injuries or near misses must be reported as per Accident/Incident Reporting procedures with as much detail as possible at first instance.

You should ensure that you understand and comply with the College's Administration of Medication Policy.

### **Professional Relationships Between Staff and Students**

As a College staff, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all staff are required to manage and supervise students, it is important for all College staff to understand and observe the College's child protection policies.

You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your supervisor and/or the CEO.

You should never drive a student in your car unless you have specific permission from your supervisor and/or the CEO to do so. In the event of an emergency you should exercise discretion but then report the matter to your supervisor.

If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action.

You should not share your own food or drinks with students at any time.

### **Physical Contact with Students**

You must not impose physical punishment on a student in the course of your professional duties.



When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.

Attention to the toileting needs of students should be done with caution. It may be appropriate to have the door open. For students with a disability, the management of toileting needs should be included in the student's individual management plan.

When congratulating a student, a handshake, pat on the shoulder or very brief hug are acceptable as long as the student is comfortable with this action. Longer hugging, aside from a brief hug already referred to, of students is not acceptable. Kissing students is not acceptable in any circumstances.

Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent before proceeding, where possible, do so with a witness present.

Sometimes in ensuring duty of care you may be required to restrain a student from harming themselves or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. You should report and document any such incidents immediately afterwards.

## Relationships with students

You must not have a romantic, sexual or other inappropriate relationship with any student at any time. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:

- a) The law prohibiting sexual relations with a person under the age of consent (16 years); and
- b) The law prohibiting sexual relations between a teacher and any student under the age of 18 years.

You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any student over 18 years of age) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, power imbalance, exploitation and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the College.

If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the CEO as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

At all times when speaking with students, care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity, offensive comments or obscene language.

You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations

with a student of an intimately personal nature where you disclose information about yourself.

You must not:

- a) Invite students to your home;
- b) Visit students at their home; or
- c) Attend parties or otherwise socialise with students;
- d) Be in any vehicle alone with a student or students

unless you have the prior express permission of the CEO and the student's parents or care givers.

You must not engage in tutoring or coaching of students from the College without the prior express permission of the CEO.

You must not invite students to join your personal electronic social networking site or accept students' invitations to join your social networking site.

You must not interact with students through private communication forums. Any contact outside of College parameters is strongly discouraged. If students become aware of your personal details and you are contacted privately you must notify your supervisor immediately and record notes of discussions. Any staff member who actively breaches this request could receive disciplinary action including the termination of employment. The issue may also require referral to QPS in certain circumstances.

You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student.

Wherever practical, you should avoid teaching or being involved in educational decisions involving family members, close friends or students for whom you are noted as being the Emergency Contact. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.

You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds, political and or religious beliefs that may influence the interpretation of your behaviour or delivery of content within the College.

## Child protection

You must be aware of and comply with the College's ***Student Duty of Care Policies***

You must report any concerns you may have about any other staff, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the CEO. This includes self-disclosure if the allegation involves you.

Broadly, 'reportable conduct' includes:

- 1) Any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or

- 2) Any assault, ill-treatment or neglect of a child; or
- 3) Any behaviour that causes psychological harm to a child, whether or not the child consents.

Reportable conduct does not extend to:

- 1) Conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant professional standards, or
- 2) The use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.

For further information about 'reportable conduct' see the College's Student Duty of Care.

The requirements in relation to Supervision, Physical Contact and Relationships with Students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

## Appropriate Use of Electronic Communication and Social Networking Sites

The College provides electronic communication facilities for its students and staff for educational or administrative purposes. It monitors and views data stored or transmitted using the College's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

You must comply with the College's Student Duty of Care & Staff Responsibilities Policies in *PolicyConnect*. These policies include, but are not limited to:

- a) Exercising good judgment when using electronic mail, following the principles of ethical behaviour;
- b) Using appropriate and professional language in electronic mail messages;
- c) Being 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;
- d) Not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- e) Not inviting students into your personal social networking site or accept an invitation to yours;
- f) Not using personal non-work-related communication methods such as: email, private numbers or forums to contact students;
- g) Remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- h) Reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

You must never use the College's networks to view, upload, download or circulate any of the following materials:

- a) Sexually related or pornographic messages or material;
- b) Violent or hate-related messages or material;
- c) Racist or other offensive messages aimed at a particular group or individual;
- d) Malicious, libellous or slanderous messages or material; or
- e) Subversive or other messages or material related to illegal activities.

## Use of Alcohol, Drugs and Tobacco

Work Health and Safety is of fundamental importance to the College and our legal obligation. Maintaining a safe work environment requires everyone's continuous cooperation.

You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.

### General

As staff, you must:

- a) Not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- b) Not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- c) Notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- d) Take action to resolve any alcohol or other drug-related problems that you have; and
- e) Consult with your supervisor or CEO if you are concerned about working with other staff, volunteers, contractors or students who may be affected by drugs or alcohol.

### Alcohol

You must not bring alcohol into the College or consume it during College hours. If you are found to be in breach of this requirement, you will be subject to immediate disciplinary proceedings including instant dismissal.

You must not consume alcohol at any College function at any time students are present, including those events conducted outside College premises unless expressly permitted to do so by the CEO. A College function is any event organised by the College and/or in the College's name, including but not limited to, dances, farewells, excursions, sporting fixtures and fund-raising events.

You must not:

- 1) Purchase alcohol for, or give alcohol to, any student (or to any other person under the age of 18 years); and
- 2) Encourage or condone the use of alcohol by students of any age during educational activities.
- 3) Purchase alcohol as gifts.

## Drugs

The College has a zero-tolerance policy for illegal or non-prescription drugs. You must not:

- 1) Have illegal or non-prescription drugs in your possession whilst at the College or during a work-related activity;
- 2) Give students or other staff illegal or non-prescription drugs, or encourage or condone their use at any time; or
- 3) Supply or administer prescription or non-prescription drugs to any student unless you are specifically authorised to do so.

Any illegal or non-prescription drugs found in the possession of any staff member on College property or at an College event during school hours will result in disciplinary proceedings including instant dismissal and referral to the QPS.

## Tobacco and Vaping (E-Cigarettes)

You must not smoke, vape or permit smoking or vaping in any College building, enclosed area or on College grounds at any time. This includes all buildings, gardens, sports fields, cars and car parks within 5 Metres of the School's boundary.

You must not purchase tobacco, vapes, e-cigarettes, tobacco products or vaping products for any College student, or give them tobacco or tobacco products.

You must not receive tobacco, vapes, e-cigarettes, tobacco products or vaping products from any student. If you are responsible for confiscating same from a student, you should immediately hand it to the Principal or an Assistant Principal for safe keeping and/or disposal. This will be recorded in a Confiscation Log.

## Identifying and Managing Conflicts of Interest

Private interests can, or have the potential to, influence a person's capacity to perform your duties and in turn compromise the integrity of a member of staff and that of the College.

As College staff, you must not act in conflict with the College's interests. A conflict of interest can involve:

- 1) Pecuniary interests i.e. financial gain or loss or other material benefits; or
- 2) Non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- 1) The interests of members of your immediate family or relatives (where these interests are known);
- 2) The interests of your own business partners or associates, or those of your workplace; or
- 3) The interests of your friends.

When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor or the CEO.

You should also report situations where a supervisor or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision on any matter.

## Declaring Gifts, Benefits and Bribes

You should always be mindful that:

- 1) As a member of staff, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to:
  - a) Accept a gift or benefit and record it in the Gift Register; or
  - b) Politely decline the gift and report that to your supervisor.
- 2) If you are offered a benefit or 'bribe', namely anything given to you which may persuade you to act improperly or differently to how you would otherwise have acted, you must:
  - a) Refuse the bribe;
  - b) Explain why it is not appropriate for you to accept it; and
  - c) Immediately report the matter to your supervisor and the CEO.
- 3) Accepting gifts and benefits has the potential to compromise your position. It can create a sense of obligation and undermine your impartiality. It may also affect the reputation of the College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its staff.
- 4) If you are offered a gift or benefit, you should always consider the value and purpose of a it before making any decision about whether or not to accept it. A gift that is greater than nominal value, defined by Education Qld as being \$100, must not become your personal property. You should either politely decline to accept the gift or advise the contributor that you will accept it on behalf of the College and register it in the College's Gift Register.

- 5) When a gift is accepted, you must notify your supervisor or CEO immediately. They will determine how it should be treated, make a record of its receipt and register it in the Gift Register established for that purpose.
- 6) Sometimes staff might, in the course of your work, win a prize of significant monetary value. Prizes won during the course of your employment are considered the property of the College and you must advise your supervisor or the CEO who will determine how the prize should be treated and recorded in the Gift Register.

## Communication and Protecting Confidential Information

### Communication

You are required to comply with the College's policies on confidentiality which can be found in our *PolicyConnect* portal.

You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

You should not disclose personal information about another staff member in the context of grievance resolution.

All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.

The media should not be given access to students or allowed entry to the College without the express permission of the CEO. You should not make any comments to the media about the College, students or parents without the express permission of the CEO. All such queries should be directed to the CEO with priority.

### Confidential information

As a member of College staff, you must only use confidential information for the work-related purpose it was intended.

Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the CEO.

You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

### Privacy

Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it. If you are unsure of this, you should speak with your supervisor.

You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College staff. Such information should be limited to those who need to know in order to conduct your duties, or to those who can assist in carrying out the College's work because of your expertise.

## Record keeping

### General Responsibilities

All staff have a responsibility:

- i To create and maintain full, accurate and honest records of your activities, decisions and other business transactions; and
- ii To capture or store records in the College's record systems.

You must not destroy, remove or otherwise interfere with records without appropriate authority. All College records are subject to scrutiny by the Non-State Schools Accreditation Board (NSSAB) during regular audits.

Supervisors have a responsibility to ensure that the staff reporting to them comply with all record management obligations.

*Student Work* - Staff responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the College.

*Official Documents* - Staff must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

*Logbooks* - Staff must maintain accurate sign out/ sign in records (logbooks) when using buses, vehicles and equipment. It will be the direct responsibility of the person on record to ensure that all items are returned in appropriate condition and complete.

*Attendance* - Staff must ensure accurate reporting and monitoring of student's attendance as a priority.

### Purchasing

If you need to purchase goods & resources or procure services as part of your duties, you need to:

1. Ensure that the goods, resources or services are available from pre-approved suppliers to the College;
2. Obtain permission from the appropriate delegation of authority for the purchase.
3. Note that if you have not received prior consent, you may not be able to seek reimbursement. Expenses incurred prior to the date of consent will not be reimbursable without the permission of the CEO or COO.



## Copyright and Intellectual Property

When creating educational materials, you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright or other rights included in materials.

Advice relating to sharing or licensing the College's intellectual property should be sought from the CEO.

The College cannot give away or assign its intellectual property without the approval of the CEO.

If you develop material that relates to or was created during your employment with the College, the copyright in that material will belong to the College. This may apply even if the material was developed in your own time or at home.

You should not use the College's intellectual property (including copyright) for private purposes without first obtaining written permission from the CEO.

## Acknowledgement & Acceptance of Code

I \_\_\_\_\_ (insert full name)  
have read, understood and agree to comply with the terms of this Code of Conduct.

\_\_\_\_\_  
Signed (Staff Member)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed (Company)

Name: Kathy Hennigan

Title: Chief Operations Officer

\_\_\_\_\_  
Date