

CODE OF CONDUCT

Staff

1. PURPOSE

This Code establishes the basic level of conduct expected of all staff of the Yalga-binbi Institute.

This code of conduct has been designed to ensure a productive educational environment and pleasant atmosphere in the Institute for all students and staff, both in and out of the formal class situation.

If in doubt as to how this Code might apply in particular situations, staff members are advised to discuss the matter with the Training Co-ordinator or Director.

2. APPLICATION OF CODE

2.1 Extent of Application

This Code of Conduct applies to all staff of the Institute, full-time, part-time, casual, permanent and temporary, regardless of employment terms or conditions, including volunteers who may, from time to time, undertake work for the Institute. All staff are expected to exhibit a high ethical standard in carrying out their duties, consistent with the Indigenous Christian ethos, values, and principles which underlie the Institute, and to pursue the best interests of the Institute community.

While this Code does not apply directly to contractors or consultants engaged under a contract of service, or to their staff, such people are expected to adhere to the principles of the Code while undertaking work on behalf of Yalga-binbi Institute or while they are on Institute premises.

Throughout this statement, the term “students” is used to refer to all participants in Institute programs, including apprentices and other trainees who are undertaking training through Yalga-binbi Institute as a Registered Training Organization or as a Group Training Organization.

2.2 Familiarity with the Code

All staff are expected to acquaint themselves with this Code.

2.3 Breach of Discipline

Staff who, during the course of their employment, disregard the principles of this Code or act in a manner inconsistent with the principles may be subject to disciplinary action.

3. PRINCIPLES

3.1 Teaching, Assessment, and other Professional Responsibilities

In carrying out their teaching, assessment, and other professional responsibilities, staff members:

- shall work in accordance with the Institute’s Code of Practice;
- shall perform their official duties with skill, impartiality, professionalism, and integrity;
- shall maintain the highest standards in teaching whilst remaining responsive to the individual needs of students;
- are obliged to remain conversant with the content, delivery, and assessment requirements of the courses and units that they are teaching, and with the requirements of Commonwealth and Queensland policies on education, employment, and training that affect their responsibilities;
- shall develop and maintain their knowledge of their professional field;
- have a responsibility to ensure that the workplaces and learning environments of the Institute are safe, healthy, and free from harassment and discrimination;
- shall treat students fairly, objectively, and equitably in teaching, in accordance with the standards and specified outcomes for courses, while taking account of students' diversity, cultural background, and any disability or educational disadvantage;

- shall assess student outcomes objectively and without fear or favour in accordance with the standards and specified outcomes of their course;
- shall support access of students to their rights in the Institute;
- shall exhibit respect, courtesy and understanding of cultural values at Institute workplaces, when visiting communities, and in the workplaces where students are undertaking work experience or work placements, observing the appropriate protocol for such visits;
- shall not disclose official information or documents acquired in the course of his or her employment, other than as required by law or where approval has been given by the Director;
- shall take all reasonable care to maintain the integrity and security of official documents or information for which they are responsible;
- shall respect student confidentiality, avoid conflict of interests in their relationships with students, and provide appropriate pastoral care to students.

3.2 Conduct

In their conduct within the Institute, all staff members shall:

- conduct themselves in ways consistent with the Indigenous Christian ethos, values, and principles which underlie the Institute;
- refrain from any activity which may bring the Institute into disrepute;
- disclose any interests where those interests may, or may appear to, conflict with their official duties, and take all reasonable steps to prevent such conflict;
- attend to their duties in, and on behalf of, the Institute punctually and efficiently;
- notify their supervisor in advance on each and every occasion if they are unable to attend to their duties in or on behalf of the Institute, and seek leave of absence on each occasion;
- exercise due economy and ensure efficient and economical use of resources and facilities in incurring or authorising expenditure;
- not take advantage of their official duties, status, powers, or authority in order to seek or obtain benefit for themselves or for any other person or body;
- exercise proper courtesy, consideration, and sensitivity, and act with fairness and equity in all their dealings with members of the public, students, and other staff;
- not engage in conduct, in their official capacity or otherwise, which may adversely affect the performance of their duties or which may bring Yalga-binbi Institute into disrepute;
- not engage in outside paid employment while holding a full-time position in Yalga-binbi Institute without the approval of the Director;
- ensure that their personal presentation in and near Institute workplaces or while on official Institute duty is appropriate to their work, having regard to relevant circumstances such as the function performed, occupational health and safety factors, cultural diversity, local community expectations, and climatic conditions;
- not misuse information gained in their official capacity. Misuse may include:
 - seeking personal gain, whether financial or otherwise, on the basis of confidential information;
 - seeking to gain advantage, for personal reasons or for another person, on the basis of information held in official records; and
 - revealing information about a student, staff member, or anybody else on the basis of personal or other information held in Institute records.
- be familiar with and comply with the requirements of this Code.

3.3 Facilities and Equipment

Yalga-binbi Institute's property, vehicles, equipment and facilities are to be used only for the purposes and activities of the Yalga-binbi Institute. However, reasonable, limited use of, for example, telephones and related equipment, computers, photocopiers, library materials and meeting rooms for private purposes by staff may be permitted at the discretion of the Director. This does not include vehicles unless this is a normal and agreed part of the staff member's contract of employment.

All staff should be aware of the potential for legal liability arising from the use of property, vehicles, equipment or facilities by staff for purposes not connected with their official responsibilities. Yalga-

binbi Institute must incur no cost from such use, or, where cost is incurred, this must have prior approval of the Director, and, where appropriate, it must be reimbursed to the Institute.

3.4 Accuracy of Personnel Information and Records

- Staff members are required to ensure that all information contained in their personnel records, including their curriculum vitae, is accurate and up to date.
- Applicants for positions on the staff of the Institute are required to declare all criminal convictions which they have incurred in the last ten years.
- If false information has been given in applications for appointment or promotion on the staff of the Institute, or if a member of staff has failed to reveal any previous criminal convictions, this may result in the immediate termination of the member's contract of employment, without reimbursement of any relocation or appointment costs that the person may have incurred in taking up employment in the Institute.

4. PUBLIC COMMENT

'Public comment' covers a wide range of activities which involve providing information about, or evaluative comment on, Institute policy, professional activities, or administration.

Contributing to public discussion of Institute policy or administration in an official capacity is generally acceptable in circumstances where:

- providing information on policy is part of the staff member's specified duties, is consistent with those duties, or has been authorised by the Director; and
- the staff member does not misrepresent the facts concerning Institute policy or administration.

It is expected that staff will debate matters of Institute policy or administration within the Institute framework and will publicly adhere to approved Institute policy while it is in force and until such time as policy is changed. Staff wishing to take part in a private capacity in discussion of Institute policy or administration should recognise that they may be seen as speaking about the Institute from a privileged position, and are expected to state clearly that they are speaking in a private capacity.

All information pertaining to individuals within Yalga-binbi Institute, including information pertaining to members of staff, present and former members of the Committee of Management, and present and former students, is to be regarded as confidential within the Institute. Any discussion or comment outside the Institute on such information and on any other information concerning the affairs of the Institute which has been identified as confidential will be regarded as a breach of discipline.

Staff who are elected as workplace representatives or officials of a trade union or professional association have special responsibilities as well as rights. Such representatives need not seek permission before expressing publicly the union's or other association's views on a matter, but must make it clear that such comment is made on behalf of their union or association, and not on behalf of Yalga-binbi Institute..

5. FINANCIAL AND OTHER PERSONAL INTERESTS

Staff members shall disclose in writing to the Director any interests held by them immediately upon becoming aware that a potential conflict between personal interests and official duty, whether real or apparent, has arisen or is likely to arise.

5.1 Conflict of Interests

An apparent conflict of interest exists when it appears that a staff member's personal interests have the potential to interfere with the proper performance of their official duties, or may lead them to take advantage, or be seen to take advantage, of their position.

An actual conflict of interest exists when a reasonable person, in possession of the relevant facts, would conclude that the staff member's personal interests are likely to interfere with the proper

performance of their official duties, may lead them to take advantage, or may be seen to take advantage, of their position.

5.2 Personal Conflict of Interests

Relationships amongst people in any institution will sometimes involve conflicts of interest. It is important to be aware of where such conflicts are likely to arise, how they can be avoided, and, where they cannot or have not been avoided, how to respond to them.

5.3 Responsibilities of the Director

The Director will decide whether:

- there is or could be a conflict of interest;
- the staff member should continue his or her duties in the area;
- the staff member should be requested to divest himself or herself of the interest; or
- a rearrangement of duties amongst staff, or a transfer with duties involving no such actual or potential conflict, should be organised.

The ultimate decision concerning the appropriate course of action is one for the Director.

Where the actual or apparent conflict of interest involves the Director, these responsibilities are to be exercised by the Chair of the Committee of Management.

5.4 Gifts and Benefits

Staff must not solicit any gift or benefit in connection with their performance of Institute duties. Staff may accept normal entertainment, hospitality, or minor presentations of no significant or lasting real value. All other gifts or benefits, including gifts of cultural value and gifts attributing social or personal status, are "reportable gifts", to be reported to the Director, who will determine the appropriate action.

In deciding whether to accept gifts or benefits, staff shall be guided by the following principles:

- Gifts or benefits should not be accepted if such acceptance may influence the staff member in his or her official capacity, or if there is an expectation that this will occur.
- In the event that any substantial gift, other benefit, or suggestion of a gift or other benefit is made directly or indirectly to a member of staff, the facts shall be reported at the first opportunity to the Director.
- Staff shall avoid all situations in which the appearance may be created that any person, body, or organization, through the provision of hospitality or benefits of any kind, is securing or attempting to secure the influence or favour of the member of staff.
- Staff shall take all reasonable steps to ensure that their spouse, their children or dependants, or other staff members, are not the recipients of benefits which could give the appearance of an indirect attempt to secure the influence or favour of the member of staff.

6. DUTY OF CARE

Staff are expected to exercise due care in ensuring accuracy, timeliness, and impartiality of all information and advice provided to other staff, students and members of the public.

7. DISCLOSURE OF WRONG DOING

- Staff are required to report to the Director any criminal offence of which they are convicted during the period of their employment with the Institute.
- Staff have a duty to report to a supervisor or the Director any unethical behaviour, corrupt act, or wrongdoing by any other member of staff.
- The Institute reserves the right to request and obtain a police clearance before confirming an appointment to its staff.