



Policy Number HR017

CODE OF CONDUCT FOR STAFF POLICY

Ormond College is committed to a safe, positive, and respectful workplace. Our Code of Conduct [the Code] seeks to assist members of our community in understanding acceptable and unacceptable behaviour in the workplace and when representing the College externally.

Where required, the Code should be read in conjunction with the OC SAFE Discrimination, Bullying and Victimisation Policy, OC SAFE Sexual Harm Policy, Privacy Policy, Whistleblower Protection Policy, Employee Grievance & Complaints Policy & Procedure and Occupational Health & Safety Policy, as well as applicable regulations, laws and standards as referenced.

1. Purpose

The purpose of this Code of Conduct is to establish clear standards of behaviour which are expected. As we participate in our workplace and in community life, these standards align with living our values of *Respect, Community, Learning, Diversity, Heritage, and Integrity*.

Ormond College is committed to providing a child safe environment. Accordingly, the Code is informed by and aligned with the Victorian Child Safe Standards.

2. Scope

This Code of Conduct applies to all team members of Ormond College and to other members of our community, including, but not limited to, Council Members, volunteers and contractors (external providers of services to the College, such as cleaning, maintenance and advisory services) while they are on-site and/or representing the College externally.

3. Exclusions

Students employed at the College are expected to abide by this Code of Conduct for the duration of their employment, in addition to the Code of Conduct for Students.

4. Definitions

Term	Definition
Child Safe Standards	The Victorian Child Safe Standards were established in 2016 to protect children and young people from harm and abuse. The Standards include minimum regulatory requirements for each organisation.
Conduct	Conduct incorporates professional behaviours, actions, attitudes, manners, and appearance. Conduct may be in-person or online.



The Workplace	The College defines the workplace as a physical campus [49 College Crescent, Parkville], external places when representing the College, and working remotely.
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5. Privacy and Confidentiality

Any information gathered as part of matters relating to the Code will be kept confidential and retained in line with the College's Privacy Policy.

6. Responsibilities

All those in the Code's scope must take responsibility for ensuring the expectations outlined are met and understood. Those in scope are encouraged to speak with the Associate Director People and Capability regarding the Code if they have any questions.

7. Policy Guidelines

Ormond College has a clear expectation of appropriate work standards that foster a positive work environment where everyone's rights are maintained.

All those covered by the scope of this policy will:

- 7.1 Act in accordance with all applicable Australian legislation, and other regulatory obligations.
- 7.2 Act in accordance with the obligations set out in the terms and conditions of their individual employment agreement, employment contract, contractor agreement, or service agreement.
- 7.3 Act in accordance with all College policies, procedures, standards and guidelines and this Code of Conduct.
- 7.4 Follow lawful and reasonable directives from Leadership.
- 7.5 Promote the interests of the College.
- 7.6 Be aware of, align with and demonstrate the College's mission, vision and values.
- 7.7 Treat everyone with respect and courtesy and without harassment; there will be zero tolerance for physical and non-physical violence in the College.
- 7.8 Not tolerate misconduct or inappropriate behaviour, including misconduct or inappropriate behaviour conducted online. It is expected that staff inform their manager and/or a senior member of the College if witnessing and/or have witnessed an incident of any type. The College is committed to providing a safe environment to raise breaches of internal rules or policies, procedures, standards and guidelines or disclosable conduct. This safe environment will be in accordance with general protection principles, the SAFE Policies and Whistleblower Protection Policy.



- 7.9 Maintain the confidentiality of the College, not disclosing or misusing College information or intellectual property in accordance with the employment contract or other external arrangement.
- 7.10 Take reasonable steps to avoid a conflict of interest and disclose details of instances where this may occur with their direct manager and Associate Director People and Capability.
- 7.11 A conflict of interest may include a team member having an actual, potential, or perceived conflict. Examples of conflicts may include but are not limited to:
- 7.11.1 A friend or family member impacting a team member's ability to perform their employment duties in an unbiased manner
 - 7.11.2 Potential to be involved with a business (including a sole trader, small, medium, or large business, or not-for-profit entity), that directly transacts or may transact with the College
 - 7.11.3 Utilising confidential information to profit personally
 - 7.11.4 Accepting significant gifts or monetary compensation from third parties working with the College (such as partners or vendors). A significant financial benefit is deemed to be of a value greater than \$50; or
 - 7.11.5 A team member otherwise stands to profit personally as a result of their relationship with the College in a capacity other than as a staff member.
- 7.12 Disclosures of a conflict must be made to a direct manager and the Associate Director People and Capability. The Chief Operating & Innovation Officer and Associate Director People and Capability will review the details of the situation, consider all details, and make an assessment on the disclosed conflict. If necessary, this may be escalated to the Master for further review.
- 7.13 Any conflicts of interest identified at the College will be recorded by the Associate Director People and Capability.
- 7.14 Be accountable for own actions and decisions.
- 7.15 Take reasonable care for the physical and psychological health and safety of yourself and others in the workplace.
- 7.16 Uphold the principles of equal opportunity, not partake in victimisation, bullying, sexual harassment, discrimination, or any other anti-social behaviours.
- 7.17 Foster a well-organised, respectful, and collaborative environment. Ormond team are required to communicate to colleagues, students, and stakeholders in an open, positive, transparent and respectful manner and to perform their role with professionalism, care and responsibility.
- 7.18 Act properly, professionally and in the best interest of the College when executing the duties inherent in their role, including those detailed in their employment agreement and position description.
- 7.19 Not defame or make disparaging comments about the College which have the effect or potential to damage the reputation of the College, either during or post-employment.
- 7.20 Must not deliberately misuse College resources or be seen to deliberately misuse College resources.



Drugs and Alcohol

- 7.21 It is strictly prohibited for any team member to work under the influence of an illicit drug, or to manufacture, possess, distribute, sell, purchase, or consume illicit drugs during work hours, on College grounds, or at any College related event. Note: an illicit drug is defined as any drug which is illegal to possess or use or any legal drug used in an illegal manner.
- 7.22 It is strictly prohibited for any team member to work under the influence of alcohol where consumption has taken place during a College event. Consumption should be within a reasonable limit.
- 7.23 The College permits the consumption of alcohol for team members who are on rostered back-up, where consumption has taken place outside of work hours. Consumption should be within a reasonable limit.
- 7.24 The College considers a reasonable consumption limit at College events or while a team member is rostered back-up to be within 0.05, the legal blood alcohol concentration (BAC) limit for fully licensed drivers in Victoria.
- 7.25 In the event that a team member uses lawful drugs for legitimate medical reasons and if such lawful drug use may reasonably be expected to interfere with the staff member's ability to safely and professionally perform their duties for the College or may reasonably be expected to negatively impact on the College in any way. The team member must notify the College as soon as possible.
- 7.26 The College may assign the team member to other duties and/or direct them to take leave until such time as the College is satisfied that the team member's lawful drug use is no longer expected to interfere with the staff member's ability to safely and professionally perform their duties for the College or to negatively impact on the College.

Personal Relationships between Staff and Students

- 7.27 Ormond College promotes and supports a healthy work environment and expects team and students to conduct themselves in a respectful and appropriate manner at all times. The nature of the team /student relationship imposes particular responsibilities and duty of care. College staff members are in a position of authority with respect to students, even if students are of a similar age to the team member.
- 7.28 The College requires team members to conduct themselves professionally and appropriately in their dealings with all students. In this context, close personal relationships may give rise to actual or perceived inequalities of power and/or conflicts of interest and can disrupt the learning environment for other students. References to close personal relationships in this policy include romantic or sexual relationships or relationships that are otherwise of an intimate nature. It only covers personal consenting relationships. A College team member or student who finds themselves in receipt of unwanted and/or inappropriate behaviours or a relationship they do not consider consensual should refer to the SAFE Policy.



7.28.1 In the event a College team member begins or is involved in a close personal relationship with a College student, the team member must in all circumstances inform a member of Executive and the College Master immediately.

7.28.2 Upon being notified of a close personal relationship between a student and a team member the College will take such action as it considers reasonable in the circumstances. Where the staff member is in a position of authority over the student, such action may include moving the team member and reassigning duties as necessary.

7.28.3 Students employed by the College on a casual employment agreement are not required to inform the College of their close personal relationships, unless they are in a position of authority over another College student, with whom they are having a close personal relationship.

7.28.4 If a College team member is in a close personal relationship with a student, that team member should not be involved in any of the following relating to that student:

- Selection for entry into the College (undergraduate or graduate);
- Selection for any scholarships or prizes;
- Disciplinary matters;
- Any formal procedures relating to assessment or grades of the student;
- Any other matters relating to the student which could be deemed inappropriate or placing the student at an unfair advantage or disadvantage.

7.29 The College may record details relating to the close personal relationship in the team member's personal HR file, including the disclosure and any actions taken, whether formal or informal.

7.30 Failure to disclose a close personal relationship will be dealt with by the College on a case-by-case basis, which may include but not limited to disciplinary action up to and including termination of employment.

7.31 The College will seek to ensure all matters regarding the close personal relationship between a College team member and student will be dealt with confidentially.

Students under 18 years of age

7.32 Clause 26 applies to students who are under the age of eighteen (18) years who are under the care, supervision or authority of a College team member.

7.33 In accordance with the *Crimes Act 1958 (Vic)*, a College team member must not have sex with, touch in a sexual way or allow a student to touch them in a sexual way, encourage a student to engage in, or be involved in, any form of sexual activity, or perform a sexual act or indecent act in front of a student who is under the age of eighteen (18) years, even if the student agrees, unless they are married to that person.

Breaching this Code of Conduct

7.34 Any potential breach of this Code of Conduct or any other Ormond College policies, procedures, standards, and guidelines will be thoroughly investigated in line with the College's Grievance &



Complaints Handling Policy. Relevant party / parties will be afforded the opportunity to respond to any concerns raised.

7.35 Any breach of this Code of Conduct or any other Ormond College policy may result in disciplinary action up to and including termination of employment.

7.36 For others in the scope who are found to have breached this Code of Conduct may result in the termination of their contract with Ormond College.

7.37 In appropriate cases, a breach of this Policy may be referred to the Police and/or a regulatory body.

Review

Ormond College may make changes to this policy from time to time to improve the effectiveness of its operation and/or meet regulatory requirements.

Related Template, Forms and Policies

- OC SAFE Discrimination, Bullying and Victimisation Policy and Procedure
- OC SAFE Sexual Harm Policy
- Occupational Health and Safety Policy
- Drug and Alcohol Policy