



SOUTHERN CROSS
— GRAMMAR —

CODE OF CONDUCT

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INTRODUCTION

The core goal of Southern Cross Grammar is to provide the highest possible standards of education services to its community. At SCG, the student is the primary focus of all our work. We embrace the opportunity to provide a safe and caring atmosphere which will enable students to become lifelong learners who are sufficiently confident and flexible to contribute positively to any society within our global community. As lifelong learners, students will become knowledgeable about their world and be able to respond with confidence to complex situations. The students will be active learners who communicate effectively.

Southern Cross Grammar enables its students to:

- Achieve their potential.
- Establish qualities of self-confidence, optimism, high self-esteem, and a commitment to personal excellence.
- Have the capacity for, and skills in, analysis and problem solving and the ability to communicate ideas and information, to plan and organize activities, and to collaborate with others.
- Exercise judgment and responsibility in matters of morality, ethics and social justice, and to accept responsibility for their own actions.
- Be informed citizens with an active understanding and appreciation of Australia's system of government and civic life.
- Be confident and considered users of new technologies.
- Have an understanding of, and concern for, stewardship of the natural environment.
- Have the knowledge, skills and attitudes necessary to establish and maintain a healthy lifestyle.

SCG's goals will be most successfully achieved if all its employees, volunteers and visitors fulfill their roles in an exemplary manner by adhering to the highest possible standards of professional competence and conduct.

This Code of Conduct is important for everyone associated with SCG and its activities. Since we work within the education industry, we hold a special position of trust. In our respective roles, we exercise powers that can have a significant impact on the lives of children and young people, and the general community who expect and trust that these powers will be used properly and with prudent stewardship.

The Code of Conduct sets the context of our work, including how that work is to be performed and how we should conduct our relationships with others. The code provides direction and guidance on our responsibilities as employees and how we should use the powers and discretion that come with our official position. It also establishes standards for our conduct and performance that are consistent with attaining the mission and goals of SCG.

This Code is developed around five ethical principles and the obligations arising from those principles that we must all observe. These ethical principles and obligations form the basis of this *Code of Conduct* and have been applied to SCG's core business of providing high quality educational services to the people of Australia. The five principles that we must observe in the performance of our duties are:

Respect for the law and government

Respect for Persons

Integrity

Diligence and

Economy and Efficiency.

These principles are not prioritised as each is fundamentally important to providing a high standard of service to our community. Each principle establishes mandatory obligations for employees. The Code expands on these obligations by establishing standards for conduct that are applicable to Southern Cross Grammar. The Code aims to be clear and concise in its standard setting to avoid confusion or misunderstanding about SCG expectations.

PURPOSE

SCG has prepared this Code of Conduct to inform and guide the standards of conduct expected of all its employees, volunteers and visitors.

SCOPE

Who Must Comply With the Code?

The Code applies to and binds all employees of SCG, including employees seconded to perform work for SCG, and people engaged by SCG on a traineeship, work performance or interchange arrangement.

While the Code is not binding for contractors, consultants, volunteers and any other person working with SCG, the continued association with SCG of these persons or organisations depends upon them observing and complying with the Code. A condition of a contract between SCG and another individual or organisation requiring compliance with this Code of Conduct would be binding.

When Does the Code Apply?

The requirements of the Code apply at all times, including while you are on leave. While the code focuses primarily on how you are to perform your work duties, please note that misconduct for the purposes of determining liability for disciplinary action includes disgraceful or improper conduct in a private capacity that reflects seriously and adversely on SCG. For example, an employee's relationship with a student in a private capacity would be subject to the requirements of this code. School based employees should note that the code will also apply while escorting students on camps, excursions, and tours within or outside Australia.

REFERENCES

Sex Discrimination Act, 1984 (Commonwealth Act)

DEFINITIONS

Conflict of Interests An apparent conflict of interests exists when an employee's private interests have the potential to interfere with the proper performance of their work duties. An actual conflict of interests exists when a reasonable bystander, in possession of the relevant facts, would conclude that the employee's private interests are likely to interfere with the proper performance of their work duties. An apparent or actual conflict of interests must be identified, declared and avoided or resolved in favour of the interest of the SCG community.

Corruption Asking for, receiving or obtaining, or agrees or attempts to receive or obtain, any benefit of any kind for yourself, or any other person on account of anything done or not done, or to be afterwards done or not done, in the discharge of your work duties.

Duty of Care A duty to do everything reasonably practicable to protect others from harm.

Employee In this code means permanent, temporary, casual or contract employees or officers of SCG.

Gift Includes entertainment, hospitality, travel or other benefit or an item of property, whether of a personal nature or otherwise, including, for example ornate and precision display items, clocks, furniture, figurines, works of art, jewellery, personal items containing precious metals or stones and fine art work.

Harm to a Student Any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing by any cause, other than confirmed accidental harm not involving negligence or misconduct. Harm to a student includes minor harm that is cumulative in nature that would result in a detrimental effect of a significant nature to the student if allowed to continue. Harm can be caused by amongst other things:

- physical, psychological or emotional abuse or
- neglect; or sexual abuse or exploitation; or
- domestic or family violence; or
- student bullying; or
- self harm.

SCG refers to all related entities of Southern Cross Grammar.

Intellectual Property includes documents, publications, manuscripts, audio-visual presentations, inventions, original research, products, and any other materials recorded in any form that are developed for SCG use in the course of your work duties.

Maladministration An administrative action that is unlawful, arbitrary, unjust, oppressive, improperly discriminatory, or taken for an improper purpose.

Misconduct is disgraceful or improper conduct in an official capacity; or disgraceful or improper conduct in a private capacity that reflects seriously and adversely on SCG.

Official Information is Information contained within SCG records, or imparted in an official capacity.

Prize Something that is won in a raffle or the like.

Professional relationship A fiduciary relationship in which trust and confidence are necessarily reposed by one party, investing in the other party a corresponding amount of power. A fiduciary relationship exists where, as a result of one person's relationship to another, the former is bound to exercise rights and powers in good faith and for the benefit of the latter. (**Fiduciary** relates to the responsibility to look after someone else's money in a correct way).

Proprietary Knowledge Information held by SCG, that is not publicly available, not official information, and not intellectual property.

School Based Employee An employee who normally performs some or all of their daily duties within a School or Schools whether on a temporary, permanent or contract basis.

Sexual Harassment

Happens if a person:

- a. subjects another person to an unsolicited act of physical intimacy; or
- b. makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- c. makes a remark with sexual connotations relating to the other person; or
- d. engages in any other unwelcome conduct of a sexual nature in relation to the other person;

and the person engaging in the conduct described in paragraphs (a), (b), (c) or (d) does so –
- e. with the intention of offending, humiliating or intimidating the other person; or
- f. in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Sexual Misconduct During or outside school hours conduct towards any person that would constitute a criminal offence of a sexual nature; or conduct that is sexual harassment as defined in section 28A of the *Sex Discrimination Act, 1984*:

- any other sexual conduct by a School based employee directed towards or involving:
 - any student under the age of 18 years where a professional relationship exists; or
 - any student attending the School/s where the employee works; or
- a student aged 18 years or older which could reasonably be regarded as creating an apparent or actual conflict of interest between the employee's interests and her/his professional duties.

Sexual conduct is any behaviour that might reasonably be interpreted as being designed or intended to arouse or gratify sexual desires.

Vexatious Complaint A written or verbal report of alleged improper conduct made to an authority intending the report to be acted upon, where there is a demonstrable absence of reasonable grounds for suspecting the improper conduct, and the report is made to cause distress.

Workplace Harassment is repeated behaviour by an employee, other than behaviour that is sexual harassment, that:

- a. is directed at an individual worker or group of workers; and
- b. is offensive, intimidating, humiliating or threatening; and
- c. is unwelcome and unsolicited; and
- d. a reasonable person would consider to be offensive, intimidating, humiliating or threatening for the individual worker or group of workers in all the circumstances.

SEE ALSO

Welfare and Discipline Policy
Bullying and Harassment Policy
Mandatory Reporting Policy
Crimes Act 1958 Policy
Commitment to Child Safety

GUIDELINES

Occasionally, you may face an ethical dilemma. In most circumstances, the answer should be obvious as to which course of action to take. However, there may be occasions when the answer is less obvious. For example, there may be circumstances:

- that involve a conflict between two or more ethical obligations;
- where there is a conflict between your ethical obligation as an SCG employee and your own personal or professional ethics; or
- when it is not clear what decision actually serves the public interest.

While this *Code of Conduct* provides guidance and direction, you may need to exercise judgment when applying weight to competing obligations. In any of these circumstances it is important to realise that support is available. You can:

- raise issues with the Principal or other people at the School (Head of School);
- refer to other SCG policies, procedures and guidelines;
- refer to Federal and State government legislation;
- raise issues at staff meetings, Professional Development or other forums;
- consider potential outcomes, obligations on you and how other people might view various courses of action;
- consider any issues of benefit or loss to, students, SCG, yourself, or the community;
- raise any unresolved questions or doubts with the Principal or Head of School / Direct Report or Supervisor before you make your decision.

Finally, before proceeding, ask yourself:

1. Is the action legal and consistent with SCG policy?
2. Is it consistent with SCG goals and this *Code of Conduct*?
3. Is it the proper thing to do?
4. What will the outcome be for:
 - students?
 - SCG and the SCG community?
 - others
 - myself?
5. Can the action be reasonably justified by objective standards?
6. Would the act stand up to public scrutiny?

As employees who hold special positions of trust, we must be responsible for and accountable for our actions. Consequences of inappropriate behaviour and breaches of the Code can come from the common law and the disciplinary provisions of SCG. A minor or technical breach of the Code may be dealt with through management correction and guidance.

A breach of the Code of Conduct will not incur a disciplinary penalty if there is a reasonable excuse for the breach. A reasonable excuse is not the same as mitigating circumstances, which may still incur liability for discipline.

A key principle of employment at SCG is that employees should be treated fairly and reasonably, and due regard should be given to principles of natural justice. A determination about whether liability for discipline exists from a breach of the code is ultimately determined by an examination of all the circumstances, including the explanation of the employee for the breach.

Disciplinary penalties that may apply to proven breaches of the code without reasonable excuse include:

- an official reprimand;
- reduction of salary level or deduction from salary of up to two periodic payments;
- forfeiture of deferral of salary increment or increases;
- redeployment;
- termination of employment.

The disciplinary penalties that would be applied to temporary and casual employees include a reprimand or termination of employment.

All these disciplinary penalties would be in addition to any penalty issued by a Court for a breach of the general law.

Specific instances of either suspected or actual breaches of this code that must be reported to either your Principal or Head of School or another entity as established in the Code of Conduct. In Victoria, SCG's *Mandatory Reporting Policy* provides further guidance on reporting requirements.

When a report is made, the Principal will decide whether the Code has been breached without reasonable excuse. In the case of the Principal, the SCG Board will decide this.

Depending on the nature of particular issues or concerns, advice and support on the Code of Conduct and ethical issues may be obtained from your Principal or Head of School.

All employees should read this Code of Conduct, either before or soon after joining SCG. The *Sex Discrimination Act, 1984* can be found at <http://www.austlii.edu.au>. Employees should be familiar with other relevant SCG policies and procedures.

The Code of Conduct aims to be a current and relevant publication that supports employees in the proper performance of their duties. New concerns about ethical issues within education can arise in a rapidly changing world. This Code of Conduct will be reviewed as part of SCG's systematic review process.

PRINCIPLE 1: RESPECT FOR THE LAW AND THE SYSTEM OF GOVERNMENT

Our system of Government is a parliamentary democracy consisting of three related components, the legislature, the executive, and the judiciary. Each component is established and operates in accordance with the rule of law.

SCG is required to uphold and operate in accord with laws passed.

OBLIGATIONS

Each employee has an obligation to:

- respect the rule of law and our system of parliamentary democracy by upholding:
 - a. Commonwealth, State and Local laws and regulations;
 - b. applicable professional standards and codes of practice that do not conflict with SCG policy;
 - c. SCG directives, policies and procedures;
 - d. applicable SCG industrial agreements.

- respond prudently to known breaches of the law, SCG policies and directives, as well as misconduct and maladministration;
- faithfully implement the policies of SCG;
- observe the convention of political neutrality in the performance of your duties;
- respect the principle of equality before the law and extend due and fair process to individuals and organizations;
- comply with lawful and reasonable directions from your Principal, Supervisor or a delegated authority;
- make decisions and give reasonable and lawful directions within your delegated authority;
- strive to create and implement the highest possible quality of education services to the community; advance student learning and the public interest;
- be familiar with legislation, regulations, (professional) codes or standards that are relevant to your work role.

STANDARDS

The following sections outline the standards you must adopt in your daily work for SCG:

Giving and carrying out lawful and reasonable directions

Employees should promptly, conscientiously and effectively comply with all lawful and reasonable decisions and directions from their supervisor, a delegated authority, or employing authority. An employee shall not knowingly or deliberately by overt or covert acts or omissions impede compliance or implementation of a lawful and reasonable decision or direction. A supervisor shall make competent decisions and give guidance and directions to an employee that are fair and reasonable, having regard to their legal and organisational responsibilities and delegations.

Challenging official decisions or directions

All employees are encouraged to be receptive to constructive feedback about how they can better achieve SCG's charter.

Consistent with this approach, an employee may challenge or question a decision or direction if they believe it to be unlawful, unethical, unfair or unreasonable.

Before challenging or questioning a decision or direction (that does not involve misconduct), an employee should seek to discuss the matter with the Principal and attempt to understand the basis for the decision or direction. The employee should only then express the reasons for their concerns or reservations about the decision or direction. Trivial and vexatious objections are unacceptable.

Wherever possible, the person whose decision or direction is challenged or questioned by an employee should listen to the concerns and reservations of the employee, and review their decision or direction in the light of this discussion.

If the concerns remain unresolved after this review, the employee may communicate their objection to the SCG Board. The employee may elect to use SCG's grievance procedure, if attempts at informal resolution are unsuccessful or inappropriate to use in the circumstances.

In the case of serious matters that are unlawful, dangerous or unsafe or where there is evidence of official misconduct, employees must notify an appropriate authority that is authorised to receive that type of information.

Employees are generally obliged to comply with decisions or directions while consideration is given to their objection, except when:

- a) The matter involves a genuine risk to the health and/or safety of a person;
- b) the matter involves a genuine risk to the health and/or safety of a person;
- c) the act or omission is reasonably considered to be unlawful
- d) the matter involves an "issue of conscience" where there is a conflict between a genuine religious or similar belief and the performance of a specific authorised work activity.

If the review finds that the decision or direction is lawful, ethical, fair and reasonable, an employee must comply with the decision or direction.

If an objection involves an issue of conscience, SCG will seek to work co-operatively with the employee to resolve the conflict. Employees and their Principals should explore the issue in an open and constructive way. The affected employee may make a suggestion on how the conflict could be reasonably resolved.

Example 1: Challenging a decision – Appropriate challenge, response and action

A teacher disagrees with the decision of their Principal to allocate funds to one project in preference to another. The teacher invites the Principal to share her thinking behind the decision. The teacher describes his concerns about the implications if the other project is not funded. The Principal listens to the concerns and discusses possible options with the teacher.

After further discussion, the Principal acknowledges the teachers concerns, but finds the original decision should stand. The decision is lawful, ethical, fair, and reasonable. The teacher complies with the action required to implement the decision.

Example 2: Challenging a direction – Inappropriate challenge, response and action

After a year of planning, developing curriculum and preparing program material teaching staff are directed by the Principal to trial new methods of educating students in numeracy skills. One teacher refuses to adopt the new program, as the teacher believes the materials that have been developed are not as effective as the current materials being used. Open and professional discussion occurs between the teacher, resource professionals and the Principal.

The Principal has ensured that appropriate consideration and review of the objection has been given, but believes that the effectiveness of the trial will be jeopardised if the teacher does not comply. T

The Principal's decision to implement the trial is lawful, ethical, fair and reasonable. The teacher remains aggrieved at the decision and continues to use their own method of teaching while lobbying other people to challenge the decision. The conduct of the teacher is inappropriate.

Example 3: Non-compliance with a lawful and reasonable decision – Inappropriate conduct

An employee asks his Principal if he can use his accrued time entitlement next Friday to go to the beach with his family. The Principal declines to approve the request explaining that some new and unexpected urgent work needs to be completed by the following Monday.

The Principal suggests that the employee take a day off after this deadline. The employee is unhappy with this decision, does not attend for duty on Friday, and claims accrued time on his time sheet. The employee has engaged in misconduct and would be liable for disciplinary action.

Self-reporting charges and convictions of offences

Employees must give the Principal or Supervisor written notice immediately after being charged with an offence.

Details of the alleged offence/s, and any finding of guilt of any offence by a Court (regardless of whether a conviction is recorded or not), and the penalty imposed by the Court must be provided.) A charge does not include receipt of traffic or parking infringement notice.

Example 1: Reporting a Court finding of guilt – Appropriate action

An employee is found guilty by a Court of driving a motor vehicle whilst having a blood alcohol content exceeding the legal limit. The employee immediately notifies the Principal or Supervisor in writing of the finding and of the penalty imposed by the Court.

Example 2: Not reporting a charge of criminal offence – Inappropriate omission

While on recreation leave in another Australian State, an employee is charged with assault following an altercation at a party. The employee does not inform their Principal or Supervisor about the charge as they are sure the whole matter will be dropped when the case is heard in Court.

PRINCIPLE 2: RESPECT FOR PERSONS

We all come into contact with a range of people such as students, work colleagues, parents/guardians and members of the general public while performing our work duties. These people have a diverse range of views, aspirations, expectations and behaviour. It is vitally important that we extend and demonstrate respect for others in all our communications and interactions. In turn, we can expect to be treated with respect and dignity by others. The positive relationships we build with others both internal and external to SCG will influence how well we achieve our individual work goals and SCG's Charter.

Our daily interactions with others reflect upon SCG and upon us as individuals. It is therefore important to our individual and collective reputation that we conduct our relationships in a professional and respectful way. Employees whose work involves communicating with students, have a special responsibility in providing an appropriate role model for those students. Modelling effective leadership in our interactions with students can have a profoundly positive influence on a student's personal and social development.

Demonstrating respect for persons can be achieved by adopting a consultative approach to decision-making, informing people of their rights, entitlements and responsibilities, and fulfilling a duty of care to others.

OBLIGATIONS

Each employee has an obligation to:

- Treat all people with dignity and respect at all times
- Respect and be sensitive to an individual's cultural and ethnic background
- Be responsive, engaging and helpful to the reasonable requests of students, parents/guardians, work colleagues and members of the general public
- Be familiar with and uphold policies related to Child Protection
- Actively discourage any form of harassment or unlawful discrimination
- Ensure decisions that adversely affect the rights or interests of others are procedurally fair, reasonable, honest, and impartial
- Ensure your personal appearance and presentation is clean, tidy and appropriate for the work role performed and in accord with SCG dress standards.

STANDARDS

The following sections outline the standards you must adopt in your daily work for SCG in a number of areas.

Respecting the dignity, rights and views of others

Employees must respect the dignity, rights and views of others by:

- Listening to and seeking to understand different points of view (This does not necessarily mean agreeing with the point of view)
- Respecting cultural, ethnic and religious differences
- Valuing and acknowledging the genuine contributions of others make in meeting SCG's Charter
- Expressing constructive feedback that is considered and moderate in its tone

- Being courteous, sensitive, and honest in communications, and being considerate to the needs of others
- Actively managing workplace conflict involving yourself or employees in your supervision to create positive and constructive outcomes
- Informing people of their rights and entitlements where appropriate
- Working co-operatively and collaboratively with others to achieve common goals and a harmonious work environment
- Supporting the personal and professional development of others.

Demonstrated failure to respect the dignity, rights and views of others will amount to a breach of this Code.

Example: Managing conflict resolution - Appropriate response

A new teacher with strong views on a number of issues is appointed to the School. Another teacher strongly expresses alternate views. The teachers seek to explore and understand the basis for their different viewpoints.

Another teacher takes offence at the new teacher's views and privately decides to avoid all contact with that teacher. This breakdown in communication adversely affects the information sharing process within the School.

The Principal identifies the difficulty and strategically designs team building processes that address the impediment to open communication and relationship building.

Protecting Students from Harm

During or outside School hours:

- All students have a fundamental right to a safe and trusted physical and emotional environment that is free from harm.
- Employees must read, understand, and comply with policies related to Child Protection.
- Employees must actively seek to prevent harm to students and to support students who have been harmed.
- Employees must not impose corporal punishment on a student in the course of their professional duties.
- Employees must not engage in sexual misconduct with a student. Sexual misconduct is defined as:

Conduct towards any person that would constitute a criminal offence of a sexual nature; or
 Conduct that is sexual harassment as defined in section 28A of the *Sex Discrimination Act, 1984*;

or

Any other sexual conduct by an employee directed towards or involving:

- any student under the age of 18 years where a professional relationship exists; or
- any student attending the School where the employee works; or in the case of an employee employed under the SCG employee contract or award,

- any student under the age of 18 years attending any school; or
 - a student aged 18 years or older which could reasonably be regarded as creating an apparent or actual conflict of interest between the employee's private interests and her/his professional duties.
- Sexual conduct is any behaviour that might reasonably be interpreted as being designed or intended to arouse or gratify sexual desires.
 - The following behaviour would also constitute either misconduct or sexual misconduct:
 - unwarranted and inappropriate touching of students
 - suggestive remarks or action of a sexual nature
 - sexual exhibitionism
 - obscene gestures, language, jokes containing sexual references or deliberately exposing students to the sexual behaviour of others in any form, other than in the case of prescribed curriculum material in which sexual themes are contextual.
 - Employees must discourage and reject any advances of a sexual nature initiated by a student with whom they have a professional relationship, or where a prohibition on sexual conduct applies. Employees must not engage in behaviour that raises a reasonable suspicion that they have engaged in or will engage in sexual misconduct, or that the standards applying to the professional employee / student relationship has or will be breached. Employee's interactions with students must be and be seen to be professional at all times.
 - Examples of behaviour that raise a reasonable suspicion that the standards applying to the professional employee-student relationship have or will be breached include:
 - flirtatious behaviour directed at a student
 - dating a student
 - spending significant time alone with a student other than to perform one's professional duties, or without other reasonable explanation
 - expressing romantic feelings towards a student in written or other form.

Example 1: Sexual misconduct

A 28 year old male teacher on a three-month temporary engagement at SCG forms a "close" but proper relationship with a 16-year-old female student.

The teacher finishes his teaching engagement and starts a new engagement at a different school in a nearby community.

The teacher contacts the 16-year-old student; they begin dating, and form a sexual relationship.

Example 2: Prohibited Behaviour Raising a Reasonable Suspicion of a Breach of Professional Standards

A teacher invites a 17-year-old SCG student whom she met at a sports day, to travel from Melton to Geelong in her new car and spend the weekend there. The invitation is unrelated to the student's schooling

The following scenarios relating to pre-existing relationships are exempt from the general prohibition of sexual misconduct and related behaviour:

- a person who is in a lawful private relationship commences employment with SCG and the continuation of the relationship would contravene this *Code of Conduct*
- a change of circumstances mean that an employee who was in a lawful private relationship that did not contravene this code is now in a relationship that contravenes this *Code of Conduct* - for example, their partner begins studying at the school where they work.

These exceptions to the general prohibition are subject to the employee immediately declaring the relationship or the change in circumstances to their Principal or Supervisor. Failure to make this declaration may create liability for disciplinary action. Once a confidential declaration is made, SCG will co-operate with the employee to resolve any apparent or actual conflict of interest to enable the relationship to continue. However, any apparent or actual conflict between the employee's private relationship and the performance of their work duties must be resolved in favour of the public interest.

SCG will respect the privacy of the employee's relationship and maintain the confidentiality of the declaration, within the law. If a person makes an honest complaint or notifies SCG in good faith about suspected sexual misconduct between the employee and the student, SCG is required to advise the complainant / notifier (if known) that it is aware of, and has sanctioned the relationship, because it fell within the exceptional category of a pre-existing relationship.

Examples of a Change of Circumstances to a Pre-Existing Private/Sexual Relationship Requiring Confidential Declaration

1. A teacher is in a lawful private/sexual relationship with 17-year-old non SCG student that does not contravene this Code of Conduct. The student then enrolls at SCG.
2. A School cleaner is in a lawful private/sexual relationship with a 16-year-old student that does not contravene this Code of Conduct. The student then enrolls at SCG where the janitor works.

An employee who makes a notification of suspected sexual misconduct and is advised by SCG that it is a sanctioned relationship must respect the confidentiality of this advice. An employee must not cause, or arrange for detriment to be caused to another person because a person has made an honest report or complaint in good faith to an appropriate authority about actual or suspected harm to a student.

An employee must not misuse their professional relationship with a student for improper personal or private gain. The decisions an employee makes about a student's academic work and/or conduct must be fair and reasonable in the circumstances. Teachers should strive to establish, build and maintain positive relationships with students that enhance the student's self-esteem and social development.

Interactions with parents / caregivers

Employees should be responsive to all reasonable requests of parents/guardians in relation to their child's education, and should encourage professional partnerships that create optimal learning environments and opportunities for students.

SCG employees should engage in open and professional communication with parents/caregivers and report on a student's achievements and learning options in a way that promotes successful educational outcomes.

Employees should avoid or take steps to resolve any conflict of interest that arises between their private relationship with a student's parent / caregiver, and the impartial performance of their work duties.

Leadership and supervisory behaviour

All employees are encouraged to demonstrate leadership in the performance of their work duties. Employees who supervise the work of other employees (or other people, such as student teachers or School volunteers) have further important responsibilities.

Supervisors should:

- be role models and encourage and promote behaviour consistent with this Code.
- treat other employees fairly and reasonably.
- adopt a consultative approach about how work is to be performed where appropriate. encourage initiative, resourcefulness, responsiveness and leadership amongst employees.
- regularly acknowledge the good work of employees.
- be receptive to and considerate of divergent thinking, ideas and modes of operation that may better achieve the SCG Charter.
- exercise their delegations conscientiously and prudently.
- encourage professional development of employees by providing appropriate learning opportunities and regular constructive feedback through performance review and planning processes where applicable.
- ensure that written reports about a employee's work performance are accurate in content and temperate in tone.
- accept responsibility for their professional learning and development.

Aggressive behaviour by others

At times, a member of the community may act aggressively or in an offensive matter, despite an employee's best efforts to be helpful and understanding. In these circumstances, the employee is entitled to suspend further contact with the person until it can be established there will not be a repetition of the aggressive behaviour.

An employee must not reciprocate the aggressive behaviour. If a person attempts to physically attack an employee, any employee may use reasonable and necessary force to defend the employee against the attack.

Aggressive behaviour by students directed towards employees must be managed in accordance with the School's Welfare and Discipline Policy.

Example: Managing aggressive behaviour - Appropriate response

A parent arrives at a School and proceeds to complain to the Principal about a School decision that affects their child. The Principal seeks to explain the background to the decision and the reasons for it.

The parent becomes verbally abusive and the Principal requests that the parent stop using abusive language. The parent continues to use abusive language and the Principal indicates that they will not continue the conversation until they stop using abusive language.

Procedural fairness

Procedural fairness refers to a decision-making process that is free from bias, includes only relevant considerations, and where the decision-maker hears from affected persons before a decision is made. Employees who make decisions that may adversely affect the rights or interests of others shall observe procedural fairness where reasonably possible.

Personal appearance

Dress, personal appearance and hygiene are important elements of professional presentation. Employees must ensure their personal appearance and presentation is clean, tidy and appropriate for their work role.

Employees, who wear a uniform or other apparel that identifies them as an employee of SCG, must ensure that the uniform or apparel is clean and in good order.

Workplace and sexual harassment

All staff, students and anyone else involved with SCG have the right to work in an environment that is free from intimidation, threat, humiliation and workplace harassment.

Sexual harassment is unlawful and will not be condoned within SCG. Employees shall not engage in workplace harassment.

Offensive, abusive, bullying, belittling or threatening behaviour towards individuals or groups of people, performed in the course of one's work duties does not demonstrate respect for other people and amounts to a breach of this code.

Example: Workplace harassment and inappropriate supervisory behaviour

A supervisor is constantly critical in a negative and personal way of an employee's work performance but fails to initiate arrangements to establish a supportive performance improvement plan in co-operation with the employee.

The supervisor isolates the employee, allocates menial duties to them and seeks to have them transferred from the work area without consulting the employee.

Unlawful discrimination

Employees must not unlawfully discriminate against any person. Except where exempted by law, it is unlawful to directly or indirectly discriminate against a person on the basis of the following attributes:

- sex
- relationship status
- pregnancy
- breastfeeding
- parental status

- age
- race
- impairment
- religious belief or religious activity
- political belief or activity
- trade union activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities
- association with, or relation to, a person identified on the basis of any of the above attributes.

Example: Unlawful Discrimination

A parent complains that a teacher should not be allowed to teach human relationships education because the teacher is homosexual. It is not disputed that the teacher performs their duties to a very high standard. The Principal withdraws the teacher from this role based on the parent's complaint. The Principal's decision to withdraw the teacher in these circumstances amounts to unlawful discrimination.

Equal employment opportunity

SCG is an equal opportunity employer. Employees must ensure that their involvement in recruitment and selection processes conform to legal and SCG requirements, and are consistent with SCG's equal employment opportunity policy.

Example: Equal employment opportunity - Appropriate response

As part of a planned and ongoing professional development program for the staff, a manager of a work area decides to implement an equitable rotating system for suitable employees who express an interest in acting in higher duty vacancies. This is communicated to all staff in the work area.

PRINCIPLE 3: INTEGRITY

Upholding the ethical principle of integrity is central to maintaining the absolute honesty of our conduct in our dealings with others, in the exercise of providing education services to the community and in the proper use of SCG resources. An employee's integrity is highly valued by SCG because it reflects positively on them as a person and SCG as a whole. Observing the ethical principle of integrity supports the reciprocal relationship of trust that must exist between an employer and an employee.

In order to provide the highest possible standards of education services to our community, we must adhere to the highest standards of integrity if we are to enhance public confidence and trust in SCG. We must avoid any conduct that would amount to a breach of trust of the position that each of us holds.

Employees hold special positions of trust because of the relationships they form with vulnerable students in their care. The professional relationships formed with students play a significant part in the educational and social development of the future citizens of Australia. Maintaining integrity in all dealings with students is fundamental if SCG's Charter is to be attained.

OBLIGATIONS

Each of us has an obligation to:

- ensure that our official powers or position are not used improperly.
- ensure that any public comment made as a representative of SCG, or where we might reasonably be perceived to be a representative of SCG, is authorised by SCG and accurately reflects SCG's position.
- identify, declare and avoid any apparent or actual conflict of interests or resolve conflicts in favour of SCG.
- manage official information and records in a manner consistent with the law, information standards and SCG policy.

STANDARDS

The following sections outline the standards you must adopt in your daily work for SCG.

Conflict of interests

Employees should understand what is meant by an apparent or actual conflict of interests. An undeclared and unresolved apparent or actual conflict of interests can seriously undermine the impartiality of SCG operations and decision-making and reduce public confidence in SCG.

Employees should be aware that an apparent or actual conflict of interest may arise between their private financial and business interests, or personal/familial relationships and the impartial and proper performance of their work duties.

Employees must immediately identify any apparent or actual conflict between their private interests and their work duties and resolve the conflict in favour of SCG. Resolution of the conflict includes either altering one's private interests to resolve the conflict; or declaring the conflict to the Principal or Supervisor, and in conjunction with SCG, making alternative organisational arrangements to avoid the conflict.

Employees may be directed by SCG to resolve the conflict in a particular way. Failure to promptly identify and initiate resolution of the conflict in favour of SCG is a breach of this code.

A private relationship between employees must be managed in a manner that does not adversely impact on the work of SCG or create an apparent or actual conflict of interest between their private relationship and the proper performance of their work duties.

Employees must not engage another employee, or allow themselves to be separately engaged by SCG to provide goods or services that they could reasonably be expected to provide as part of their standard paid employment.

Example: Conflict between private interests and SCG duties

A teacher employed by SCG has special expertise in the behaviour management of students. The Principal pays the teacher to prepare and deliver an in-service on student behaviour management to staff at the School. The conduct of both the Principal and the teacher is improper as the service delivered by the teacher is one the teacher, as part of a team, could reasonably be expected to share this information willingly and freely to the benefit of all concerned.

An employee must not use their employment position to pursue private interests to gain an improper advantage for themselves or others.

Example: Conflict between private interests and public duty

A Speech Pathologist provides speech pathology services in a private capacity for personal profit to the same students whom the Speech Pathologist provides services to in their employment for SCG.

Example: Conflict between private interests and SCG duty / Misuse of SCG resources

An employee uses his School phone number on his private business card and receives regular private business calls during the employee's work time. The employee spends extended periods of work time responding to his private business interests to the detriment of his work area.

Employees are required to act independently, objectively and impartially when performing their work duties - for example, when making purchasing decisions, recruitment and selection, and management decisions affecting students and staff. Employees must immediately declare any apparent or actual conflicts of interest that would affect their ability to act independently, objectively and impartially and should resolve the conflict in favour of the public interest.

To aid decision-making, employees should ask: 'Taking into account all the relevant circumstances, would a reasonable person consider that I might not be able to bring an impartial and unbiased mind to this task?' If the answer is 'yes' or 'maybe', there is probably a conflict. If the answer is 'no', there is probably not a conflict.

Example: Proper resolution of conflict of interests – Recruitment and selection

An employee who is a member of a selection panel discovers that his best friend's wife whom he knows very well on a personal and social basis has applied for the vacancy. Because of his close personal association with the applicant, the employee declares the conflict of interest to the other members of the selection panel, withdraws completely from the selection panel, and is replaced by another employee.

Receiving and giving gifts and benefits

Employees must not ask for or encourage the giving of any form of gift or benefit in connection with the performance of their work duties. Employees may not accept a monetary gift in connection with their work duties under any circumstances.

Employees must not ask for, obtain or receive any property or benefit on account of anything done, or omitted to be done by the employee, that alters or appears to alter the honest and impartial performance of that employee's work duties.

Example: Improper Receipt of Benefit Affecting Impartial Performance of Work Duties

A School registrar accepts a parent's offer of the use of a holiday unit in exchange for improperly altering the order of the enrolment waiting list. An employee must not offer or encourage a colleague to accept a gift or benefit with the intent of seeking to alter the honest and impartial performance of their work duties.

An employee may give, or accept an unsolicited gift that is of nominal value, or is offered in accordance with social custom, such as when the employee retires or leaves the workplace.

A School based employee may accept gifts of nominal value from students or parents as a customary expression of appreciation for their work efforts, such as the end of the school year.

Gifts accepted by an employee with a value of greater than \$150.00 must become SCG property and must be formally declared to the employee's supervisor within 14 days of receipt. Gifts accepted by an employee from the same source within one year that has a cumulative value of greater than \$150.00, become the property of SCG and must be formally declared to their supervisor within 14 days of receipt of the gift that exceeds the \$150.00 limit. (NB. Non-tangible gifts, such as hospitality or entertainment, singularly valued at more than \$150.00, or cumulatively over one year from the same source, must be declared to one's supervisor, but do not become SCG property.) Alternatively, the employee may keep the gift and pay SCG the value of the gift, less \$150.00.

An employee must not accept any gift, benefit or hospitality from a person or company where it is foreseeable or possible that the employee will be involved in evaluating that person or company in a competitive evaluation process for a contract or appointment or other engagement of value. An employee must not accept for private use, any gift or benefit offered by a seller of goods and services, as a result of purchasing items for SCG use. An employee may accept such a gift or benefit for SCG use only, where such acceptance does not create a perception of gaining an improper personal benefit. If the gift or benefit is unable to be used for the work of SCG, the employee must decline it.

Example 1: Use of a gift for official purposes – Appropriate conduct

A printer cartridge manufacturer is offering two cartridges for the price of one. An employee purchases the cartridge and accepts two cartridges to be used for the School computer.

Donations and sponsorship

Any employee who receives an offer of a donation to SCG should immediately notify their supervisor. Donations may be accepted on behalf of SCG for the use of SCG but must be registered. When accepting a donation, an employee must be certain, and should make it clear to the donor where necessary and appropriate, that acceptance of the donation creates no implicit or explicit obligation upon SCG

towards the donor. If the 'gift or donation' is conditional, it should only be accepted if the conditions do not affect or will not be seen to affect the impartial performance of SCG functions.

Example 1: Acceptance of a donation for official purposes - Appropriate conduct

An individual offers to donate \$1000.00 on the condition that it is spent only on the purchase of library books for the School. The donation is accepted and registered in the gift register as the condition does not affect the impartial performance of SCG functions.

Example 2: Offer of a donation with unacceptable conditions - Appropriate conduct

A person offers to donate \$1000.00 to purchase school sporting equipment if the School guarantees that the parent's son will be selected for the SCG football team. Selection for the football team is a merit-based selection. The Principal declines the offer, advising the parent of the merit-based selection process and the School's policy of providing equal opportunity to students.

Receiving prizes in the course of duties

An employee, who receives a prize with a value greater than \$500.00 in the course of performing their work duties, must declare receipt of the prize and forward it to SCG management.

Example: Declaration of Receipt of Prizes - Appropriate Response

An employee attends a workshop in the course of performing their work duties and receives a ticket for a lucky door prize. The employee wins the prize, which is a new computer valued at \$2000.00. The employee declares receipt of the prize and forwards the computer to SCG for management.

During the lunch break at the seminar, the employee attends the local casino and wins \$1000.00. The employee keeps the \$1000.00 as the casino visit was not part of their work duties.

Using and disclosing official information

An employee must only use SCG's official information, proprietary knowledge and intellectual property for SCG work, except where express consent of SCG has been given for another purpose. This requirement continues to apply to persons after they have left SCG's employment. In the case of publicly available information, appropriate acknowledgement of the source must be given.

Example: Seeking consent for use of intellectual property - Appropriate conduct

An SCG teacher is writing a textbook based upon teaching materials developed in the course of their work duties. The teaching materials are the intellectual property of SCG.

The teacher seeks SCG's consent to include the materials in the textbook. An employee must manage the personal information of individuals and organisations held by SCG and collected in the course of their work duties in accordance with the privacy principles contained in Information Privacy Guidelines.

An employee must respect the confidentiality of privileged information received in the course of their work duties. Privileged information is information that is not normally available or generally provided to the public, and includes, but is not limited to, information that is secret by its security classification; information deemed by law to be confidential; information attracting legal professional privilege; and personal and commercial information. For example, special confidentiality provisions apply to student records. An employee must not use or disclose privileged information without proper authority, or delegation, or in any way that is inconsistent with SCG policy.

An employee must manage the preservation, storage, security and disposal of SCG records in accordance with the Information Privacy Guidelines and SCG procedures.

Any deliberate mismanagement of SCG records such as unauthorised destruction, or improper alteration to show incorrect or misleading information, or hiding of records is a breach of this code. Reports on and/or assessments of student or staff performance must be prepared and completed fairly, accurately and without any bias or unlawful discrimination. A detrimental employee record must be dealt with in accordance with SCG policy.

Example: Inappropriate release of official information - Breach of privacy

A Principal gives parents' names and addresses to a company marketing a new educational game without the parents' consent in return for a cash 'donation' to the School's sports fund.

The disclosure of information was improper because it did not have the consent of the parents, and the disclosure was not authorised for a purpose, other than the official purpose for collecting the information. The Principal's action was also a breach of the donation/gift policy.

Disclosing fraud, corruption, maladministration, official misconduct, misconduct, waste of SCG funds, or risk to public health or safety

An employee must report knowledge of fraud, corruption, maladministration, and official misconduct, and misconduct, negligent management resulting in substantial waste of SCG funds, or a substantial risk to public health or safety to the SCG Board.

The Principal must promptly report in writing any insubordination or suspected misconduct by a staff member to the SCG Board.

An employee must not cause, or arrange for detriment to be caused to another person because an employee has properly reported a matter in accordance with the law, SCG policy or this Code.

An employee must not make a knowingly false or misleading statement concerning an allegation of improper conduct to another employee or authority. An employee must not make a vexatious complaint about another person.

Employees shall not disclose evidence of fraud, corruption, maladministration, official misconduct, misconduct, negligent management resulting in substantial waste of SCG funds, or a substantial risk to public health or safety to the media or members of the Parliament, in circumstances that would jeopardise the capacity of SCG to properly respond to and correct the matter.

An employee must co-operate with an investigation being conducted in connection with the administration, management and operation of SCG.

Example 1: Reporting suspected official misconduct - Appropriate action taken

Two SCG employees attend a seminar interstate, and on their return to duty lodge travel claims for their expenses to be reimbursed. One employee learns that items and expenses claimed by the other were not incurred as reported, and therefore has reason to suspect that a knowingly false claim has been made.

The employee reports their knowledge to their Principal. The Principal advises their Supervisor of the employee's report.

Example 2: Making a Vexatious Complaint - Inappropriate Action Taken

'Dan's behaviour has been the subject of a grievance properly lodged by Cathy. Upset at being the subject of a grievance, Dan decides to cause Cathy distress by lodging a grievance against her in which he makes allegations of improper conduct without any reasonable basis for complaint.

Making public comment

An employee must comply with SCG policy when making a public comment about his work.

As a private citizen, an employee has the same rights as any member of the community to enter into discussion of community and social issues, but with the following limitations:

- Unless authorised to make public comment as a representative of SCG, an employee must ensure that any public comment made by the employee is clearly seen to be made in a private capacity; and
- An employee's public comments must not raise reasonable doubts about their capacity and preparedness to continue to perform their role as an SCG employee; and
- An employee's public comments do not create a conflict of interests between their private interests and the proper performance of their work duties; and
- An employee's public comments do not misrepresent the facts concerning SCG policy or administration.

Example 1: Appropriate public comment - Contact with local state member of parliament on the opposition front bench

An employee writes to their local state member who is on the opposition front bench to express concerns about the government's land clearing policy. The employee's work duties are completely unrelated to the implementation of this policy.

Example 2: Inappropriate public comment

The same employee writes to their local state member criticising the government's consideration of an unannounced plan to withdraw a funding grant to SCG. The employee knows of the plan through the performance of their work duties.

An employee must use SCG's established internal and external communication channels concerning the work of SCG.

Standing for elected political office

Any employee wishing to contest a seat in a local Government election should advise their Principal or Supervisor and apply for leave at a time when the employee is unable to meet their employment obligations due to a conflict of interests, such as engaging in active campaigning.

If an employee is elected to a local government, they may wish to negotiate possible leave arrangements with SCG, with regard to resolving any conflict of interests in favour of the public interest. If the

employee is unsuccessful in contesting the election, they may return to their employment at the same classification level.

Party political, professional and trade union activity

An employee must ensure that any political, professional or trade union activity in which they are engaged does not create an apparent or actual conflict of interest with the impartial and proper performance of their work duties.

PRINCIPLE 4 DILIGENCE

The ethical principle of diligence requires us to perform our work duties to the best of our ability and provide a "fair day's work for a fair day's pay". By accepting employment with SCG, we agree to perform our work duties diligently and professionally, and to demonstrate a high standard of stewardship over the responsibilities entrusted to us.

We are expected to:

- exercise proper application, care, and attention when carrying out our work duties;
- act responsibly and be accountable for our official decisions and actions;
- exercise a duty of care to those we have contact with in the course of our work duties, or who may reasonably be affected by the work we do.

Together, we seek to:

- deliver the highest possible standards of education services to our community.
- instil an ethos that values life-long learning;
- be a genuine learning organisation that develops its employees, its products and services, and their systems of delivery.

OBLIGATIONS

All of us have an obligation to:

- ensure that our work duties are performed with care, responsibility, accountability, attention to detail and diligence;
- support or deliver high standards of teaching and student care;
- refrain from using alcohol, legal drugs or other substances in a way that could have an adverse effect on our work performance, our behaviour, or reputation;
- maintain and enhance our competencies while remaining supportive of our colleague's similar efforts.

STANDARDS

The following sections outline the standards you must adopt in the administration and stewardship of your duties.

Performing your duties

An employee must perform their work duties competently and responsively, with a focus on delivering or supporting the delivery of high-quality educational services to students, and delivering high-quality services to other internal and external SCG clients.

An employee has a responsibility to maintain the accuracy, integrity and appropriate confidentiality of all SCG information.

An employee who is engaged by SCG to work in a particular professional capacity shall observe any professional code of ethics applying to their work. If there is a conflict between the requirements of a professional code of ethics and this code, the employee should seek guidance from their Principal or Supervisor. If guidance is not sought, the provisions of this code prevail.

All employees are accountable for their official decisions and conduct.

An employee must only take leave of absence from their work duties when authorised to do so.

Employees who take reasonable steps to protect supervise or instruct students in the course of their duties with SCG must take them from foreseeable injury and harm.

An employee should act in a way that enhances their personal and professional reputation and the reputation of SCG.

Maintaining knowledge of legislation, codes, policies and delegations

Employees should maintain a current understanding of the law, professional ethics, delegations, SCG policies and procedures and other codes of practice to a standard that enables them to competently perform their work duties. Be aware that the law will prevail over a policy to the extent of any conflict.

Self-development

An employee must take responsibility for developing their skills and knowledge, remaining abreast of advances and changes within their work area, and fields of expertise.

Principals and Supervisors must provide fair and equitable access to training for staff and assist SCG to fulfil identified and agreed training goals and objectives.

Fitness for duty - alcohol, drugs and medication

An employee must ensure that their consumption of alcohol, drugs or other medications does not adversely affect their work performance or endanger the health and safety of others.

An employee suffering from a drug or alcohol problem that adversely affects their work performance must actively seek professional assistance to correct the problem. This requirement does not apply to unavoidable side effects resulting from the intake of medication prescribed by a medical practitioner. Failure to actively address a drug or alcohol problem that leads to diminished work performance may be regarded as a breach of this code and may result in disciplinary or other management action.

Example: Fitness for Duty - Inappropriate Employee Response

An employee is regularly observed returning from lunch smelling of alcohol and having a slow reaction time to work demands. There has been a gradual decline in the employee's productivity in the past month. The employee's supervisor raises these observations with the employee and seeks to encourage and facilitate provision of appropriate assistance to the employee on a number of occasions. The employee declines all offers of assistance and the behaviour and low productivity continues.

In these circumstances, it is open to SCG to take disciplinary or other management action to correct the low productivity should the employee continue to decline to correct the causes of the low productivity.

Smoking

Smoking is not permitted in SCG buildings, vehicles and facilities. Smokers must ensure that this activity does not adversely interfere with the service delivery of their work area.

Safety, health and welfare

As an employer, SCG has a responsibility to ensure the workplace health and safety of its employees. An employee must comply with all SCG instructions about workplace health and safety.

An employee must be alert to actual or potential health or safety risks and hazards, and should act within their delegation to remove or secure the risk or hazard, or alert an appropriate authority. An employee must not wilfully place the health and safety of any person at the workplace at risk. The workplace includes School sites and off – school sites where approved educational activities are held.

An employee must not place their health and safety at risk except where there is a real and substantial risk to the health and safety of others, and the action was necessary to remove the risk. An employee must not wilfully injure themselves at the workplace or in the course of performing their work duties.

An employee must meet their duty of care to students under their control and supervision. When supervising students, the law requires an employee to take such steps as are reasonable in the circumstances to protect them from reasonably foreseeable injury. All teachers are expected to exercise the degree of care that a reasonably skilled and experienced teacher would take in the circumstances

Secondary Employment

An employee must ensure that any secondary private employment undertaken by them does not constitute a conflict of interest with their work duties, or adversely affect their work performance.

Example: Secondary employment - Inappropriate action and appropriate response

In addition to performing full-time employment for SCG, an employee worked the 10.00pm to 6.00am taxi shift on three week-nights. The employee was observed seemingly asleep at various times during the workday.

The employee explained that he was experiencing significant financial difficulties. The supervisor assisted the employee to contact a financial counsellor and agreement was reached that he would only drive a taxi on Friday and Saturday nights.

Conduct in a private capacity

Employees must avoid conduct in a private capacity that adversely affects their capacity to effectively perform their work duties.

Example: Conduct in a Private Capacity Adversely Affecting Work Duties

A teacher provides nude photos of themselves to a media outlet for publication. The widespread publication of the photos causes a reduction in the standing of the teacher within the School community and makes it difficult for the teacher to gain and maintain the respect of students and parents. The teacher is unable to effectively perform their duties within the School.

PRINCIPLE 5: ECONOMY AND EFFICIENCY

The ethical principle of economy and efficiency seeks to obtain value for every public dollar spent by SCG. We possess stewardship of a range of valuable financial resources and assets that are used to provide high quality educational services to the community.

We must ensure that these resources are not wasted, abused, or used improperly or extravagantly. These resources include financial and material resources as well as intellectual, information, system and knowledge reserves that underpin the work of SCG. Work time is also a valuable resource that must be managed effectively to create productive outcomes.

The ethical principle of economy and efficiency must be applied in all our strategic planning for the future delivery of educational services to the community. We must constantly strive to:

- develop more effective and innovative ways of delivering educational services;
- find and create ways of using SCG 's existing resource allocation to add value;
- flexibly adapt to changing priorities.

The principle of economy and efficiency does not necessarily mean doing more with less as there are obvious limits to such an approach. Rather, this principle challenges us to consider the question, 'How can I add value to the services that I deliver that ultimately benefit student education at SCG?'

OBLIGATIONS

Each of us has an obligation to:

- ensure that all SCG resources are used for official purposes (or approved limited exceptions) and not wasted or used extravagantly.
- ensure that any claims for expense payments are made in accordance with SCG policy and procedures, and only for costs incurred to conduct SCG business.
- ensure that all electronic communication systems are used appropriately in accordance with SCG policy
- follow SCG policies and procedures in respect to approved asset management and user charging policy where SCG resources have been approved for use by the community or non- SCG entities.

STANDARDS

The following sections outline the standards you must adopt in your daily work for SCG in a number of areas.

Efficient resource management

Employees whose work duties involve purchasing or managing resources on behalf of SCG must act within their delegated authority and comply with the legal framework, policies and procedures for the purchase, use and disposal of any SCG resource.

Employees responsible for purchasing, using and disposing of any SCG resource should comply with the relevant Purchasing Policy and Procedures.

Using equipment and consumable resources

An employee must ensure that all SCG equipment, resources, and consumable items are used only for the work and business of SCG. The following limited and occasional private use of SCG equipment and resources may occur providing it does not adversely affect the performance of an employee's work duties, or the work duties of others, or the reputation of SCG:

- limited, occasional and brief private telephone calls and faxes
- limited and occasional use of a photocopier
- limited and occasional use of the SCG email and Internet system subject to SCG policy on use of the Internet and electronic mail
- limited and occasional use of computers
- limited and occasional use of meeting rooms.

An employee must ensure that SCG equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal.

An employee must have approval to use SCG equipment and resources off site for work purposes, and must ensure they are safely stored and secured.

An employee must ensure they do not breach copyright law or licensing arrangements when copying any SCG property, such as software, library and reference materials, or copying other property for SCG use.

Using SCG internet, intranet and electronic mail

An employee must comply with SCG's Staff Usage of the Intranet, Internet and Electronic Mail Policy.

Except for official purposes, it is a breach of this code to use the SCG Internet or electronic mail system to access, store, or transmit words or images that are sexually explicit, violent or contain other offensive material. Material shall be deemed to be offensive if:

- it shows a lack of respect for persons; and
- a reasonable person finds the material offensive; and
- the material is not a complaint, report or notification about alleged improper conduct of a person made in accordance with an authorised procedure.

Example: Inappropriate employee use of departmental email and publication

An employee who alleges that he is the subject of workplace bullying by his supervisor details the allegations in a departmental email and forwards it to numerous people that he knows in and outside the department who have no authority to respond or intervene in the matter. The employee's action has left him vulnerable to legitimate complaint by their supervisor.

The appropriate course of action would have been for the employee to communicate this information to sources that are authorised to receive it, such as an SCG employee advisor or to use SCG's grievance resolution process.

Commercial Use of SCG Resources

SCG resources, such as School buildings, grounds and sporting equipment, can be made available for community and commercial use in accordance with SCG policy.

REVIEW

This Code of Conduct will be reviewed on an emergent basis or every 3 years.