



General Code of Conduct and Ethics
Policy Number: P009

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Date Created	08/02/03
Endorsed By	Management Committee
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Related Policies	

This Policy applies to Port Macquarie Community College (PMCC) and its trading arms.

Policy Statement:

PMCC is committed to meeting the expectation of the community, that all services will be conducted with efficiency, impartiality and integrity and that all employees, Committee Members and volunteers will perform their duties at a high standard. Any conflict of interest between private activities and the College’s will be resolved in favour of the College and the community it serves.

Definition:

The Code of Conduct and Ethics is a set of standards that PMCC expects all current and former employees, Committee Members and volunteers to use to indicate the manner in which they are to conduct themselves and their work in relation to the College. The Code does not replace any provision of an Act or Regulation.

Coverage:

The General Code of Conduct and Ethics has been prepared to cover all employees, volunteers and Committee Members. The members of PMCC and the wider community expect the College to be effective, trustworthy and responsible. The Code of Conduct and Ethics provides this guidance to staff, trainers, Management Committee members and volunteers on the expected standards of conduct. If anyone doubts whether he or she will be able to follow these Codes, the matter should be brought to the attention of the CEO or President.

As no document can cover all possible situations, staff, Management Committee members and volunteers are requested to consider the "spirit" or "intent" of the Codes as well as the explicit provisions when applying it to particular circumstances.



Principles:

Staff, Committee Members and volunteers need to adopt the following principles when performing their duties:

- Responsibility to PMCC for any duties undertaken on behalf of the College;
- Respect for people and cultural sensitivity;
- Integrity and accountability;
- Responsive to student needs to support an adult-learning environment;
- Responsive to the needs of non-students who support other services provided by the College;
- Adhere to all laws and regulations made by commonwealth, state and local authorities;
- Economy, effectiveness and efficiency.

Interactions with Students and Service Users:

Staff, Committee members and volunteers must treat each student and service users with dignity and fairness, recognise we are all different and have different views on politics, religion and matters of community interest. Acknowledge the adult environment and the experience and life skills which adults bring to the class.

Students with a disability are to receive support and positive approaches which will focus on their abilities and allow them to reach maximum potential.

The above principles apply equally to non-student users of College services.

Discrimination and Bullying:

You must not bully, discriminate, or support others who bully and/or discriminate against colleagues, students or members of the community on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), marital status, disability, homosexuality or transgender.

Such bullying or discrimination may constitute an offence under the current Anti-Discrimination Act. All forms of bullying and discrimination may constitute a breach of the current Work Health and Safety Act if a risk of physical or psychological injury results from the bullying or discrimination.

Staff, Committee members and volunteers are to be watchful for any student being harassed by another and any such incidents are to be reported immediately to the CEO.

Performance of Duties

Staff and volunteers are required to:

- Perform all duties in accordance with the PMCC Policy and Procedures.
- Act honestly and not make misleading or false representations.
- Make sure that confidential and sensitive information in any form (eg documents, computer files, student records, member records) cannot be accessed by unauthorised persons and that sensitive material is securely stored.



- Wear clothing that is clean, tidy and appropriate for the type of course or activity, including workplace health and safety requirements if necessary, and in keeping with the image of the organisation. Smoking is not permitted during class time or on the premises.
- Participate in quality improvement activities and provide feedback on systems, policies and procedures so improvements can be identified.

Additionally, all staff are required to:

- Attend staff meetings. Part time and casual staff are encouraged to attend staff meetings even if they occur on a day when the person is not working. No payment will be made to staff if they attend meetings outside normal working hours. However, they are entitled to time-in-lieu. If they are unable to attend the staff meeting they are required to read the minutes and make themselves familiar with the issues raised and resolved.

Committee Members are required to:

- Ensure that you are kept informed about the performance of the organisation (financial, operational, compliance with contracts and laws)
- Make decisions which are for the benefit of the whole organisation. The law says that, as a committee member, you do not represent the interests of any person or group either inside or outside of the organisation.

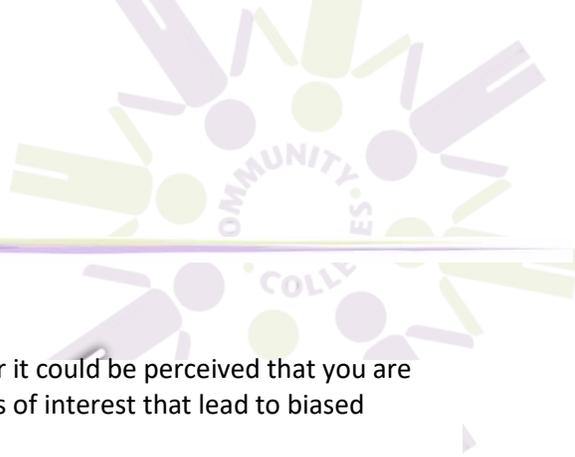
Public Communication:

- All communication for public and member information must be authorised by the CEO before distribution.
- Any media contact requiring a public statement reflecting the views of the organization or any part of it must be referred to the CEO or the President who will determine the appropriate response.
- The CEO must be notified of any media interviews by any staff or Committee member, prior to the interview and before publication.
- Any public statement relating to College operations requires prior authorisation from the CEO.
- Any public statements relating to College governance requires prior authorisation of the President or other person delegated by the President.
- Any written or electronic communication that identifies or is owned by the College is not be used to express or circulate personal views or opinions of staff, Committee or College representatives.

Privacy Policy (Refer to Privacy Policy OSS009):

Staff, Committee members and volunteers will not disclose personal information collected from a person to a third party without the written consent of the person concerned, except where it is required:

- By law,
- To comply with the Standards for National Regulation,
- To lessen or prevent a serious and imminent threat to an individual's life, health or safety; or a serious threat to public health or public safety, or
- As part of a necessary investigation into suspected unlawful activity, and its use or disclosure to relevant persons or authorities.



Conflicts of Interest:

Conflicts of interest exist when it is likely that you could be influenced, or it could be perceived that you are influenced by a personal interest when carrying out your duties. Conflicts of interest that lead to biased decision making may constitute corrupt conduct.

Staff, Committee Members and volunteers must declare to the CEO if a conflict of interest may exist and outline the nature of the conflict in accordance with the PMCC Conflict of Interest Policy.

Staff, Committee Members and volunteers must not sell or promote to students related goods or services from which they stand to gain.

Staff, Committee Members and volunteers must not accept any gifts or benefits, the receipt or expectation of which might in any way tend to influence, or appear to influence, you in your duties.

Workplace Health and Safety:

It is the responsibility of all staff, Committee Members and volunteers to act in accordance with the workplace health and safety legislation and PMCC policies and use security and safety equipment provided. You are responsible for the safety in your work area by:

- following the safety and security directives of the CEO, President or co-coordinator; and
- advising the CEO as soon as possible verbally, and follow up in writing, any incidents and/or potential hazards that have occurred or could occur involving staff or students.

Complaints and Grievances:

In the event of an unresolved grievance with a student or colleague, advise the CEO who will mediate the issue.

In the event of an unresolved grievance with the CEO, the matter may be referred to the full Management Committee through the President.

All complaints will be dealt with in accordance with the PMCC's Complaint Handling Policy.

Conduct of Former Staff, Management Committee Members and Volunteers:

Former staff, Committee members and volunteers must not use, or take of any information obtained in the course of their duties until it has either become publicly available or an approval for use has been obtained from the CEO.



Breach of the Code of Conduct and Ethics:

You should note that breaches of certain sections of the Code of Conduct and Ethics may be punishable under legislation. Breaches of this Code of Conduct and Ethics may also lead to disciplinary action and/or dismissal.

I,, have read, understood and agree to abide by the PMCC's General Code of Conduct and Ethics.

Signature: _____ Date: _____