

# HIGHVIEW COLLEGE CODE OF CONDUCT POLICY FOR STAFF



**Person Responsible – Principal**

## **Statement of Context and Purpose**

The purpose of this Code of Conduct is to outline the standards of conduct that are expected from all employees at Highview College.

The principal responsibility of Highview College's employees is to conduct themselves in an ethical and professional manner. Employees must display positive behaviour and practice to ensure that a productive and enjoyable working environment is created. Highview College's employees must ensure that the workplace is safe and free from discrimination, harassment, bullying and violence.

The employees of Highview College are committed to continually improving Highview College and ensuring that they provide an environment in which employees and students are able to reach their potential.

This Code of Conduct is intended to provide a guidance framework only and is not an exhaustive list of the standards required of Highview College employees. This Code of Conduct supports and should be read in conjunction with applicable legal instruments or Highview College policies.

## **Application**

This Code applies to all the employees of Highview College.

## **Reference Points / Background Papers**

- Recruitment and Selection Policy;
- Discrimination and Harassment Policy;
- Privacy Policy;
- Information Technology Acceptable Use Policy;
- Social Media and Social Networking Policy;
- Leave Policy;
- Grievance Handling and Investigation Policy;
- Termination Policy;
- Redundancy Policy;
- Occupational Health and Safety Policy;
- Bullying and Violence Policy;
- Delegated Authorities Policy;

## **Definitions**

Legal instrument means either legislation, an award, a collective enterprise agreement or contract of employment.

## **Policies, Procedure and Laws**

All employees are required to observe and comply with all Highview College's policies and procedures and applicable legislative instruments at all times during the course of an employee's employment with Highview College. These will be available on the School website and may be changed periodically.

## **Professional and Personal Conduct**

The personal and professional behaviour of Highview College employees should conform with the standards that could reasonably be expected of persons who hold similar positions.

Employees are required to undertake their duties in a professional, responsible and ethical manner and to act in the best interests of Highview College. They are expected to act professionally and honestly when performing their duties.

## **Dealing with Students**

Employees must ensure that they provide students with a positive environment to learn. In order to achieve this, employees must respect their individual differences and adapt to different capability levels. Employees must treat students equally and consistently.

Employees must understand that teachers and general staff in a school are in a position of influence over students and must ensure that they act within professional boundaries and according to legal requirements.

## **Dealing with other Employees**

Employees must ensure that they treat each other with respect and courtesy. Employees must demonstrate their respect by holding other employees in high regard and work co-operatively with other employees in the best interests of students and Highview College.

## **Public Statements**

Employees making written or oral comments on any matter relating to Highview College and which might reasonably be expected to become public, must ensure that they hold proper authority and authorisation to do so. Employees must not make public comments that would damage the reputation of Highview College.

Employees are not permitted to communicate directly with the media on behalf of Highview College unless they have been directed to by the Principal. If employees are contacted by media representatives, they are not permitted to provide any comments other than to direct the media representative to the Principal.

## **Attendance**

Employees are expected to attend for work as required and on time, in accordance with their ordinary working hours and days. If an employee has a valid reason for not being able to attend work, they must refer to the procedures outlined in the Leave Policy.

## **Dress**

The standard of dress adopted by employees reflects on the school both internally and externally. Employees must ensure that their appearance is neat, clean and appropriate for their particular area of work. Business dress is an expectation in general situations.

In situations where sport is being played against other schools, employees are encouraged to wear Highview College's official sport apparel.

Administration staff have a Highview uniform which should be worn at work.

### **Confidential Information**

Employees must respect the confidentiality of information received as an employee. Confidential information received by an employee during their employment remains the property of Highview College and must not be disclosed.

### **Consequences of a Breach of this Code**

Highview College emphasises the need to comply with the requirements of this Code of Conduct. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment. Employees should refer to the 'Performance Management, Misconduct and Disciplinary Action Policy' for further information.

### **Implications for practice**

At Board / Principal Level

To properly implement this Code, Highview College, the Board and/or the Principal must ensure:

- that this Code is endorsed on an annual basis
- that copies of this Code are made available to employees, for example on the Highview College intranet, in physical form with contracts
- that this Code is incorporated into the Board's / Principal's record
- that this Code is incorporated into Highview College's induction program, to ensure that all employees are aware of the Code, have read and understood the Code, and acknowledge their commitment to comply with the Code
- that periodic training and refresher sessions are administered to all employees in relation to this Code.

At Other Levels

To properly implement this Code, all Highview College's employees must ensure:

- that they will abide by this Code and assist Highview College in the implementation of this Code.

Policy designed by Clayton Utz – 2013

Updated by Melinda Scash – 2016



## CODE OF CONDUCT FOR STAFF AGREEMENT

Please return this completed form to indicate that you have read, understood and agree to comply with the Highview College 'Code of Conduct for Staff'

Date

Signature

Printed Name