

# Staff Code of Conduct



Queensland Institute of Business Technology Pty Ltd  
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## Document

<b>Document Name</b>	Staff Code of Conduct
<b>Brief Description</b>	This Policy defines the standards of conduct required by all staff members of Griffith College. This Policy also has an educative role and provides a guide to understanding the ethical obligations of staff members and aims to resolve issues which arise in the performance of duties or activities.
<b>Responsibility</b>	College Director and Principal
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<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
05/03/2019	3	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

## Related Documents

<b>Name</b>	<b>Location</b>
Schedule of Delegated Authorities	<a href="#">Policy HUB</a>
Privacy Policy	<a href="#">Policy HUB</a>
Equity and Diversity Policy	<a href="#">Policy HUB</a>
Legislation and Compliance Policy	<a href="#">Policy HUB</a>
Copyright and Screen rights Licence	<a href="#">Policy HUB</a>
Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy	<a href="#">Policy HUB</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Staff Code of Conduct Policy sets out the approach of Griffith College relating to the management of staff conduct.

## 1.2 Purpose

The purpose of this Policy is to define the standards of conduct required by all staff members of Griffith College. This Policy also has an educative role and provides a guide to understanding the ethical obligations of staff members and aims to resolve issues which arise in the performance of duties or activities.

## 1.3 Scope

This Policy has been prepared in accordance with Griffith College's [Schedule of Delegated Authorities Policy](#), [Privacy Policy](#), [Equity and Diversity Policy](#), [Legislation and Compliance Policy](#), [Copyright and Screen rights Licence](#) and [Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy](#).

# 2 Policy Statement

Each member of Griffith College plays a role in promoting Griffith College's values and in enhancing the reputation of the College. Griffith College's vision and values support an environment in which ethical behaviour and practices are expected and encouraged.

## 2.1 Application

Griffith College's Code of Conduct applies to all members of Griffith College including employees, whether full-time, part-time, casual or contractors. The Code of Conduct also applies to Griffith College volunteers who contribute to Griffith College activities (such as student mentors and student ambassadors). For the purpose of this Code, all such members will be termed 'staff members'.

## 2.2 Compliance Responsibilities and Obligations

Staff members will respect the legal obligations of Griffith College and comply with the spirit of the laws, regulations and codes of both the State and Commonwealth. Griffith College maintains a compliance policy that identifies the relevant laws and legal obligations to assist staff identify and comply with their legal obligations (see Griffith College's [Legislation and Compliance Policy](#)).

### 2.2.1 Griffith College Policy and Procedures

Staff are expected to comply with the College policies published in the Griffith College Policy Library.

### 2.2.2 Griffith University Policy and Procedures

Staff are expected to comply with the policies and procedures of Griffith University where applicable.

### 2.2.3 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 Griffith College activities. Staff should refer to Griffith College's [Copyright and Screen rights Licence](#) for further details.

## 2.3 Respect for Others

Staff of Griffith College are expected to treat students, other staff members, staff of other organisations and members of the public honestly and fairly; and with proper regard for their rights and obligations. Staff should be responsive and courteous when communicating and dealing with staff, students, clients or visitors to Griffith College. In decision making, staff are expected to be fair when dealing with others.

Griffith College staff are expected to treat all persons justly, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other grounds.

### 2.3.1 Cultural Sensitivity

Staff are expected to be understanding and respectful of varying cultural backgrounds, beliefs, customs and opinions.

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

### 2.3.2 Discrimination and Harassment

Griffith College staff must treat all persons with whom they come in contact equitably and fairly. Distinctions, exclusions or restrictions based on sex, gender, sexuality, race, disability, religion, marital or parental status, age, political or religious conviction or any other factor that is irrelevant to a person's ability to work, study or access Griffith College services is unlawful discrimination under relevant anti-discrimination laws.

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.

Griffith Colleges [Equity and Diversity Policy](#) and [Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy](#) provide a framework of expectations for equitable treatment of others.

### 2.3.3 Privacy of Others

Griffith College staff often have access to personal and sensitive information about students and other members of the Griffith College 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 Griffith College's [Privacy Policy](#).

### 2.3.4 Decision Making

Griffith College 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 a decision may be made which will adversely affect their interests, and to respond to it before a decision is made;
- making decisions which are unbiased or uninfluenced by patronage or favouritism (see also section integrity and conflicts of interest);
- making decisions which take into account relevant considerations.

### 2.3.5 Respecting the Opinions of Others

Griffith College staff are expected to deal with differing opinion by rational debate, 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.

Grievances or disputes should be managed by Griffith College's relevant grievances policy. Staff who engage in grievance resolution or other appropriate procedures should not be subject to victimisation or intimidation.

### 2.3.6 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 maintain the standards of respect for others.

Supervisors need 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 to allow religious or cultural observance.

## 2.4 Integrity

### 2.4.1 Conflicts 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 Griffith College.

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 members private interests are at odds with their Griffith College responsibilities.

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

### 2.4.2 Gifts

Griffith College 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.

### 2.4.3 Delegated Authorities

A Griffith College staff member must not make decisions or enter into transactions on behalf of the College except where it is in accordance with the [Schedule of Delegated Authorities](#).

Griffith College staff will ensure any financial commitment authorised by them will relate to expenditure incurred for official purposes only. Any commitment will comply with the Griffith College [Schedule of Delegated Authorities](#).

### 2.4.4 Improper Use of Position

Staff will not improperly use their position or role at Griffith College to undertake or authorise any activity which may result in real or perceived detriment to the College, its students or staff.

### 2.4.5 Insider Trading

Griffith College staff must not use inside information for personal gain.

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

Griffith College staff will comply with the Securities Trading Policies of Navitas Proprietary Limited.

### 2.4.6 Diligence

Staff of Griffith College are required to exercise proper care and attention in undertaking their duties and to perform their abilities to the best of their ability. Staff should carry out their work related activities with due care and attention particularly where information or advice will be relied upon by others.

### 2.4.7 Professional and Conscientious Behaviour

Griffith College staff are expected to carry out their duties in a professional, responsible and conscientious manner, and to be accountable for their conduct and decisions.

### 2.4.8 Dress standards

Staff members are expected to dress in an appropriate manner for the workplace.

### 2.4.9 Use of Company Property

Staff of Griffith College are expected to ensure that the College's resources are used economically, efficiently and effectively.

Staff have a responsibility to ensure that Griffith College resources are only used for legitimate purposes and are not wasted or abused.

## 2.5 Workplace Health and Safety

All staff have an obligation 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.

## 2.6 Consequences of Non-Compliance

The 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 the Code may be interpreted as misconduct and responded to as such.