



MONASH
College

Staff Personal and Professional Code of Conduct

People & Culture

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Purpose

To establish clear guidelines for staff in the conduct of their behaviour and how this conduct reflects or mirrors the mission and values of Monash College Pty Ltd (the Company).

General Principles Guiding Staff Conduct

All Monash College Pty Ltd staff have a responsibility to:

- Respect and uphold the good name and reputation of the Company;
- Treat other employees, students and stakeholders with fairness, courtesy and respect in line with our values;
- Carry out their duties in a professional, responsible, collegiate and diligent manner;
- Represent the Company appropriately at all times.

Section details

1. Conflicts of Interest

Every Monash College Pty Ltd employee has an obligation to be free from conflicts of interest when dealing with third parties on behalf of the Company. The sole determinant of any course of action is what is in the best interests of the Company. You must inform your supervisor if there are any potential conflicts of interest between your private interests or activities and the interests of Monash College.

Conflicts of interest include:

1.1 Financial interest

Staff members should avoid any financial dealings that could in any way compromise their duties or those of the organisation.

This may include Monash College Pty Ltd purchasing goods or service from a business in which you are involved or have an interest. Your involvement may be either financial or managerial.

If the responsibilities of your role with Monash College Pty Ltd involve dealing with an organisation in which you have a significant financial interest, you should not undertake any business arrangements on behalf of the Company. This restriction may be waived if authorised by the CEO, but only after full disclosure of your interest.

1.2 Personal relationships

Staff should be particularly aware of avoiding conflicts of interest if working with persons with whom they have close personal relationships, such as relatives, close friends or personal associates.

Staff should not participate in processes related to recruitment, selection, promotion, performance appraisal, termination or transfer of any person with whom they have, or have had, a close personal relationship.

Additionally, staff should not undertake assessment or examination of students with whom they have, or have had, a close personal relationship.

In some cases only the individual staff member will be aware of the potential for conflict of interest and the onus is on that staff member to declare the conflict to their supervisor or others involved in the decision making process.

2. Integrity and Professional Responsibilities

2.1 Acceptance of gifts or other benefits

Staff should not accept or offer any payments, gifts, benefits, favours or entertainment that could be, or appear to be, inducement, incentive or reward for favourable treatment or a business advantage and which is not legitimately due.

The acceptance of modest benefits of token value, such as hospitality, may be appropriate in some contexts and should be considered on a case-by-case basis.

Gifts of cash must not be accepted.

As an employee, you must not accept any payment, loan or gift (other than a gift of token value) from any organisation that is doing, or seeking to do, business with the Company.

For further information please refer to the [Acceptance of Gifts, Benefits and Hospitality Policy](#).

2.2 Influence to secure advantage

Staff members should not use their access to or knowledge of the Company's policies, systems, processes or people to obtain advantages not generally available to other staff.

2.3 Privacy

Staff must ensure that personal information including data relating to any staff member or student is collected, stored and used in accordance with the Company's Privacy Policy and relevant privacy and Freedom of Information legislation.

Information which staff become aware of through their employment at the Company must be used only for the Company's purposes and must not be disclosed to any third party or used for the benefit or gain of the staff member or any third party.

Staff must adhere to proper records management practices and procedures.

2.4 Public comment

Staff must not make public comment on behalf of the Company or in a context where a comment could be interpreted as a statement on behalf of the Company, unless authorised specifically to do so.

The Company letterhead should only be used for Company business. The Company letterhead should not be used for personal purposes or for any correspondence which could be construed as a Company endorsement without specific authorisation from the Company to do so.

Staff may from time to time be asked to provide a reference for a student or staff member. Letterhead may not be used for this purpose without the prior approval of either the CEO or HR Director. If staff proceed to provide a personal reference, having obtained the necessary approvals, they should clearly state that the opinions expressed are their own and do not represent those of the Company.

2.5 Outside employment

All staff members are expected to devote their working time to the service of the Company, in accordance with the terms and conditions of their engagement and position description.

Staff are not permitted to accept employment or compensation from outside sources within business hours.

It is expected that any outside employment will not interfere with the performance of your job responsibilities, will be undertaken in your own time and will not utilise the Company's name or resources.

Staff must disclose any outside employment to their supervisor. Staff must have formal consent from the Company prior to undertaking these duties.

2.6 Child Safety

As staff, volunteers, contractors, and any other member of the College's community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the College's statement of commitment to child safety at all times, in accordance with the Child Protection and Safety Policy and related procedures.
- treating students and families in the College community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.

- reporting any allegations of child abuse or other child safety concerns to the College's Associate Director Student Services.
- Call the Police on 000 if there are immediate concerns for a child's safety.

3. Professional Conduct

3.1 Dress standards

The Company seeks to present a professional image to enhance its reputation as a premium pathway education provider and to protect the Monash brand.

Staff are expected to maintain a professional approach to their manner of dress, appearance, grooming and personal hygiene at all times.

While at work, staff must not display any effects, such as badges or garments, which make statements that would harm the image or reputation of the Company.

The Company reserves the right to raise the issue of dress with individual staff.

3.2 Use of company email and Internet

The Company's email and internet systems should be used only for business related purposes. Personal use of Company email and internet must be kept to a minimum.

Emails targeting all staff must be approved by the CEO or delegate prior to distribution to all staff.

Staff must exercise care when formulating email communications. Appropriate etiquette should be observed in email messages and the use of impolite or inflammatory language must be avoided. Emails which may be deemed abusive, offensive or discriminatory may result in disciplinary action.

Complaints in relation to abusive, offensive or discriminatory email communications should be lodged with the manager or CEO for investigation.

Downloading or storing pornographic material is strictly prohibited.

Staff must comply with Monash University's ITS Acceptable Use policy.

3.3 Volunteering Work

Employees participating in approved workplace volunteering work are bound by the company policies and our Codes of Conduct. Employees are also expected to adhere to the rules, policies and expectations of the volunteering organisation.

4. Company Policy and Compliance Framework

4.1 Financial administration

All staff must observe relevant financial management policies and procedures.

4.2 Fraud

Staff must undertake their duties with honesty and integrity and refrain from any fraudulent, corrupt or improper conduct that might cause loss to the Company or damage the Company's reputation.

All staff have a responsibility to report suspected incidents of fraud and corruption in accordance with the Fraud and Corruption policy and Fraud and Corruption Control procedure.

4.3 Information Technology

All staff are required to observe Company policies and procedures on the use of information technology.

4.4 Intellectual property and copyright

All staff are required to observe the Company's Intellectual Property Policy, relevant legislation and agreements.

4.5 Discrimination, harassment and bullying

Staff must not engage in conduct that amounts to or may be perceived as sexual, racial or gender based harassment. Staff should not behave towards other persons in a manner which may reasonably be perceived as intimidating, overbearing or bullying. Staff must ensure that their behaviour is respectful and inclusive at all times.

5. Safety and Security

5.1 Occupational Health and Safety (OH&S)

Staff have a responsibility to perform their duties in a safe and competent manner in accordance with relevant OH&S legislation, Company policies and procedures. The Company is committed to ensuring that all staff, students and others who attend the Company are, as far as reasonably practicable, protected from risk to their health and safety.

5.2 Use of company facilities and equipment

All staff must take care of Company facilities and equipment, and only use them for work purposes, not for personal purposes unless specific approval has been granted or policies provide otherwise.

5.3 Substance abuse or misuse

If you are under the influence of alcohol or illegal drugs, you will not be permitted to commence or continue work.

Staff should ensure that the personal use of alcohol or other drugs does not affect work performance or the safety and well-being of others.

The CEO or delegate must approve the consumption of alcohol at work functions.

6. Breaches of the Code of Conduct

Any breach may result in disciplinary action as outlined in the relevant enterprise agreement.

Acknowledgement

I acknowledge that I have read, understood and agree to uphold the Monash College Personal and Professional Code of Conduct.

Print Employee Name: _____

Employee Signature: _____ Date: _____