

CODE OF CONDUCT

PURPOSE

The purpose of this Code of Conduct is to help us aspire to the highest standards of ethical conduct and to ensure the Central Coast Community College's (the College's) expectations in relation to how we conduct ourselves towards each other and perform our work is understood, promoted and upheld.

DEFINITIONS

Board of Directors means the elected body that governs the affairs of the College

Serious misconduct may include but not be limited to:

- Wilful or deliberate behaviour 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 to the reputation, viability or profitability of the College

APPLICATION

- The Code of Conduct outlines the standard of conduct expected of staff, contractors, volunteers and Directors. It allows you to take responsibility for your own conduct and be accountable for your actions. It does not form part of your contract and may be varied at any time by the College.
- The College provides quality training and assessment for all students in accordance with its responsibilities as a Registered Training Organisation (RTO) and is committed to fair, reasonable, and ethical practices in all of its undertakings
- The College will not condone any behaviour or actions by any individuals within the context of their duties and interactions with colleagues, students and their carers/family members and other stakeholders, 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 College's reputation at risk.
- You are expected to behave ethically, with integrity and appropriately during the course of your employment or engagement with the College
- You are expected to conduct yourself professionally and politely at all times when at work and outside of work while undertaking work-related activities

- You are expected to:
 - comply with your contract
 - follow all directions given to you
 - comply with all local, state/territory and federal laws
 - be aware of and comply with all policies and procedures
 - behave appropriately, including use of appropriate language
 - take reasonable care and behave in a safe manner at all times
 - never report for work 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 make personal profit or gain in connection with your employment or engagement other than as provided for in your contract
 - not engage in any conduct that might damage the reputation of the College or any of its officers or staff
 - maintain confidentiality of all information, records or other materials acquired during your employment or engagement with the College
 - 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
- 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 CEO or the Board in a timely manner.
- Allegations of any breach of this Code of Conduct will be investigated as soon as practicable using the principles of natural justice.
- Decisions regarding any disciplinary action arising from a proven breach of this Code of Conduct will be made fairly, transparently and consistently.

Failure to comply with Code of Conduct

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

- counselling
- disciplinary action under your contract, including verbal or written warnings
- termination of your contract

PROCEDURES

Conflicts of interest

Conflicts of interest have 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. 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

Immediately disclose to a manager, the CEO, 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.

Board of Directors

- A conflict of interest may include being professionally or socially associated with a person applying for the position of CEO at the time of recruitment for that position
- 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 gifts and benefits

Avoid activities in which an individual stands to gain because of their affiliation with the College. Such activities include but are not limited to:

- Soliciting or accepting gifts, money or favours, particularly those which could be construed as bribes or payments to secure personal advantage.

Note: 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.

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 vision, mission and values, and are in line with this Code of Conduct.

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
- 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 using social media, which may bring the College 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.

RELATED DOCUMENTS

Discrimination, Harassment and Bullying Policy and Procedure

Drug and Alcohol Policy and Procedure

Privacy and Confidentiality Policy and Procedure

Performance and Misconduct Policy and Procedure

Complaints and Grievance Policy and Procedure

Work Health and Safety Policy and Procedure

Trainer Handbook

Student Handbook

Conflict of Interest Register