



EXCELSIA
COLLEGE
Sydney - Australia

THIS POLICY IS CURRENTLY UNDER REVIEW

Document Name

STAFF CODE OF CONDUCT

Document Number

GOV-GS-STA-01

Document Status

Author	Chief Operating Officer	August 2012
Approving Authority	Board of Directors	September 2012
Publication	Issue 4	June 2020
Review	Issue 4	June 2023

Introduction

- (a) This Code of Conduct (the Code) has been formulated in order to clarify for staff the type of conduct that is expected of them in the performance of their duties.
- (b) Ultimately, it is up to individual staff to recognise the professional and ethical dimensions of their work, and to give proper attention to the values which should form their actions and decisions. All employees of the College are accountable for the effective education and appropriate care of College students, for promoting positive relationships with colleagues, and for the efficient use of College resources.
- (c) A co-operative, collaborative atmosphere conducive to the promotion of integrity in the workplace will assist staff in the implementation of this Code. It is the responsibility of the College to foster such an atmosphere and to provide guidance and personal and professional development regarding conduct.
- (d) Some of the requirements implied under the Code are also the subject of specific provisions of various Acts. If there is any conflict between the Code and the provisions of an Act or Regulation the provisions of the Act or Regulation will prevail.

Christian Values

Excelsia College's vision is to transform lives through excellence in Christian higher education, and our mission is to benefit our community as we equip people for Christian life and leadership in a range of influential vocations.

Excelsia College seeks to realise its vision and fulfil its mission by enhancing and developing the creative, academic, professional and spiritual potential of our students and staff across all our disciplines, programs and processes. This overarching orientation is informed and underpinned by our five core values:

- Christ-likeness
- Innovation and Creativity
- Scholarship
- Service to the Community
- Lifelong learning

Excelsia College aspires to embed these five core values, in word and deed, in all aspects of College life and culture.

All students and staff of the College are expected to:

- conduct themselves in a manner consistent with the College's vision, mission and values;
- maintain our commitment to excellence (including moral and spiritual excellence) in all areas of College life and practice;
- accept their shared responsibility for maintaining a harmonious, productive and respectful learning environment; and
- seek to enhance and extend the College's reputation as quality provider of Christian higher education.

Personal and Professional Behaviour

In performing their duties and responsibilities all staff must:

- (a) comply with the College's Code of Conduct, policies and procedures and any other relevant documentation.
- (b) comply with reasonable directions given by a supervisor/manager and adhere to official guidelines concerning the performance of their duties.
- (c) adhere to the directions and priorities of the College and collaborate in the development and implementation of College plans, policies and programs as appropriate.
- (d) perform their duties efficiently and effectively and with honesty, integrity and fairness at all times.
- (e) behave in such a manner as to protect and enhance the esteem and standing of College education, including by demonstrating the highest standards of professional behaviour, exercising thoughtful professional judgement, and acting in a courteous and sensitive manner when interacting with students, staff and the public.
- (f) ensure that decisions are made fairly and conveyed promptly both within the College and to those students and members of the public who have a right to know.
- (g) use personal and other information gained in the course of employment only for proper and appropriate purposes.
- (h) treat all students equitably, including those with disabilities or other special needs; and effectively manage and implement programs for student protection and student welfare.

Academic Staff must:

- (i) use academic information gained in the course of employment only for proper and appropriate purposes.
- (j) meet the individual learning needs of students and assist each student to maximise their learning outcomes, including by developing, implementing and documenting appropriate teaching, learning plans, goals and directions.
- (k) undertake appropriate ongoing professional development to promote competence in curriculum development, delivery and evaluation, student management and teaching skills.

Discrimination and Harassment

- (a) Staff must not discriminate against or harass their colleagues, students or members of the public on the grounds of sexual way, or because of their sex, race, age, and so on. It is against the law to discriminate against people in the workplace, or treat them unfairly. Under the state and federal anti-discrimination laws no staff members may be treated unfairly or harassed because they belong to a particular group of people or has a particular characteristic, or is thought to have a particular characteristic. Also if they are treated less favourably in comparison to other people who do not belong to that group or have that characteristic. Within Excelsia College all staff must treat each other, and anyone who applies for a position, fairly. The College has a No Harassment and Discrimination Policy which sets out these obligations in more detail.
- (b) Staff must take all necessary steps to ensure that classrooms and other workspaces are free from all forms of assault, harassment and discrimination.
- (c) Staff are required to treat students and staff with respect; not allow personal relationships to affect professional relationships; and ensure they do not engage in unlawful discrimination, assault and harassment. The College has an Equal Opportunity Policy which sets out these obligations in more detail.

- (d) Staff must ensure they do not engage in workplace bullying. The College has a Bullying Policy & Procedure which sets out these obligations in more detail.
- (e) Staff must act and communicate professionally and courteously with all students, staff; give due credit to the contributions of other staff or students; refrain from acting in any way that would unfairly harm the reputation and career prospects of other staff or students; and consider the desirability of intervening constructively where a colleague's behaviour is clearly in breach of this.

Use and Security of Official Information

Appropriately delegated staff acting as agents of the College and not as individuals are able to disclose information in accordance with policies and procedures related to official business. However,

- (a) staff should maintain the integrity and security of all official information and/or documents for which they are responsible or to which they have access;
- (b) particular care must be taken with information and/or documents dealing with student welfare or student performance and staff records; and
- (c) all staff must ensure that premises are secure and that suitable arrangements are in place to maintain security of confidential and sensitive documents.

Use of Official Facilities and Equipment

- (a) Staff should ensure that resources, funds, personnel or equipment entrusted to them, are used effectively and economically in the course of their duties.
- (b) The services of other staff members or official facilities and equipment must not be used for private purposes unless prior written approval from the Chief Financial Officer has been granted.
- (c) Where prior approval has been granted, private use can only occur under the following circumstances:
 - a record is kept of the terms of the approval;
 - the use does not limit the access of colleagues or students to do their official work or course work;
 - all consumables must be provided by the staff member;
 - the staff member assumes responsibility for lost, stolen or broken equipment in the event of neglect or willful damage; and
 - the staff member undertakes to comply with all relevant Work Health & Safety and Copyright legislation in the use of equipment.

This section of the code should be read in conjunction with the corresponding section of the Excelsia College employment contract.

Public Participation

- (a) No staff member acting in any capacity should make any public comment in any forum (including electronic and web-based forums) regarding the College without the direct permission of the Chief Executive.
- (b) Staff should ensure that their participation in, and promotion of, political, religious or community matters takes into account and duly recognises their professional responsibilities with the College.

Confidential Information

Definition: Confidential Information means any information, which relates to the commercial and financial activities of Excelsia College and all information, which has been specifically designated as confidential by Excelsia College. Confidential information does not extend to information already in the public domain unless such information arrived there by unauthorised means.

- (a) Staff must not, except as authorised, or required by their duties, use for their own benefit or gain, or divulge to any persons, firm, company or other organisation whatsoever any Confidential Information belonging to Excelsia College or relating to the affairs or dealings of Excelsia College, which may come to their knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than by way of unauthorised disclosure.
- (b) All confidential records, documents and other papers, together with any copies or extracts thereof, made or acquired in the course of employment shall be the property of the College and must be returned to the College on the termination of employment.

Personal Interests

- (a) All staff have an obligation to ensure that there is no actual or perceived conflict between their personal interests and their professional duties.
- (b) In particular, staff must not engage in any external employment (including operating a business) that is actually or potentially in conflict with their Institutional duties.
- (c) Where there is any doubt regarding a possible conflict of interest, staff members must immediately inform their supervisor.
- (d) Staff must not solicit any gifts or benefits, nor accept gifts or benefits either for themselves or for another person, which might in any way, either directly or indirectly, compromise or influence them in their official capacity

Employment and Related Matters

- (a) Staff should not directly use their position in the College to obtain work opportunities for future employment, nor should they allow themselves or their work to be influenced by plans for, or offers of, employment outside the College.
- (b) All staff should be careful in their dealings with former or potential employees of the College and make sure that they do not give them, or appear to give them, favourable treatment or access to privileged information.

Fraud and Corruption Prevention

Staff are required to minimise the College's exposure to fraud and corruption, by abiding by the College's Fraud and Corruption Prevention Policy; and to report any suspected fraud, corrupt, criminal or unethical conduct, maladministration or waste of public money. Individuals can report directly to their manager/supervisor.

This section of the code should be read in conjunction with the corresponding section of the Excelsia College employment contract.

Work Health and Safety

- (a) Staff are required to take reasonable care for the health safety and welfare of themselves, and others in the College community. The College has a work Health and Safety Policy which sets out these obligations in more detail.
- (b) Staff must co-operate with the College to ensure compliance with all relevant health and safety laws.