

Staff Code of Conduct Policy

Title: Staff Code of Conduct Policy
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Policy overview

All current and prospective students of Morling College (MC) are entitled:

- To be aware of the standards of professional behaviour from staff members that promote and maintain public confidence and trust in the work of MC; and
- To be aware of their responsibilities while they are employed by MC.

Policy purpose

The purpose of this policy is to outline:

- A framework of general principles to guide decisions, actions and conduct of all staff members, and
- Processes regarding:
 - conflict of interests;
 - outside employment and earnings;
 - acceptance of gifts or benefits;
 - public comment about MC and/or its activities;
 - use, security and confidentiality of information retained by MC;
 - use of MC resources;
 - workplace health and safety;
 - discrimination and harassment; and
 - fairness and equity.

Introduction

Staff are expected to conduct the business of the institution and to perform their duties with efficiency, economy, fairness, honesty, impartiality, integrity and in accordance with the appropriate biblical ethical and moral standards. MC staff are to see their roles as opportunities to serve God and others and to use their gifts for the furtherance of the vision and mission of MC.

All staff members are accountable through the Principal to the MC Board. MC Staff members have all the normal rights of employees under statute and common law.

Staff Code of Conduct Policy
Latest update: May 2014

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General Principles

All staff members are to abide by the following principles:

- **Responsibility to MC**

Staff members are to:

- proactively work for the good of MC and advance its purposes;
- comply with and implement MC policies and decisions in an impartial manner;
- comply with any relevant legislative, industrial and administrative requirements;
- protect the reputation of MC; and
- not engage in activities at work or outside work that would bring MC into disrepute.

- **Respect for persons and property**

Staff members are to:

- treat their colleagues, students and members of the public in the manner that they would wish to be treated. As a minimum, this means relating fairly and consistently, in a non-discriminatory manner with proper regard for their rights and obligations;
- perform their duties in a professional and responsible manner;
- ensure that their decisions and actions are reasonable, fair and appropriate to the circumstances, based on a consideration of all the relevant facts, and supported by adequate documentation and in accordance with MC policies;
- maintain the confidentiality of official information in accordance with MC's Privacy policy;
- avoid undertaking any activity that could potentially negatively impact or compromise the performance of their duties; and
- treat MC resources with due diligence and care.

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- **Responsive service**

Staff members are to:

- provide a relevant and responsive service to students, other staff members and members of the public providing all necessary and appropriate assistance; and
- provide information that is clear, accurate, current and complete promptly and in an appropriate format.

Conflicts of interest

Staff members are to ensure that there is no conflict between their personal interests and their MC duties and responsibilities. Conflicts of interest are assessed in terms of the likelihood that staff possessing a particular interest could be improperly influenced, or appear to be improperly influenced, in the performance of their duties.

Examples of where conflicts of interest could arise are:

- Being involved in matters where the other person/s involved are family members or close personal friends. This could include (but is not limited to) areas such as:
 - employment matters;
 - performance appraisal;
 - disciplinary matters; and
 - financial matters, e.g. contracts and/or transactions between MC and yourself, or your family either directly or indirectly, and includes any partnership or business undertaking in which you or your family have a material interest as major shareholders, directors or principals, or a close business relationship.
- A personal or family relationship between a staff member and student;
- Other employment that compromises the integrity of the employee or MC.

In many cases only the individual staff member will be aware of the potential for a conflict of interest to arise. It is therefore their duty to disclose any actual or potential conflicts of interest to the Principal. If staff members are uncertain whether a conflict exists, they should discuss the matter with the Principal. In the case where the actual or potential conflict of interest has to do with the Principal, this should be discussed with the Chair of MC Board.

Any disputes over alleged conflicts of interests may be resolved through MC's grievance procedures.

Outside employment and earnings

MC encourages all staff members in their contribution to churches and society, not only through their professional contribution, but also by providing assistance to churches, Christian organizations, government, the professions and industry through a range of activities which may include such elements as consulting work, contracting, collaborative research, participation on committees and serving in ministry areas.

Outside employment generally falls under one of two categories:

- paid private work which is performed on their own behalf and for personal gain (which is outside this policy); or
- work which can or should be carried out by the staff member on behalf of MC to an outside organisation.

For staff members, any private work is to be performed in addition to their normal working hours, is not to conflict with MC work, nor adversely affect their MC work performance. See *Intellectual Property Policy* for specific details relating to publications and scholarly works.

Acceptance of gifts or benefits

Staff members are not to request 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 professional capacity.



When unsolicited gifts are received they should be immediately declared in writing to the principal. The Principal or his delegate will determine the appropriate course of action with respect to the gift.

Public comment about MC and/or its activities

MC supports the right of staff members to speak publicly on any issue. However, employees should not represent themselves as spokespersons for MC unless authorised to do so. Employees should consider the impact of their comments on Morling College and its stakeholders. See *Communications Policy* for further detail.

Use, security and confidentiality of information retained by MC

Staff members are to maintain the security, integrity, confidentiality and privacy of MC records and information to which they have access. They are not to disclose, or offer to supply, confidential or private MC information except when authorised to do so as a part of their normal duties, or when required or permitted to do so by MC policy, State or Commonwealth law, court order or other legal instrument.

All staff members are to make sure that confidential information, in any form, cannot be accessed by unauthorised people and that sensitive information is only discussed or otherwise communicated with people, either within or outside MC, who are authorised to have access to it (see *MC Privacy Policy*).

Use of MC resources

Staff members are expected to be good stewards in their use and management of MC resources. They should be careful in their use of MC property and services, which should be reserved for MC purposes only, unless express official permission has been granted for non-MC private usage.

Official facilities and equipment are provided for MC use. A staff member must not make excessive and/or unauthorised personal use of any of these facilities.

Access to and/or transference of pornographic or other offensive material through MC communication resources is forbidden.

The Principal may approve the use of facilities (such as meeting rooms and equipment) by church, other Christian, non-profit, professional and community organisations.

Workplace Health and Safety

MC seeks to provide a safe and healthy work environment. Staff members are to seek to ensure that best practice WH&S procedures are adopted in all MC activities and that the requirements of the relevant WH&S legislation and MC policy are complied with.

Staff members are obliged to advise the Principal (and/or MC's WH&S Officer) of any physical or intellectual impediment (permanent and/or temporary) that may potentially endanger themselves, other staff members, students or visitors whilst the staff member is carrying out his/her normal duties.



Discrimination and harassment

MC is committed to the right of all staff and students to be treated with dignity and respect, regardless of background, beliefs or culture.

Staff members are not to discriminate against, cause harm or detriment, bully or harass their colleagues, students or members of the public because of their race, colour, ethnic background, descent or nationality, gender, marital status, pregnancy, political opinion, disability, age, social origin, medical record, carer or family responsibilities.

Fairness and equity

Issues or cases such as grievances or complaints being considered by staff members should be dealt with consistently, promptly and fairly. This involves dealing with matters in accordance with approved MC procedures, in a non-discriminatory manner, and in conformity with the principles of natural justice.

When using any discretionary powers, staff members should ensure that they take all relevant facts into consideration, including mitigating circumstances, have regard to the particular merits of each case, and do not take irrelevant matters or circumstances into consideration.

Related documents

Anti-discrimination Policy

Communications Policy

Grievance Policy (non-academic matters)

Privacy Policy

WH&S Policy