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## 1. INTENT

- 1.1. The purpose of this Policy is to provide an outline of appropriate behaviour for all ACBT Staff. It is not intended to cover all issues that may arise, but rather to provide a framework within which Staff can consider issues as they arise and make informed decisions reasonably expected to demonstrate understanding of and commitment to ACBTs values and its cultural, behavioural and professional expectations.
- 1.2. This Policy establishes a standard by which Staff:
- a) conduct themselves towards other Staff or colleagues, Staff representatives, Students and their representatives, government authorities and the general community;
  - b) perform their duties and obligations to the College;
  - c) fulfil the purpose, goals and objectives of the College; and
  - d) practice fairness and equity.

## 2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all Staff at ACBT .

### 3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

### 4. POLICY CONTENT

#### General Principles

- 4.1 Staff are responsible for knowing, understanding and abiding by the *Staff Code of Conduct*.
- 4.2 Staff will perform the duties associated with their positions to the best of their ability diligently, impartially and conscientiously. In the performance of their duties, Staff are required to act lawfully and to:
- a) comply with legislative and industrial obligations and administrative policies, including ethical or compulsory codes of conduct or practice;
  - b) strive to keep up-to-date with advances and changes in the knowledge of their discipline and the professional and ethical standards relevant to their areas and expertise;
  - c) not ignore or overlook unethical behaviour or actions which do not align with the College's values and take action, as per the [Navitas](#);
  - d) continuously improve work performance; and
  - e) not make disparaging remarks about other Staff members.
- 4.3 This Policy is underpinned by the Navitas values:
- We demonstrate **drive** by achieving and advancing together;
  - We are **adventurous** in mind and spirit;
  - We have **conviction** to our purpose and potential;
  - We are **genuine** in the way we behave and deliver;
  - We demonstrate **rigour** in enhancing our professional reputation and credibility; and
  - We show **respect** by celebrating, valuing and caring for people and the environment.
- 4.4 The successful development of an ethical environment relies on individuals being responsible for their own professional behaviour within the provisions of this Policy and other Policies of the College, and obligations within relevant legislation. Where there is doubt as to the application of this Policy, or the appropriate course of action to be adopted, Staff affected should discuss the matter with their Line Manager.
- 4.5 ACBT Staff and Partner provider will be diligent, impartial, courteous, conscientious and respectful in the performance of their duties and obligations to the College, Students and the community.
- 4.6 When exercising delegated authority, Staff will ensure that they take all relevant factors into consideration, will have regard to the merits of each case and will take action in line with ACBT's policies and procedures.
- 4.7 Staff who are required to investigate Complaints against other Staff or Students, or issues affecting Staff or Students, are expected to act consistently, promptly, and fairly. There is an obligation to maintain the principles of procedural fairness in dealing with issues relating to any investigation.

- 4.8 As far as reasonable and practicable the College will not intentionally, or without due cause, involve itself in the private lives of Staff and Students. The College will only intervene or involve itself in the private lives of Staff and Students where it is reasonably believed the College has a duty of care to act to protect the safety and wellbeing of the College community, there is a legal justification to do so, or it is in ECC's best interests to do so.

### Diversity and Inclusion

- 4.9 ACBT promotes and supports a diverse workforce at all levels of the organization, as per the Navitas [Diversity Policy](#).
- 4.10 As outlined in the Navitas [Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy](#), Staff members are expected to treat all persons justly, irrespective of race, gender, age, ethnicity, marital status, disability, religious or philosophical beliefs, sexual preference, political affiliation or other grounds.
- 4.12 Staff members will be responsive, respectful and courteous when communicating with others.

### Wellness, Health and Safety

- 4.13 Staff members will familiarise themselves with ACBT Wellness, Health and Safety suite of policies, including:
- Wellness, Health and Safety Policy and Wellness, Health and Safety Procedures;*
  - Sexual Assault and Sexual Harassment Prevention and Response Policy and Sexual Assault and Sexual Harassment Response Procedures;*
  - Critical Incident and Business Continuity Policy and Critical Incident and Business Continuity Procedures; and*
  - Navitas Health and Safety Policies on the SharePoint.*
- 4.14 Staff members have an obligation to follow safe work practices, to avoid actions which may harm themselves or others and to report Hazards in the work environment.
- 4.15 Workplace abuse or Harassment will not be tolerated; if a Staff member is abused or Harassed by a Student or other person, the Staff member should report the circumstances to their Line Manager or the College Director and Principal, who will take appropriate action.
- 4.16 Staff members will participate in mandatory Health and Safety inductions and training sessions.
- 4.17 Staff members are required to obtain a National Police Check as a condition of their employment and will inform ACBT immediately if they are convicted of a criminal offence,

### Training and Potential

- 4.18 ACBT / believes in enabling Staff to develop to the extent of their full capabilities. ACBT / will improve its Staff member's skills and competencies via:
- regular performance reviews;
  - supporting professional development; and
  - training and coaching.

4.19 ACBT will encourage and support relevant professional development as per the Navitas [Study Assistance Policy](#).

4.20 Staff members will attend mandatory training opportunities.

### Use of College Facilities and Equipment

4.21 Staff members will take all possible care in the use of College (ACBT) and ECU property, goods, services and information and ensure they are used efficiently, carefully and honestly.

4.22 ACBT resources are primarily provided for educational, research, professional and business purposes. Private use will be kept to a level that is reasonably believed to be a minimum, and not in any way impact or impede the primary reason for which the resource was provided. This includes not using resources in a way that results in an expense to the College.

### Privacy

4.23 Staff members have an obligation to ensure that personal information concerning Students or Staff is secured against loss, misuse or unauthorised access, modification or disclosure.

4.24 Staff must not share personal information such as their home address or use their personal devices, internet and accounts, including Social Media, messaging applications, personal mobile phones or other tools designed to support private communication between parties, to initiate or continue contact, that could reasonably be perceived to be of an exploitative, coercive or intimate personal nature, with a Student.

4.25 Staff have a duty to maintain the confidentiality, integrity and security of official information for which they are responsible in accordance with ECC policies and their associated operational documents including ACBT's *Privacy Policy* and Navitas' [Privacy by Design Project Policy](#).

4.26 Staff members will not share any intellectual property without obtaining required approvals.

### Records Management

4.27 Staff will be made aware of their record-keeping responsibilities and will be reminded of legal requirements to adhere to proper records management practices and procedures.

4.28 Staff will handle documentation as per the Navitas [Records Management, Retention and Disposal Policy](#).

### Information Technology

4.29 Staff members will be informed of the Navitas [IT Acceptable Use Policy](#) (Staff version) during induction and will adhere to this Policy in their use of information technology.

4.30 Social media will not be used during work hours except as it relates to business. See the Navitas [Mobile Phone Policy](#).

4.31 Staff members are expected to handle their personal social media accounts appropriately outside the office.

### Conflicts of Interest

4.32 Identifying, disclosing and managing Conflicts of Interest increases ACBT's public accountability and reduces the risk of corruption, misconduct and bias in its operations and decision-making processes.

- 4.33 Conflicts of Interest are not wrong in themselves, cannot always be avoided, and the potential for a Conflict of Interest exists in all aspects of College operations, including teaching, assessment, staffing, administration, and commercial activity. It is important that Staff act and are seen to act with integrity and are not inappropriately benefited by improperly using their position in the College.
- 4.34 Conflicts of Interest include situations or actions which will, may or can reasonably be perceived to enable a Staff member to:
- use their position with the College to their personal advantage;
  - engage in activities that either directly or indirectly generate profit to a competitor, including when equity such as shares are held and helping a competitor to increase their profit will result in personal gain;
  - use the resources of the College to support an external business; or
  - act in a way that may compromise the College's legal, reputational or professional standing.
- In general, Staff are required to refrain from letting personal and/or financial interests and external activities come into opposition with the College's vision, purpose or values.
- 4.35 Staff may not accept outside payment for activities which could be regarded as part of their normal work activities. Prior to accepting any non – ACBT made appointment to a partnership, directorship of a company, board membership or involvement in the affairs of a trust, an employee must obtain written consent.
- 4.36 Staff will disclose close personal or intimate workplace relationships to avoid Conflicts of Interest as per the Navitas [Workplace Relationships Policy](#).
- 4.37 As outlined in the Navitas [Staff-Student Relationships Policy](#), Staff members will maintain professional boundaries and will not pursue an intimate personal relationship with a Student whilst involved in a role that requires them to interact and engage with that Student. Equally, Staff members are required to protect and enforce these boundaries and respectfully reject and report to a Line Manager any advances made to them by a Student.
- 4.38 Staff members whose roles require them to engage with a Student with whom they have a close personal relationship will follow the Navitas [Workplace Relationships Policy](#) and ensure it is formally reported to allow for consideration of the situation and appropriate action as required.
- 4.39 Staff will not be involved in employment-related decisions or in decisions related to appointment, selection, performance appraisal, promotion, academic progress, transfer or termination of any person with whom they have, or have had, a close personal relationship.
- 4.40 ACBT will not restrain the activities of Staff members performing work outside of their normal ACBT duties provided Staff obligations to the College are not undermined or compromised.
- 4.41 Staff members may only engage in secondary employment after declaring any actual, potential or perceived Conflicts of Interest, including satisfying ACBT that the secondary employment will not:
- place them in conflict with their official duties, or could lead to the perception that they have placed themselves in conflict with their College duties;
  - affect their efficiency in the performance of their College duties; or

- c) involve the use of College resources for private purpose without authorisation and recompense.
- 4.42 Responsibility for identifying and disclosing a real, perceived or potential Conflict of Interest rests with the individual Staff member. Where doubt exists as to whether a Conflict of Interest exists, the individual Staff member is responsible for seeking advice and guidance from their Line Manager.
- 4.43 Where it is reasonably believed a Conflict of Interest has been deliberately concealed action will be taken in accordance with the relevant Industrial Instrument.

### Acceptance of Gifts

- 4.44 As per the Navitas [Gift and Benefits Acceptance Policy](#), a Staff member will not accept a gift or benefit if it could be perceived by the public, knowing the full facts, as intended or likely to cause that person to:
  - a) perform their job in a particular way, which the person would not normally do; or
  - b) deviate from the proper or usual course of duty.
- 4.45 Staff may accept token gifts or benefits, provided there is no possibility that the staff member might be, or might be perceived to be, compromised in the process. Gifts above \$250 in value must be disclosed on the Gift Register, maintained by the Quality and Compliance Manager.
- 4.46 Staff members will familiarize themselves with Navitas' [Anti-Bribery and Corruption, Fraud and Money Laundering Prevention Policy](#).

### Public Comment and Use of Official Information

- 4.47 All public comment, representation or media interaction in relation to ECC – ACBT and its Stakeholders must be carried out in accordance with the Navitas [Media Relations and Speaking Engagement Policy](#).
- 4.48 Use of College information and/or College resources, including ACBT's name and logo, other than to discharge the Staff member's official duties, requires the written approval of the College Director and Principal/ Associate Principal (or Nominee).
- 4.49 Only persons authorised by the College Director and Principal / Associate Principal (or Nominee) may make public statements on behalf of the College.
- 4.50 Staff using social media platforms are personally responsible for the comments and content they make. Staff members will be mindful of what they post, and consider when making such comments the personal implications, privacy issues and possible consequences, as posts can be viewed and located anywhere and may remain available forever.

### Alcohol or Substance Abuse or Misuse

- 4.51 Staff members will carry out their duties safely and refrain from any conduct, including alcohol or substance abuse or misuse, that would adversely affect their performance.
- 4.52 Staff will ensure that the Health and Safety of other staff members and Students is not endangered by such misuse. Staff member will perform their jobs with skill, care and diligence. Staff members should not perform any act or omission that is likely to have a detrimental effect on their work performance and that of other Staff members and Students. Accordingly, Staff members will not be under the influence of alcohol or other substances while they are at work or delivering a core function of their role, be that after-hours and/or at work related events and activities. Staff members will at all times be sufficiently capable of carrying out their duties safely and properly and conducting themselves in a manner which aligns with the College's values and reflects positively on ACBT.

### Agreements with Competitors

- 4.53 Formal or informal agreements with competitors that seek to limit or restrict competition in some way are often illegal. Unlawful agreements include agreements that seek to fix or control prices, allocate products, markets or territories, or boycott certain customers or suppliers.
- 4.54 To ensure compliance with State and Federal Trade Practices legislation, discussions with competitors regarding any of these potential agreements is a violation of College policy and will subject the employee to disciplinary action as well as the potential for criminal prosecution.
- 4.55 Collecting information on competitors from legitimate sources to evaluate the relative merits of their products, services, and marketing methods is proper and often necessary. Seeking confidential information from a new employee who recently worked for a competitor, or an employee misrepresenting their identity in the hopes of obtaining confidential information from a competitor is strictly prohibited.
- 4.54 Staff will endeavour to ensure that ACBT identifies, assesses and addresses the risks of modern slavery and human trafficking in its operations and supply chains, as per the Navitas [Modern Slavery and Human Trafficking Policy](#).

### Breaches of the Staff Code of Conduct

- 4.56 Breaches of the *Staff Code of Conduct* may result in sanctions being applied by the College in accordance with disciplinary procedures prescribed in relevant legislation, applicable industrial instruments or contracts of employment / engagement as applicable.
- 4.57 Staff will be made aware of the *Staff Code of Conduct* on commencement of their employment or engagement with the College and will be reminded of their obligations under this Policy by the College Director and Principal once annually.
- 4.58 Violations of any of ACBT Policies, including this *Staff Code of Conduct*, as well as any suspected misconduct by any employee or representative of ECC, are to be reported to the College Director and Principal / Associate Principal.
- 4.59 ACBT will not permit any form of retribution against any person, who, in good faith, reports known or suspected violations of the *Staff Code of Conduct*.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 **The College Director and Principal/ Associate Principal** is responsible for ensuring that ACBT Staff members are aware of and adhere to this Code of Conduct.
- 5.2 ACBT **Staff members** are responsible for acting in accordance with the principles outlined in this Code of Conduct.

## 6. RELATED DOCUMENTS:

- 6.1 Relevant to this Policy are the following ECC Policies:

*Internet and Digital Communications Policy.*  
*Privacy Policy*  
*Wellness, Health and Safety Policy*

- 6.2 Relevant to this Policy are the following legislative instruments:

*Privacy Act 1988*  
*National Privacy Principles [extracted from the Privacy Amendment (Private Sector) Act 2000].*

- 6.3 Relevant to this Policy are various [Navitas Policies](#) and Procedures, including:

*Anti-Bribery and Corruption, Fraud and Money Laundering Prevention Policy*  
*Copyright Policy*  
*Diversity Policy*  
*IT Acceptable Use Policy*  
*Modern Slavery and Human Trafficking Policy*  
*Privacy by Design Policy*  
*Records Management, Retention and Disposal Policy*  
*Staff-Student Relationships Policy*  
*Workplace Relationships Policy*

## 7. CONTACT INFORMATION:

For queries relating to this document please contact:

<b>POLICY OWNER</b>	College Director and Principal
<b>ALL ENQUIRIES CONTACT:</b>	Quality and Compliance Manager
<b>TELEPHONE:</b>	011256695
<b>EMAIL ADDRESS:</b>	

## 8. APPROVAL HISTORY:

<b>POLICY APPROVED BY:</b>	Senior Management Group
<b>DATE POLICY FIRST APPROVED:</b>	June 2022
<b>DATE LAST MODIFIED:</b>	
<b>REVISION HISTORY:</b>	June 2022 – Reference to RTO removed. Updated requirements. Title change.
<b>NEXT REVISION DUE:</b>	January 2024