



ST PATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 1.4

Staff Code of Conduct

Version 5: 21 February 2014
Ratified by Board of Directors: May 2014
Review Date: May 2017





INTRODUCTION

“Staff” is a collective term used to refer to all staff, i.e. teachers, education support officers, secondees, consultants or fixed term contractors, performing work for St Patrick’s Technical College.

This Code of Conduct sets out clearly the high standard of business, ethical conduct and responsibility required of staff in the way they perform their duties and the service they provide.

“The Code” is therefore a collective term referring to all conduct that is required from staff of St Patrick’s Technical College. The Code is reviewed and updated on a regular basis.

The Board of Directors require and expect compliance with the Code and a breach will be considered as grounds for disciplinary action which may include a formal reprimand through a written warning, a suspension from work for a period or termination of employment.

Each staff member receives a copy of the Code of Conduct and is ***asked to make a personal commitment to the contents and philosophy.***

POLICY

EVERY STAFF MEMBER SHALL:

Performance of Duties

1. Attend their workplace during the ordinary hours of duty and such other hours as required, unless given express permission by the Principal or Deputy Principal.
2. Comply with all legislation, regulations, Policies and Procedures applicable in the performance of the duties allocated to the staff member and with all lawful instructions made or issued for the direction and guidance, and without limiting the generality of this clause:
 - Ensure that records and documents required in accordance with instructions and policies are completed with diligence and stored in appropriate areas
 - Comply with guidelines on reimbursable expenses
 - Comply with the guidelines defined in *Policy 1.6 - Equal Opportunity*
 - Comply with the guidelines defined in *Policy 1.7 - Privacy*.
3. While at work, as far as is reasonable and practicable, take care to protect their own health and safety and the health and safety of others and comply with Work Health and Safety (WHS) Policies.
4. In dealing with other staff and “clients” ensure that the workplace is free from harassment by compliance with *Policy 1.5 -Sexual Harassment*.

“Clients” of the College include students, parents, industry partners, contractors and other members of the wider College community.



5. Promptly carry out all lawful instructions as directed and to carry out all instructions given by a duly authorised employee.
6. Promptly and correctly carry out all duties allocated to the employee.
7. In the performance of duties, behave in a manner that maintains the trust and integrity expected of an employee.
8. In the course of their duties, which include the supervision of any other employee, take responsibility to ensure that any colleague performs the specified duties allocated and shall take all reasonable steps to ensure that such colleague abides by the terms of this code.
9. In the course of their duties, which include overall responsibility for other staff, ensure that resources are managed effectively and that emphasis is placed on the proper utilisation of the talents and skills of staff.
10. In the performance of duties exercise their professional abilities skilfully and competently.
11. When providing their professional opinion, for the purpose of assisting decisions to be made by others, provide a candid, unambiguous and even handed view of the issue.
12. In the performance of duties, ensure that information provided to assist in management decision making is relevant and complete.

Relations with Public and Clients and Other Staff

1. Be prompt and courteous when dealing with the public, clients and other staff.
2. Use courteous and business like language in all letters, minutes and other communications to or with the public, clients and other staff.
3. Ensure that the good name and integrity of St Patrick's Technical College and of other staff is maintained at all times.

Confidentiality

1. Maintain the confidentiality of internal St Patrick's Technical College affairs and those of present and past staff and ensure that the following is observed:-
 - i. No person who is or has been employed by St Patrick's Technical College shall disclose information as to the affairs of a client acquired in the course of employment unless:-
 - The disclosure is made in the normal course of business of St Patrick's Technical College;
 - The employee has the clients approval to do so; or



- The employee is authorised or required by Act or other law to do so.
 - ii. No person shall disclose or release to any unauthorised person any information or document either marked "Confidential", provided to the employee in confidential circumstances, or which the employee is or ought to be aware is the subject of confidentiality obligations.
2. Safeguard all confidential information, client information and information relating to the business of St Patrick's Technical College both now and in the future.

Classification of Information

1. Treat information as required by the assigned confidentiality classification.

Use of Property

1. Carefully use and preserve all of St Patrick's Technical College property authorised to come within the staff possession or custody and accord the same level of care which reasonable people accord to their own valuable possessions.
2. Not use any property of St Patrick's Technical College except in pursuance of official duties or as otherwise duly authorised.

Dress Standards

1. Maintain a neat and tidy appearance and dress appropriately for the tasks and clients for which they have responsibility. College dress code for staff is specified in Policy 3.10, Staff Dress Code.

Criminal Offences

1. Behave and act in a way to ensure that they do not become liable to conviction for a criminal offence.
2. An employee who is convicted of a criminal offence which is punishable by a term of imprisonment shall be acting in contravention of this Code and will be deemed unfit to continue employment.

NO EMPLOYEE SHALL:

Conflict of Interest

1. Engage in any personal business relationship or circumstances which:
 - May cause a conflict between the interests of St Patrick's Technical College and those of either the employee and/or his or her business associates.



- Involves a liability owed by an employee to a client of St Patrick's Technical College or vice-versa where the size or nature of such liability may compromise the employee's position or decisions.
- Involves the employee participating in any decision making by St Patrick's Technical College which has any impact or affect on the employee, a member of his or her family, business associates or an entity in which the employee has any personal or financial interest.

Intellectual Property

1. Divulge, share or hand over to any unauthorised person any intellectual property belonging to St Patrick's Technical College unless prior approval is given.

Definition of Intellectual Property

“Intellectual Property means all statutory and other proprietary rights (including rights to require information be kept confidential) in respect of inventions, copyright, trademarks, designs, patents, know-how and trade secrets and all rights to apply for the same and, in avoidance of doubt, includes:-

- Patents under the Commonwealth Patents Act 1990;
- Copyright and moral rights vesting by virtue of the Commonwealth Copyright Act 1968 in literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances;
- Trade Marks registered under the Commonwealth Trade Marks Act 1995;
- Designs registered under the Commonwealth Designs Act 2003; and
- Trade secrets and other confidential material under Common Law.”

Rewards

1. Demand or receive a fee, reward, commission or benefit of any kind (including any release from an obligation) for the initiation, conduct, omission or conclusion of any business by any person with St Patrick's Technical College, and shall limit the acceptance of gifts and hospitality to that reasonably incidental to his or her position with St Patrick's Technical College and at all times exercise independent business judgment regardless of any such gift or hospitality.

Conduct

1. Act in an improper or inappropriate way when performing official duties.

Comments to the Media

1. Provide any comment, opinion or information to the media relating to St Patrick's Technical College without being authorised to do so.



Liquor and Drugs

1. Consume alcohol or other substances to an extent as to endanger the health, safety or welfare of themselves or other staff in the workplace.
2. Consume alcohol or other substances so as to impair the employee in the execution of allotted duties.

NO EMPLOYEE SHALL WILFULLY:

- Make any false entry in any book, record or document; or
- Omit to make any required entry in any book, record or document; or
- By act or omission falsify any book, record or document; or
- Destroy or damage any book, record or document required by law or direction to be kept by St Patrick's Technical College; or
- Furnish any false return or statement of any money or property; or
- Omit to furnish any return required in the course of their duties or statement of any money or property; or
- Steal, misappropriate or fraudulently convert any money or property of St Patrick's Technical College

RELATED POLICIES

- *1.1 – Ethos & Charter*
- *1.5 – Sexual Harassment*
- *1.6 – Equal Opportunity*
- *1.7 - Privacy*



APPENDIX 1

ACCEPTANCE

I have read the *Code of Conduct* and am prepared to abide by them.

Name: _____

Signature: _____

Date: _____