

## STAFF CODE OF CONDUCT POLICY

<b>Responsible officer</b>	Chief Administrative Officer	
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<b>Approved by</b>	Morling College Board	
<b>Responsible body</b>	Morling College Board	
<b>Approval date</b>	27 July 2021	
<b>Effective date</b>	27 July 2021	
<b>Review date</b>	November 2024	
<b>Superseded documents</b>	Staff Code of Conduct V2 September 2020	
<b>Related documents</b>	Privacy Policy	
<b>Policy classification</b> <i>Select a General OR an Academic option</i>	<b>General</b> Human Resources	<b>Academic</b>

### 1. PURPOSE

To articulate the standards for appropriate professional behaviour at Morling College.

### 2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College
Staff	This includes academic, administrative, MRC and maintenance staff on permanent, fixed term, casual, sessional, or visiting appointments.  This policy also extends to non-staff volunteers and guests
Gift	An item of value (gift voucher, store card, entertainment, hospitality, travel commodity, property, which one person or organization offers of presents to another. Gifts may be ceremonial, usually from one institutional to another; gifts of gratitude, in appreciation for performance of a specific task or exemplary performance of duties eg gifts to staff who speak at official functions; token gifts offered in business situation, usually small office accessories (eg pens calendars, folders)
Benefit	A non-tangible item of value (eg new job or promotion, preferential treatment or access to confidential information) that one person or organization confers on another
Harassment	Unwanted behaviour that offends, humiliates, or intimidates a person, and targets them on the basis of a characteristic or perceived characteristic such as gender, race or ethnicity.

Bullying	Repeated, unreasonable and unwelcome behaviour directed towards an employee or group of employees that creates a risk to health and safety.
Vulnerable adults	Those 18 years or older who are unable to take care of themselves, or unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason, and includes those that suffer disadvantage such as social and financial hardship
Conflict of interest	A situation where there is a likelihood that staff possessing a particular interest could be improperly influenced, or appear to be improperly influenced, in the performance of their duties.  The conflict can be perceived, potential or actual.

### 3. SCOPE

This policy applies to all staff, volunteers, guests, and visiting appointees. It does not extend to charitable donations to Morling College or its Foundation or to approved sponsorships.

### 4. POLICY STATEMENT

Morling College staff are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with Morling. Staff are expected to conduct the business of the institution and to perform their duties with efficiency, economy, fairness, honesty, impartiality, and in accordance with the appropriate biblical standards and the principles detailed below (point 5).

MC staff are to see their roles as opportunities to serve God and others and to use their gifts for the furtherance of the vision and mission of MC.

All staff members are accountable through the Principal to the MC Board. MC Staff members have all the normal rights of employees under statute and common law.

This policy complements the Morling College Community Code and is to be read in conjunction with other relevant documents and policies as outlined in point 7 below.

### 5. PRINCIPLES

Staff are expected to:

#### 5.1 Be diligent and responsible.

- 5.1.1 perform duties diligently, in a professional and responsible manner.
- 5.1.2 comply with MC policies, leadership or direct supervisor's directions, relevant legislative, industrial, and administrative requirements.
- 5.1.3 implement policies and decisions in an impartial manner.

#### 5.2 Respect all people.

- 5.2.1 treat colleagues, students, and members of the public respectfully, fairly and consistently, in a non-discriminatory manner with proper regard for their rights and obligations.

5.2.2 ensure that decisions and actions are reasonable, fair and appropriate to the circumstances, based on a consideration of all the relevant facts, and supported by adequate documentation and in accordance with MC policies.

5.3 Act in the public interest and in the interest of Morling College

5.3.1 always act in the public interest.

5.3.2 promote confidence in MC.

5.3.3 protect the reputation of MC.

5.3.4 not engage in activities at work or outside work that would bring MC into disrepute.

5.4 Provide responsive service.

5.4.1 provide a relevant and responsive service to students, other staff members and members of the public, providing all necessary and appropriate assistance.

5.4.2 provide information promptly that is clear, accurate, current and in an appropriate format.

5.5 Avoid conflicts of interest.

5.5.1 ensure that there is no conflict (perceived, potential, or actual) between personal interests and the exercise of MC duties and responsibilities.

5.5.2 take responsibility for declaring their own conflicts with the relevant manager, committee chair, or with the Principal.

5.5.3 any disputes over alleged conflicts of interests are to be resolved through MC's grievance procedures.

5.6 Only undertake outside employment only within the terms of this policy

5.6.1 any employment outside of MC is

- to be performed outside their normal working hours.
- not to conflict with MC work.
- not to adversely affect a staff member's MC work performance.
- not to involve the use of MC resources without prior written consent.

5.7 Gifts or benefits not be received without the knowledge of their supervisor.

5.7.1 not to *request* or to *accept* gifts or benefits which might in any way, either directly or indirectly, compromise or influence professional integrity.

5.7.2 where the acceptance poses no compromise in the integrity of the recipient or MC, accept unsolicited gifts or benefits of a nominal value, up

to \$150, attached to social and cultural events, promotional activities or visits.

- 5.7.3 Any ceremonial or institutional gifts accepted on behalf of the College to be passed to the Principal to determine placement.
  - 5.7.4 immediately declare in writing to the Principal any gifts or benefits that are received above \$150 in value. The Principal will work with the Chief Operating Officer to determine what is done with the gift.
- 5.8 Only make authorised public comment about MC and/or its activities
- 5.8.1 only represent MC as spokespersons when authorised by the Principal to do so.
  - 5.8.2 Unless authorised, not to speak publicly about MC on any issue (*see MC Communications Policy*).
- 5.9 Maintain security and confidentiality of MC records and information
- 5.9.1 maintain the security, integrity, confidentiality and privacy of MC records and information to which they have access.
  - 5.9.2 not disclose, or offer to supply, confidential or private MC information except when authorised to do so as a part of their normal duties, or when required or permitted to do so by MC policy, State or Commonwealth law, court order or other legal instrument.
  - 5.9.3 ensure that confidential information, in any form, cannot be accessed by unauthorised people and that sensitive information is only discussed or otherwise communicated with people, either within or outside MC, who are authorised to have access to it (*see MC Privacy Policy*).
  - 5.9.4 Passwords to be appropriate and kept securely
- 5.10 Use MC resources wisely
- 5.10.1 exercise stewardship in the use and management of MC resources and property, treating them with due diligence and care.
  - 5.10.2 use MC property and services for MC purposes only.
  - 5.10.3 not to make unauthorised personal use of any of MC facilities, equipment or services.
- 5.11 Maintain a safe and healthy workplace
- 5.11.1 comply with WH&S legislation and MC WH&S policy.
  - 5.11.2 ensure that best practice WH&S procedures are adopted in all MC activities.
  - 5.11.3 advise the Principal (and/or MC's WH&S Officer) of any physical or intellectual impediment (permanent and/or temporary) that may potentially endanger themselves, other staff members, students or visitors whilst the staff member is carrying out his/her normal duties.

#### 5.12 Behave with integrity in relation to others.

- 5.12.1 treat all staff, students and the public with dignity and respect, regardless of background, beliefs or culture.
- 5.12.2 do not discriminate against, cause harm or detriment, bully or harass their colleagues, students or members of the public because of their colour, ethnic background, descent or nationality, gender, marital status, pregnancy, political opinion, disability, age, social origin, medical record, carer, family responsibilities or any perceptions with regards to these.
- 5.12.3 respect and protect the interests of children and vulnerable adults (see Protection of the vulnerable policy)

#### 5.13 Act with fairness and equity

- 5.13.1 deal with issues, grievances or complaints consistently, promptly and fairly, in accordance with approved MC procedures, and the principles of natural justice.
- 5.13.2 use discretionary powers wisely, taking all relevant facts into consideration, including mitigating circumstances, having regard to the particular merits of each case and disregarding irrelevant matters or circumstances.

### 6. BREACH OF THIS CODE

- 6.1 This Code is designed to promote and enhance the ethical behaviour of MC staff in the workplace. A failure to comply with this Code will be viewed seriously and may result in disciplinary action, including termination of employment.
- 6.2 Staff must report breaches of this Code to their delegated senior manager who is responsible for their department, faculty or administrative area.
- 6.3 MC will use its utmost endeavours to protect staff who in good faith and with good grounds report breaches referred to in Section 6.2 above.
- 6.4 If it is found that a reported breach of this Code, pursuant to Section 6.2 above is untrue and was made with malicious, frivolous or mischievous intent, the report may in itself constitute misconduct and a breach of this Code, warranting the possible commencement of disciplinary action.

### 7. RELATED DOCUMENTS AND LEGISLATION

[Community Code](#)

[Anti-Discrimination Policy](#)

[Communications Policy: Staff](#)

[Equal Opportunity Policy](#)

Grievance Policy (non-academic matters)

[Privacy Policy](#)

[Protection of the Vulnerable policy](#)

[Work Health and Safety Policy](#)

Anti-discrimination Act 1977 (NSW)

Sex Discrimination Act 1984 (Cwlth)

Racial Discrimination Act 1975 (Cwlth)

Privacy and Personal Information Act 1998 (NSW)

## 8. REFERENCES

Avondale Staff Code of Conduct

Macquarie University Staff Code of Conduct

<https://www.employmentlawhandbook.com.au/what-is-the-difference-between-workplace-bullying-and-harassment/>

Australian Baptist Ministries [Working with Children Policy](#)

## 9. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.0	MC Board (after HR committee review)	27 July 2021	27 July 2021	Added 5.7.2, 5.9.4 Adjusted responsible officer, Policy statement, 5.7.5 and 5.8.2
2.0	MC Board	22 September 2020	22 September 2020	Formatted to template; streamlined; recast into active voice. Additional definitions. Expanded the SCOPE to include <i>volunteers, guests, and visiting appointee and to explicitly exclude gifts to MC and sponsorship.</i> 5.5 Conflict of Interest: Extracted text relating to conflict of interest and created 'Avoiding Conflicts of Interest Guidelines'. Expanded 5.7 to allow the acceptance of unsolicited, non- compromising gifts of up to \$150, and ceremonial or institutional gifts to be accepted and passed to Principal. 5.10 Extracted text relating to

				the Principal approving property hire for inclusion in guidelines on acceptable use of MC premises. Added 5.12.3 Added 6. Breach of this Code. Expanded 7 and 8
1	MC Board	November 2014	November 2014	

*Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Staff Policies, as it may have changed.*