



CODE OF CONDUCT POLICY

General

Committee members, staff members, tutors and volunteers are to observe the highest ethical and professional standards at all times and be fair and ethical in all their dealings on the organisation's behalf. They should refrain from any conduct which may damage the organisation or its reputation, and seek to advance its interests within the community.

Their conduct should be always in accordance with our Code of Practice, Code of Conduct, Policies, and Policy Guidelines, and with all legislative, regulatory, industrial award and funding requirements relating to the areas and activities for which they are responsible.

Access & Equity

Adults will be given access to our programs, courses and support services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation.

Advertising and Promotion

We will ensure that the public is fully and accurately informed of the details of our courses, programs and services, and that no advertising and promotion of those activities will mislead the public. All advertising will be conducted within AQTF guidelines and the NSW Anti-Discrimination Act 1977.

Child Protection

Although the organisation is mainly an adult education facility some classes are designed for minors and children are periodically on our premises participating in classes or accompanying adults. We will endeavour to ensure that any child on the organisation's owned or leased property is protected against any form of child sexual abuse.

We are committed to the employment of staff and tutors who do not have a criminal conviction for a crime against a minor, violence or sexual assault. Accordingly, child abusers will not be employed, or continue to be employed, when discovered.

We will endeavour to protect all staff members, tutors, volunteers and students against spurious or unjust accusations of child sexual abuse.

Commercial Exploitation

Committee Members, staff, tutors and volunteers may not solicit or accept remuneration for, or derive benefit from, carrying out their duties with the organisation, other than from salary or other payments the organisation makes to them for that work.

In particular, tutors and others - including other students - may not take commercial or other advantage of students arising from their participation in our programs and courses.

Computers

Anyone using computers belonging to the organisation, or used by the organisation for its programs and courses, must conform to our Policy Guidelines on Computer Usage. Computers, associated equipment, and information they contain may not be exposed to damage, loss, abuse, or improper or illegal use. No disks or other materials other than those provided by the organisation may be used without first being approved by an authorised staff member.

Confidential Information

Committee members, members of staff, tutors and volunteers will respect students' and others' rights to privacy and maintain the confidentiality, integrity and security of all personal information entrusted to them in

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the normal course of their work. They shall not communicate it to others without the written permission of the person concerned, unless it would normally be available to the public, or is required by law to be released.

Conflict of Interest

Committee members, staff and tutors should avoid situations in which their private interests, pecuniary or personal, might reasonably be thought to conflict with their duties to the organisation. Any situations likely to compromise them in the conduct of their duties should immediately be disclosed to the Manager, a member of the Committee, or a member of the Management Team. In a situation where there is a conflict of interest a committee member must: declare to the committee that a conflict of interest exists (and what the nature of the conflict is); excuse him/herself from any meeting or activity in which the conflict applies for the entire period that it is being discussed; make sure that the minutes of the committee meeting record the announcement of the conflict of interest, the timing of the departure from the meeting of the committee member concerned, any subsequent return by the committee member after the matter has been discussed; not influence or attempt to influence the committee or the organisation in making its decision or taking action.

Copyright

Staff and tutors are to ensure that Copyright laws, and particularly those applying to photocopying and the use of computer software, are observed at all times, and that staff, tutors and students comply with the conditions of the copyright licence.

Duty of Care

All committee members, staff, tutors and volunteers are to observe their duty of care to those using the organisation's programs, courses and services, and to the premises and facilities used by the organisation in accordance with relevant legislation. They are not expected to operate beyond those requirements, but to recognise the limitations of their responsibilities and consult with senior members of staff and seek relevant professional assistance and advice where required.

Gifts

Gifts or benefits exceeding \$100 in value received by Committee members, members of staff, or tutors members exceeding \$100 in value, and arising directly from their work for the organisation are to be reported to the Manager who will discuss it with the Committee and decide what action should be done with the gift.

Harassment and Misconduct

The organisation will not permit any staff or students to be harassed or subjected to uninvited and unwelcome behaviour, including victimisation and bullying that might interfere with their right to work, to access our services, and to participate in our programs and courses in a non-threatening environment. Our Policy Guidelines and Procedures for Complaints and Grievance detail the action to be taken by staff, tutors and students with concerns about harassment, breaches of discipline, or misconduct.

Occupational Health & Safety

Committee members, members of staff, tutors and volunteers share our responsibility to provide a safe and healthy working environment for those who use our premises and training venues, and to identify, assess, and initiate the removal of, workplace hazards. All are required to be familiar with our OH & S Policy Guidelines and to observe them at all times.

Public Comment

No Committee member, staff member, tutor or volunteer is to comment publicly on the organisation and its activities unless they are authorised to do so by the Manager for a specific occasion or purpose.

Rights and Responsibilities

Members of staff, tutors, volunteers and students will be made aware of their rights and responsibilities through the Code of Practice, Code of Conduct, and relevant Policy Guidelines and Procedures to which they will have access on-line at all times. Each will also receive a copy of our Code of Practice and Code of Conduct prior to commencement.

Tutors' Responsibilities

Tutors will have the best interests of their students in mind and treat them with dignity and fairness, acknowledging the adult environment in which we operate and the varied experience and life skills that students bring to it.

Tutors will ensure that their programs and courses are of high quality and reflect the principles of adult learning. They will recognise and appreciate students' individual needs and learning styles, provide

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opportunities for negotiated learning and self-directed learning, encourage ongoing evaluation and positive reinforcement, and create an appropriate, relaxed learning environment.

Tutors will be diligent in preparation, delivery, assessment and evaluation of their courses. They will assess and mark work fairly, without favour, and in compliance with guidelines issued from time to time.

Tutors will familiarise themselves with those of the organisation's Policies, Policy Guidelines and Procedures that are relevant to their work, and ensure that they observe them at all times.

Use of Official Property

The organisation's property, equipment, motor vehicles, stationery and resources are to be used with due care and appropriate skill and knowledge at all times. They are not to be used by any individual or group without the prior authority of the Manager, who may refer the matter to the Committee for decision and impose particular conditions and restrictions on their use.

Breaches of the Code

Breaches of the Code of Conduct are to be reported in the first instance to the Manager or a member of the Management Team, for consideration by the Committee. Any significant breach could lead to dismissal and further action, dependent on the nature and consequence of the breach.

**(This Code is available to staff, tutors, volunteers and students at all times
and is included in each Staff and Tutors Handbook.)**

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