

---

La Trobe College  
Australia

---

# Staff Code Of Conduct

---

---

## **Purpose**

The purpose of the La Trobe College Australia Staff Code of Conduct is to set out behaviour and practices which promote a positive culture and constructive working relationships between staff, students, and visitors to the College - including volunteers and work experience students. It defines the standards of conduct that are required to maintain ethical behaviour and practices and is an expression of La Trobe College Australia's values.

This code of conduct has been developed in consultation with staff to ensure that it encompasses issues that arise in the performance of their duties or activities. Accordingly, it will provide a guide to understanding their rights as well as their responsibilities and resolving issues which may arise whilst performing their duties or activities. Failure to abide by this Code may result in disciplinary action or dismissal.

La Trobe College Australia and Navitas policies are referred to throughout this code and staff may obtain full copies of these from either the staff intranet (La Trobe College Australia policies) or Policy Central on the Navitas Infonet (Navitas policies).

To assist staff, this Code is arranged into the following sections:

- Professional conduct
- Use of La Trobe College Australia property, information and resources
- Personal conduct
- Compliance with legal requirements
- Equal Employment Opportunity
- Obligation to report fraudulent activities

## **Application**

La Trobe College Australia's Code of Conduct applies to:

- All La Trobe College Australia employees whether full-time, part-time, casual or contractors.
- All volunteers and work experience students involved in College activities, who for the purpose of this code will be termed as staff members.

## **PROFESSIONAL CONDUCT**

### **Conflict of Interest – Financial, Personal, other Organisations**

It is important that staff recognise, declare and manage conflicts of interest and situations where there is a potential or perceived conflict of interest. Conflicts of interests may be financial or personal and exist where a person's private interests are opposed to, or have the potential to interfere with, the performance of their duties at La Trobe College Australia.

It is important to note that conflicts of interests may be actual or perceived. Perceived conflicts of interest exist where it may be perceived that a staff member's private interests are at odds with their La Trobe College Australia responsibilities.

La Trobe College Australia staff are expected to declare potential conflicts of interest between their private and/or financial interests and their responsibilities at the College.

### **Outside Work**

La Trobe College Australia staff are expected to devote their time and attention during working hours to the duties and activities of their position.

They will advise their supervisor if working or considering working for another organisation or their own business whilst still an employee of La Trobe College Australia.

### **Gifts**

La Trobe College Australia staff should not accept gifts where there is an actual or perceived connection between the receipt of the gift and the performance of duties. However, it is acknowledged that staff will receive gifts on occasion from sources such as agents or students.

To alleviate the perceived conflict of interests that may arise from gifts, staff are required to register gifts they receive where the value of that gift is above \$100.

### **Contact with Media**

If for whatever reason a representative of the media approaches a La Trobe College Australia staff member, the staff member must decline to comment and abide by the Navitas Media and Public Relations Policy. The Policy states that staff should direct all enquiries to Group Public Relations and inform Group Public Relations that they have been approached by the media.

### **Delegated Authority**

Members of staff must only make decisions or enter into transactions on behalf of the College in accordance with the Schedule of Delegated Authorities. If in doubt, they should speak to their supervisor.

### **Proper use of Position**

Staff will use their position or role at La Trobe College Australia only to undertake or authorise any activity which supports or enhances the performance or reputation of the College, its students or staff.

### **Academic Freedom**

La Trobe College Australia supports and encourages academic staff to pursue lines of enquiry and to express personal views, both within the college and publicly, in their area of academic expertise. Academic staff must make every effort to indicate that they are not speaking on behalf of the College. Also, members of academic staff will not identify themselves as a staff member of the college when speaking, writing or otherwise communicating on matters not within the province of their academic expertise. Please see Contact with Media section above.

### **Reporting Concerns for Student Welfare**

From time to time staff may be aware that a student's welfare is at risk and/or the student is engaging in risky behaviour such as drinking alcohol on the campus grounds. If there are reasonable grounds for concern these should be reported as soon as possible to either the Director of Studies or the Academic Director.

## **USE OF COMPANY PROPERTY, INFORMATION AND RESOURCES**

### **Use of Company property**

Staff are expected to ensure that the College's resources are used efficiently and effectively for legitimate purposes.

Staff have a responsibility to ensure that La Trobe College Australia resources are not wasted or abused.

### **Use of La Trobe College Australia stationery and/or name**

Staff are only authorised to use La Trobe College Australia's name or stationery (letter) in the ordinary course of business and for the legitimate business of La Trobe College Australia. References that are provided on La Trobe College Australia stationery are only to be produced and signed by Directors.

### **Use of IT Resources**

At the commencement of employment, staff agree to abide by the Navitas IT Acceptable Use Policy. This policy states that "IT resources are provided to staff primarily for educational, business and professional purposes". Therefore the principle use of the Internet, email and other forms of

electronic communication must be for La Trobe College Australia business and activities. Incidental personal use is permissible but should be kept to a minimum.

These resources must not be used to access, retrieve or store material which may be considered derogatory or discriminatory to any individual or group or for any purpose which is contrary to the policy mentioned above.

### **Confidentiality**

La Trobe College Australia staff have access to personal and sensitive information about students and other members of the La Trobe College Australia community. Staff must respect the privacy of others when they collect, access or use personal information in the course of their duties or activities. Additionally, staff should protect the privacy of others and maintain appropriate confidentiality regarding personal matters.

Staff must not disclose personal information except as permitted by La Trobe College Australia's Privacy Policy.

### **Intellectual Property**

If at any time during the course of their employment, an employee makes, discovers or participates in the making or discovery of any intellectual property capable of being used in the business of La Trobe College Australia, such property is and will remain the property of La Trobe College Australia.

Intellectual property includes course materials, trademarks, designs, copyright, drawings, computer programs, confidential information, know-how and all rights of a similar nature whether registered or not, including applications for such rights, existing anywhere in the world.

### **Insider trading**

La Trobe College Australia staff must not use inside information for personal gain.

If a La Trobe College Australia staff member has inside information (being price sensitive information, information not in the public domain or information about any entity related to La Trobe College Australia or a strategic partner of La Trobe College Australia which has come to their knowledge through their employment at La Trobe College Australia), they must not deal in that entity's securities or pass that information on to another person or encourage another person to deal in that entity's securities.

La Trobe College Australia staff will comply with the Securities Trading Policies of Navitas Limited.

## **PERSONAL CONDUCT**

### **Smoking**

Both La Trobe College Australia and La Trobe University are committed to ensuring that all members of the community enjoy a clean and smoke free environment. Therefore smoking is only permitted in designated smoking areas on campus and all cigarette butts must be disposed of appropriately in the designated trays.

### **Drugs and Alcohol**

Drugs and Alcohol can affect performance and behaviour and therefore staff are not permitted to come to work whilst under their influence. Staff must not drink alcohol on La Trobe College Australia Grounds except on special occasions such as the Melbourne Cup lunch. On these occasions staff must ensure that they drink in moderation, behave in a professional manner and not engage in behaviour which will risk their safety and the safety of others.

Staff are not permitted to bring or use illicit drugs on campus. If found doing so, they will be subject to disciplinary action.

### **Tidiness**

Tidiness is a mainstay of work health safety. Therefore staff should leave work and common areas and classrooms tidy and remove any items which may pose a risk. Personal belongings should be confined to a staff member's own desk. All confidential material should be stored correctly.

### **Dress standards**

Staff members are expected to dress in an appropriate manner.

### **Respecting opinions of others**

Staff are expected to respect differing opinions and if necessary address these differences with rational discussion, rather than by vilification, coercion, bullying or any form of intimidatory, offensive or humiliating behaviour.

Staff are expected to give fair consideration to the views and contributions of others irrespective of their status or position within the College.

### **Cultural sensitivity**

La Trobe Melbourne staff and students come from diverse cultural, ethnic and socio economic backgrounds. Staff are expected to be understanding and respectful of different backgrounds, beliefs, customs and opinions.

Staff will conduct themselves in a manner which ensures the cultural values and norms of one nationality are respected but not imposed on other members of the La Trobe College Australia community.

### **Using Social Media**

Staff will adhere to the Navitas Social Media policy in both a professional or personal capacity. When using it in a personal capacity staff should:

- Clearly identify their views and opinions as their own.
- Take appropriate security measures e.g. keep passwords secure and limit access to their social media accounts.
- Ensure their relationships with Navitas students and clients are professional at all times.

Staff should not:

- Claim to represent Navitas unless authorised to do so.
- Use Navitas branding or logo unless authorised to do so.
- Post images of students without their permission.
- Use social media to criticise Navitas or any of its programs or operations.

Staff are encouraged to think before they click and respect others in posts and discussions.

## **COMPLIANCE OF LAWS AND REGULATIONS**

### **Responsibility and Obligation**

Staff members will respect the legal obligations of La Trobe College Australia and comply with the spirit of the laws, regulations and codes of both the State and Commonwealth.

Staff are expected to comply with the College policies and procedures published on the La Trobe College Australia staff intranet.

### **Consequences of non-compliance**

This Code articulates a set of ethical behaviours and practices which staff are expected to uphold while engaged in their duties at the College. A staff member whose conduct falls below expectations may be counselled in accordance with the performance management policies of the College.

Significant departures from this Code may be interpreted as misconduct and responded to as such.

### **Copyright**

Staff are also expected to comply with relevant copyright laws in regards to the reproduction and broadcast of materials where the work created by another person is used in academic or other La Trobe College Australia activities.

## **Work Health Safety**

La Trobe College Australia is committed to providing a safe and healthy work environment. The Navitas Work Health and Safety policy requires all staff to follow safe work practices, to avoid actions which may harm themselves or others and to report hazards in the work environment. In addition, managers and supervisors are responsible, within the limits of their authority, for ensuring that activities within their area are undertaken with due care and diligence for the health and safety of others.

## **Child Safe Standards**

La Trobe College Australia provides a child safe environment for students under 18 years of age. La Trobe College Australia complies with the Child Safe Standards of the State of Victoria. All staff of La Trobe College Australia are expected to comply with these Standards.

## **EQUAL EMPLOYMENT OPPORTUNITY**

### **Discrimination and harassment**

La Trobe College Australia staff must treat all persons with courtesy, dignity and respect. It is unlawful under relevant anti-discrimination laws to distinguish, exclude or restrict a person's ability to work, study or access La Trobe College Australia services based on their gender, sexuality, race, disability, religion, marital or parental status, age, political or religious conviction or any other "protected attribute".

Harassment is also unlawful under anti-discrimination laws. Staff must not engage in behaviours which may be unwelcome or which may be distressing, offensive or humiliating to others. Such behaviour may amount to harassment.

La Trobe College Australia's Access, Equity and Equal Educational Opportunity Policy and Navitas' Anti-discrimination and the Navitas Prevention of Harassment, Vilification and Bullying policy provide a framework of expectations for equitable treatment of others.

### **Decision making**

La Trobe College Australia staff should observe fairness in their decision-making by:

- Giving an affected individual (whether a staff member or a student) the opportunity to understand the 'case to be met', if that decision will adversely affect their interests, and to respond to it before the decision is made final;
- Making decisions which are unbiased or uninfluenced by patronage or favouritism (see also Conflict of Interest);
- Taking into account relevant considerations.

### **Supervisory Behaviour**

A staff member with supervisory responsibilities has an important role in creating a fair and just working environment, and supervisors have a particular onus to set and maintain high standards of behaviour.

They are expected to:

- Act equitably and consistently in their dealings with all of their staff;
- Ensure their staff understand the performance standards expected of them;
- Maintain open, honest and courteous communication with all staff;
- Avoid interactions which may reasonably be perceived as bullying of staff;
- Ensure workplace health and safety obligations are met so that their staff work in a safe environment;
- Provide equitable access to appropriate development opportunities; and
- Provide reasonable accommodations for staff with a disability, family responsibilities or a need to follow religious or cultural observances.

## **OBLIGATION TO REPORT BREACHES**

### **Fraudulent Activities**

Staff will not engage in fraudulent activities. Such activities are intended to deceive and may include irregularities or illegal acts. Examples of fraudulent activities include but are not limited to:

- Falsifying records
- Accepting bribes or kickbacks
- Embezzlement
- Intentionally concealing or misrepresenting data, records or information in relation to reimbursing expenses, achieving Key Performance Indicators, etc.

If staff become aware of fraudulent activities, they must report them immediately to either their manager or manager one removed. All allegations will be investigated and no action will be taken against staff who report fraudulent activities.

### **Children U18 years of age**

In the State of Victoria, it is obligatory to make a commitment to Child Safe Standards, and report breaches immediately.

<b>Policy Title</b>	Staff Code of Conduct	
<b>Policy Owners</b>	College Director and Principal, La Trobe Operations	
<b>Key Stakeholders</b>	LTCA SMT	
<b>Approval Body</b>	LTM Executive Committee	<b>Approved on</b> September 13 2012
	LTM Executive Committee	June 9 2017
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
<b>Relevant Legislation</b>	Victorian Equal Opportunity Act 2010 Victorian Occupational Health and Safety Act 2004 Victorian Occupational Health and Safety Regulations 2007 Child Safe Standards, State of Victoria	
<b>Related Policies</b>	Navitas Media and Public Relations Policy. Navitas IT Acceptable Use Policy Navitas Social Media Policy Navitas Work Health Safety Policy Access, Equity and Equal Education Policy Navitas Anti-discrimination Policy Navitas Prevention of Harassment, Vilification and Bullying Policy Child Safe Standards Policy	
<b>Related Guidelines</b>		
<b>File information</b>	<b>TBC</b>	<b>Version number</b> V1.4
<b>Date Effective</b>	20 August 2012	<b>Next Review Date</b> June 2019
<b>AMENDMENT HISTORY</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
15/5/17	1.2	Addition of Child Safe Standards information relating to a teachers obligation to comply with the standards and report breaches immediately.
13/8/18	1.3	Name change to La Trobe College Australia (LTCA)
13/2/19	1.4	Merged separate LTCA Melbourne and Sydney policies into one policy.