



MLC STAFF CODE OF CONDUCT POLICY

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1. PURPOSE

The MLC Staff Code of Conduct Policy (the Code) outlines the standards of behaviour expected of the MLC College community in the delivery of educational services. Central to the Code is a commitment to professionalism and adherence to high standards of ethical conduct. The Code will assist staff to:

- Maintain appropriate standards of conduct;
- Exhibit fairness, impartiality, honesty and equity in decision making; and
- Foster and protect the reputation of the College.

2. SCOPE

The Code applies to all members of the College community engaged in College related business, including staff, contractors, volunteers and agency staff.

3. RESPONSIBILITIES

While all employees are expected to abide by the standards laid out in the Code, this is not intended to be comprehensive. Employees should exercise personal discretion and common sense in all their dealings. If employees are unclear at any time as to what is the correct course of action, in line with the values of MLC, they should consult their manager or Human Resources.

If an employee contravenes any of the standards set out in this Code they may face disciplinary action and/or termination in line with the MLC Poor Performance and Behaviour Management Policy & Procedure.

4. STANDARDS

4.1. Duty of Care

All employees have a duty of care to protect and preserve the safety, health and wellbeing of all students in their care and staff must always act in the best interests of the child or young person. If a staff member has any concerns regarding the health, safety or wellbeing of a child or young person they must take immediate action by discussing their concerns with an appropriate staff member e.g. your Manager or Head of School.

Refer to the MLC Child Safe Policy, Student Wellbeing Policy and the Child Protection (including Mandatory Reporting) Policy for further information.

4.2. Child Protection (including Mandatory Reporting)

All members of the MLC Community are obligated to protect children and young people from child abuse including physical and sexual abuse under the *Children's & Young Persons Act 2005 (CYPA)*.

When an MLC community member suspects that a child is experiencing physical, sexual, emotional abuse, neglect or family violence, the person is required to immediately complete a 'Child Abuse Incident Report Form' and report (either by telephone or in person) to a 'Designated Contact' as specified in the Child Protection (including Mandatory Reporting) Policy. It is a criminal offence for staff members to fail to make a report if they have a reasonable belief that a child is in need of protection from significant harm as a result of physical or sexual abuse.

Refer to the MLC Child Protection (including Mandatory Reporting) Policy for further information.

4.3. Relationships within the MLC Community

All members of the College community are to promote appropriate standards of behaviour at all times in their dealings and relationships at MLC. You are expected to always behave in a manner that promotes the safety and wellbeing of students and staff. Staff should develop professional relationships with students that cannot be misinterpreted as a personal interest (as opposed to a professional interest).

Refer to the MLC Relationships Policy for further information.

4.4. Professional Conduct

MLC is a professional environment and all members of the College community are expected to treat each other with respect and in a courteous manner at all times. It is expected you will refrain from insulting, belittling or disparaging others. Interactions on MLC premises and College events are to remain professional and respectful at all times.

4.5. Dignity at Work

MLC values everyone's right to be treated with respect, dignity and courtesy. Instances of discrimination, harassment or bullying will not be tolerated under any circumstances and it is the responsibility of everyone in the College community to take steps to prevent such incidents from occurring.

Refer to the Dignity at Work Policy for further information.

4.6. Performance Expectations

Employees are expected to perform all of the duties assigned to them which are considered reasonable within the scope of their role. This includes those duties listed in the position description for their role, and all other reasonable duties as requested from time to time. Work quality and output is to be of a high standard. Attention to detail, team contribution, and individual accountability for work produced is expected.

Refer to the MLC Poor Performance and Behaviour Management Policy and Procedure

4.7. Confidential Information

During and after employment/work with the College, employees are required to treat confidential and sensitive information which they have obtained during their employment at the College, with the utmost confidence. This means employees must not use this information or disclose it to others unless legally required to do so.

4.8. Privacy

No information about any member of the MLC community or any matter pertaining to MLC may be conveyed to any person or organisation not specifically authorised to receive it. Should there be a request for information, approval must always be given by the owner of the information for it to be released.

Refer to the Privacy Policy for further information.

4.9. Violence

The College will not tolerate violent behaviour in the workplace. This includes acts of physical violence, aggressive behaviour, bullying, verbal threats, dating violence, physical or online stalking or abuse directed at anyone on MLC premises or at College related

events. Nor will it tolerate the use of MLC's resources by employees to perpetrate such acts. All Employees are expected to demonstrate safe, professional and respectful behaviours in the workplace, taking into account that actions and behaviours outside of the workplace are also relevant.

Employees are not permitted to carry or bring any dangerous weapons onto College premises, College related events or College vehicles. There may be certain times when a specified type of knife is appropriate e.g. when touring in remote areas.

The appropriate law authorities will be contacted when violence is threatened to occur or does occur.

Refer to the Domestic and Family Violence Policy for further information

4.10. Conflict of Interest

4.10.1. Business Transactions

All business transactions should be conducted in the best interests of MLC and avoid situations where personal interests could conflict with the interests of MLC. If employees are, or feel they are, in a situation of potential conflict of interest, they must disclose this to their Manager/Head of School. This may include, but is not limited to, the following examples:

- Any private interests (including business interests) or other matters that might potentially give rise to a conflict of interest;
- Having an economic or personal interest that might influence an individual's judgement or action, in any organisation which competes or does business with MLC. This would include having a financial interest or personal/familial relationship with a supplier to the College;
- Using the name of MLC to further any personal interest or transactions;
- Using equipment, services, and facilities provided by MLC (for example cars, computers, phones) outside the terms on which they are provided;
- Exploiting or taking advantage of MLC property, information, position, relationships, or opportunities arising from these, to compete with MLC or to derive a benefit for any other person; and
- Seeking, or accepting, improper benefits (for themselves or for any third party) from those doing business or seeking to do business with MLC.

4.10.2. Gifts and Entertainment

Employees may not accept or provide gifts or entertainment for personal use, which will obligate or appear to obligate the recipient or the College. Gifts of money may not be accepted in any circumstances. All gifts valued at over \$100 will need to be approved by the relevant CMT representative. Before accepting invitations of hospitality or entertainment from an MLC vendor, approval will need to be granted by the relevant CMT representative who may decide to reallocate it elsewhere in the College. If employees or their colleagues are offered a bribe, the incident must be reported to the relevant manager immediately.

Refer to the Gifts and Entertainment Policy for further information.

4.10.3. Private Employment

There is an expectation that staff employed at the College will not engage in private employment that can be seen as compromising any member of the MLC community or impacting on their ability to fully undertake their role as

expected by the College. An example of this could be an MLC teacher/instructor providing a current MLC student with private tutoring at the College or offsite. Employees engaged in secondary employment must disclose this to their manager and Human Resources immediately.

4.10.4. Recruiting Family Members

MLC is a great place to work, and it is not unusual for staff to advocate MLC as a good place of employment to family members. Across the college there are several employees who are related and there is no conflict of interest. Conflict of interest can arise in instances where an employee wishes to engage a family member to work for them or within their function. The conflict comes from the obvious power imbalance which ultimately could create perceptions of decisions relating to that individual being subjective rather than objective. Therefore, any requests to engage a family member should be discussed with HR in the first instance to mitigate any potential conflicts of interest or perceptions of such.

4.11. Alcohol and Drugs

MLC employees are not permitted to:

- Attend work when under the influence of alcohol or drugs;
- Consume, use or possess illegal drugs at any MLC premises or College related events;
- Consume alcohol and/or drugs during the school day, during term time, nor at a non-term time College event/activity that involves students;
- Consume alcohol and/or drugs during normal work hours if working during non-term time.

Exceptions may be granted by the Principal or the Principal's delegate.

When alcohol is available at work or work-related functions, employees must not jeopardise the safety of themselves or others at College related events through their level of alcohol consumption.

Refer to the Alcohol and Drug Policy for further information.

4.12. Attendance

All employees are required to attend work punctually in accordance with the hours agreed with their Manager and as laid out in their letter of offer. If, for some reason employees are unable to meet this requirement, they must notify their Manager via phone call rather than text, the Replacement Teacher Organiser or the Deputy Head of Junior School via phone call or voicemail before, or at the beginning of the scheduled time for commencement of work.

Refer to the Teaching Requirements at MLC, located on the MLC Hub.

4.13. Theft and Fraud

Employees have a responsibility to protect any College assets under their control. This includes information, cash and financial assets, equipment, inventory and supplies.

The College will not tolerate:

- Theft of goods, money, property or fraudulent activity;
- The improper use of College assets; or
- Willful or reckless damage to College property or assets.

College assets/equipment may not be used for personal purposes without prior College approval e.g. use of College vehicle or camera.

Upon finishing employment or work with the College, exiting employees must immediately return all College property in their possession.

Examples of theft and fraud include:

- Stealing from the College, staff, students or visitors or stealing whilst on work related business;
- Removing goods or property from College premises without appropriate documentation or approval (e.g. completing a Capital loan form);
- Altering receipts for goods or services;
- False claims on an expense report or time sheet;
- Falsifying quality or safety records;
- Altering records, financial books and accounts; or
- Falsifying or failing to complete personal leave forms.

All College books, records and accounts must accurately reflect the precise nature of transactions recorded. Employees must comply with prescribed accounting and business procedures and controls at all times. All business expenses incurred must be justified, reasonable, and must be accurately supported by valid tax invoices or receipts.

Employees at all levels within the College have a duty to report any act or situation that may be suspected as fraudulent or corrupt as soon as they are aware of these circumstances.

Refer to the *College Purchasing Policies and Procedures for further information.*

4.14. Intellectual Property

Employees are required to take steps to ensure MLC's intellectual property rights are protected and preserved.

During employment at MLC all policies, courses and documents produced by MLC employees, remain the property of the College.

When MLC staff are publishing an article, text book, presenting at a conference or conducting research they must refer to and follow the Staff Publications and Presentations Policy.

4.15. Email / Electronic communications

MLC makes electronic communications available to employees as essential 'tools of trade' to enable performance of their duties effectively. Electronic communications include, but are not limited to, internet, intranet, texting, e-mail, and social networking activities and/or communications and all related applications.

MLC discourages visits to social networking sites, personal emails and other non-work related sites, however the system may be used for reasonable personal related purposes, provided such use does not contravene MLC's Policies and does not adversely impact upon personal productivity and professional standards.

The content of the electronic communication system, including email messages, remain the property of MLC. Employees' usage of this system may be monitored by the College.

Refer to the Staff Use of Technology at MLC Policy for further information.

4.16. Media statements / Public comment

Should the media contact staff directly on any issue relating to MLC, the person making contact must be immediately referred to the Marketing Manager or the Director of Community Engagement at MLC who will assess the journalist's needs and if necessary, arrange for the journalist to speak with the Principal.

Please refer to the Media Protocols for Staff Policy for further information.

4.17. Occupational Health and Safety

The College is committed to the provision of a safe and healthy workplace for all people who access College premises.

Employees are required to:

- Comply with all Occupational Health, Safety and Environment Policies;
- Follow reasonable lawful instructions for the health and safety of yourself and others;
- Immediately report all matters which may affect workplace health and safety;
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons; and
- Correctly use any information, training, personal protective equipment and safety devices provided.

Refer to the OH&S Management Systems policy for further information.

4.18. Smoke Free Environment

All properties of MLC are smoke free environments. Smoking is not permitted at any event/function/workplace under the auspices of MLC. Members of the College Community are requested not to stand outside the gates if they need to smoke. They are requested to walk a short distance from entrances and to ensure that cigarette butts are not left on the ground.

4.19. Dress code

MLC is a professional work environment. As such, all staff are expected to dress in a manner appropriate to a professional workplace and take into consideration Occupational Health and Safety requirements.

Refer to the Standards of Dress Policy for further information

5. FURTHER INFORMATION

5.1. If employees think they may be in breach the MLC Staff Code of Conduct

They should talk to their Manager, Head of Department, Head of Staff Welfare and Operations (7 – 12) or Human Resources.

5.2. If employees think others may be in breach of the MLC Staff Code of Conduct

Any inappropriate activities or breaches of policy should not be ignored. Concerned employees may discuss with their own manager, Head of Department, Head of Staff Welfare and Operations (7 – 12) or Human Resources in the first instance. Employees should not let breaches of this policy go unchecked. The College will handle issues confidentially so that only those involved in the issue or in its resolution will be informed.

6. RELEVANT MLC DOCUMENTS

The Code should be read in conjunction with relevant legislation, and the Agreement or Award, as applicable. Consideration should also be given to MLC policies and procedures, including but not limited to:

- Alcohol and Drug Policy
- Dignity at Work Policy
- Staff Use of Technology Policy
- Gifts and Entertainment Policy
- MLC Child Safe Policy
- Student Wellbeing Policy
- MLC Child Protection (including Mandatory Reporting) Policy
- Media Protocols for Staff
- OH&S Management Systems policy
- PE and Sport Staff Uniform Guidelines
- MLC Privacy Policy
- MLC Relationships Policy
- Staff Publications and Presentations Procedures
- Standards of Dress Policy
- Teaching Requirements at MLC
- College Vehicle, Transport and Training Policy
- MLC (Teachers and Technicians) Agreement 2018
- Victorian Institute of Teaching Code of Conduct (see <https://www.vit.vic.edu.au/>)**

*The documents listed above are located on the MLC Hub, unless marked with **.*

There may be other relevant, department specific documents. Employees should raise any further questions or seek clarity from their Head of Department or their Manager.

7. LEGISLATIVE CONTEXT

- Educational Services (Schools) General Staff Award 2010
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Workplace Gender Equality Act 2012 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Crimes Act 1914 (Cth)*
- *Children, Youth and Families Act 2005 (Vic)*
- *Crimes Act 1958 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*

8. MLC STAFF CODE OF CONDUCT ACKNOWLEDGEMENT FORM

The observance of the standards identified in the MLC Staff Code of Conduct is a condition of employment for all MLC employees. In recognition of this, employees are asked to indicate their understanding and acceptance of this policy by signing below.

I have read, understood and agree to comply with the MLC Staff Code of Conduct Policy.

Name: _____

Signature: _____

Date: _____

The original signed form is to be sent to Human Resources.

DOCUMENT DETAILS

Title:	MLC Staff Code of Conduct Policy
Author(s):	HR Director; Senior Vice Principal
Owner:	Senior Vice Principal
Reviewer:	Director of Human Resources
Other staff involved in review:	Principal
Created:	January 2008
Review Timeline:	Biennially
Document location:	Principal's Administration

VERSION CONTROL

Version	Date	Description
V1	January 2008	Policy Introduction
V3	September 2013	
V4	October 2014	
V5	October 2016	Updated with legislation and other relevant policies
V6	Oct 2018	Language updated (3rd person); additional policies on performance and Domestic and Family Violence policy referenced; updated to reference 2018 EBA; professional conduct, recruiting family members paragraphs added

AUDIENCE

All members of the College community including all MLC employees, third party contractors, volunteers and agency staff