



## **1. INTRODUCTION**

Our Community is comprised of individuals, working together towards common goals as defined by the Vision and Mission Statements of the College. Underpinning this is our professionalism and adherence to high standards of ethical conduct. In an increasingly complex and challenging environment characterised by ongoing change, our delivery of educational services must be supported by a clear articulation of what is expected of us in the way we conduct ourselves and perform our work.

## **2. WHY A CODE OF CONDUCT IS IMPORTANT**

The Code of Conduct is important at MLC because all staff and members of the community are in a special position of trust, in relation to the learning and wellbeing of students, representing the College, and having access to resources and information.

The Code of Conduct outlines the College's standards and expectations of professional behaviour and conduct and aims to:

- Assist members of the MLC community in responding to issues in ways that reflect the College's values and standards;
- Promote professionalism, excellence and integrity; and,
- Express shared understandings, beliefs and values.

## **3. WHO THE CODE OF CONDUCT APPLIES TO**

The Code of Conduct applies to all members of the College community engaged in College related business, including staff, contractors, agency staff and volunteers, collectively called "College Staff". Throughout this document there is reference to the term 'relevant manager'. A staff member's 'relevant manager' may be: College Management Team (CMT) Member, Head of School, or Head of Department. (Note: Directors are considered Heads of Department in this context, e.g. Director of Sport or Music).

## **4. RESPONSIBILITIES**

### **4.1. The MLC College Management Team will:**

- Promote appropriate standards of conduct at all times;
- Implement awareness-raising strategies to ensure that everyone knows their responsibilities; and,
- Act at all times in the best interest of the College, with strict integrity and according to legal and approved College policies and procedures.

### **4.2. Staff, Contractors, Agency Staff, Volunteers will:**

- Be familiar with and comply with the MLC Code of Conduct;



- Act at all times in the best interest of the College, with strict integrity and according to legal and approved College policies and procedures; and,
- Immediately raise any concerns or issues with their relevant manager.

**4.3. CMT, Heads of Department, Managers and Heads of School will also:**

- Take a leadership role in observing and promoting the behaviours and standards in this Code of Conduct and related policies; and,
- Take immediate action, in accordance with the policy, if there is a breach of policy.

All staff must adhere to this policy and report potential or identified breaches in accordance with Section 6 of this Policy.

Appropriate conduct does require the application of judgement and common sense as to what might be considered acceptable in the context of a professional environment and an institution built around the respectful and safe provision of education to students of all ages.

**5. STANDARDS**

**5.1. Child Safety and Relationships within the MLC Community**

MLC is committed to the safety, participation and empowerment of all children and we support and respect all children, as well as our employees, contractors, agency staff and volunteers.

MLC will promote appropriate standards of behaviour at all times in our dealings and relationships within our community, and will encourage reporting of inappropriate behaviour.

Members of the MLC Community are expected to always behave in a manner that promotes the safety and wellbeing of students. Staff should develop professional relationships with students that cannot be misinterpreted as a personal interest (as opposed to a professional interest) in a student.

*Please refer to the Child Safe Policy and the MLC Relationships Policy.*

**5.2. Confidential Information**

In your role, you may become privy to confidential or sensitive information related to the College, its staff, students or their families. At all times, both during and after your employment/work with the College, you are required to treat such information with the utmost confidence and to respect the privacy of others. This means you must not use this information or disclose it to others unless legally required to do so. Confidential or sensitive information does not include any information already in the public domain.



### **5.3. Conflict of Interest**

#### **5.3.1. Business Transactions**

You should conduct all business transactions in the best interests of MLC and avoid situations where your personal interests could conflict with the interests of MLC. If you are in a potential conflict of interest situation you must disclose this to your relevant manager.

Examples of Conflict of Interest include:

- Participating in external employment or activities that would detract from an individual's job performance with MLC (e.g. through long hours affecting physical or mental effectiveness) or conflict with any obligations to MLC.
- 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.

#### **5.3.2. Gifts and Entertainment**

You may not accept or provide gifts or entertainment for personal use, which will obligate or appear to obligate the recipient or the College. Gifts and entertainment should be used only to maintain or develop appropriate business relationships.

### **5.4. Diversity**

Our MLC Community is comprised of individuals, working together towards common goals. We are proud of our diversity and enjoy celebrating and learning about different people, different activities and different disciplines. At MLC, we value every one's right to be treated with respect, dignity and courtesy. It is every individual's right to enter a workplace that is free of harassment, discrimination and bullying – and we all have a responsibility to ensure that this happens.

You are required to:

- Actively discourage discrimination, harassment and bullying of any kind, in all aspects of College life; and,
- Notify your relevant manager immediately if you witness behaviour that may constitute harassment, discrimination or bullying.

### **5.5. Drugs and Alcohol**

You are not permitted to:

- Attend work when your performance is impaired by the influence of alcohol or drugs;
- Consume, use or possess illegal drugs at any MLC premises or College related event; nor
- Jeopardise the safety of yourself or others at MLC premises or College related events through your level of alcohol consumption or drug use.

Staff members may not consume alcohol and/or drugs during the school day during term time.

Staff members working during non-term time may not consume alcohol and/or drugs during their normal work hours.



Any person directly responsible for coordinating an after-hours event involving students, or if responsible for students at an event, must not consume any alcohol and/or drugs.

College Staff on MLC tours/exchanges or excursions must not consume any alcohol and/or drugs.

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

## **5.6. Duty of Care**

During the time students are involved in College approved activities, the staff who care for them stand "in loco parentis" i.e. in the place of the parent. However, the standard of the care due to the students at a school is greater than that of a prudent parent. The care required is the prevention of a reasonably foreseeable event that could cause physical or emotional harm to the student. All members of the College community must meet these standards of duty of care and comply with MLC Policies and Procedures.

## **5.7. Honesty – theft and fraud**

You have a responsibility to protect any College assets under your 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;
- Wilful or reckless damage to College property or assets;

and will act with appropriate authorisation.

College assets/equipment may not be used for personal purposes without prior College approval.

Upon finishing your employment or work with the College, you must immediately return all College property in your possession in accordance with staff exit procedures.

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.
- Falsifying or failing to complete personal leave forms on the online HR Kiosk system.

All College books, records and accounts must accurately reflect the precise nature or transactions recorded. You must comply with prescribed accounting and business procedures and controls at all times.



All business expenses incurred must be justified and reasonable, and must be accurately supported by valid tax invoices or receipts. You must report expenses accurately and in accordance with College procedures.

#### **5.8. Media statements/Public comment**

Any media requests for information relating to MLC should be referred to the Marketing Manager.

MLC's official spokesperson on all issues relating to the College is the Principal. If the Principal is away or unavailable, one of the Vice Principals, or another nominee of the Principal, will be the spokesperson.

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

#### **5.9. Occupational Health and Safety**

The College is committed to the provision of a safe and healthy workplace for all people who access College premises. Our objective is to ensure accountability at all levels, encourage consultation and co-operation for the prevention of occupational injury and disease.

You 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.

#### **5.10. Privacy Legislation**

No information about any member of the 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, a check must always be made whether the owner of that information gives authority for it to be divulged.

#### **5.11. Records Management**

Staff and student records are confidential and are maintained and kept by the appropriate personnel.

#### **5.12. Smoke Free Environment**

All properties of MLC are smoke free environments. To comply with this, no smoking is 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.

### **5.13. Standards of Dress**

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

### **5.14. Violence**

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

You are not permitted to carry or bring any dangerous weapons into College premises, College related events or College vehicles. This includes firearms of any description, knives and explosives. There may be certain times when a specified type of knife is appropriate e.g. when touring in remote areas.

## **6. QUESTIONS ABOUT THE CODE OF CONDUCT**

### **6.1. What to do if you have questions or think you might have breached the Code of Conduct**

Talk to your relevant manager. They are happy to talk about any questions or concerns.

### **6.2. What to do if you see someone else breaching the Code of Conduct**

If you think you know of any inappropriate activities or breaches of policy, you should talk to the person concerned, your relevant manager or Human Resources. You cannot let breaches of this policy go unchecked.

The College will handle issues confidentially. This means that only those involved in the issue or in its resolution will be informed.



## MLC CODE OF CONDUCT POLICY Volunteer

### DOCUMENT DETAILS

<b>Title:</b>	MLC Code of Conduct Policy (Volunteer)
<b>Author(s):</b>	Director of Human Resources
<b>Owner:</b>	Vice Principal
<b>Reviewer:</b>	Director of Human Resources
<b>Other staff involved in review:</b>	Director of Student Wellbeing
<b>Created:</b>	2008
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### VERSION CONTROL

Version	Date	Description
V1	2008	To meet legislative requirements
V2	2011	Minor update
V3	2013	September - Minor update
V4	2014	October - Minor update
V5	2016	October - Updated to comply with Child Safe Standards

### AUDIENCE

MLC employees, contractors, agency staff and volunteers.