



Code of Conduct Policy

Our Principle of Due Care

Scotch Oakburn College is committed to its overriding duty to ensure all of our College dealings shall be conducted safely, legally, ethically and with strict observance of the highest standards of integrity and professionalism, ensuring the best possible education for students and the best possible working environment for our staff. The purpose of this code of conduct is to guide members of the Board of Governance, all committee members, employees, students, volunteers, contractors, consultants and other persons that act on behalf of the College (our people) to perform in line with high ethical standards and applicable legal requirements.

Our Code of Conduct Aspiration

We honour our values and they are evident in everything we do.

Compliance to these values by our people will deliver and propel our students into the wider world as citizens who are confident but humble; purposeful but flexible, responsive and compassionate.

Our Code of Conduct Responsibilities

The Code of Conduct is based on the College's Strategic Objectives and Values and outlines how our people are expected to behave in order to care for our College, individuals and reputation. Our conduct and decision making must be aligned to our values in order to reach our strategic objectives.

Our Strategic Objectives:

- we advance the learning ethos through our Vision for Learning. We aim to engage, inspire and encourage all learners in our community through a broad range of learning endeavours and experiences;
- we develop capacity by enhancing the learning of students through the employment of outstanding teachers and other staff and the provision of learning, research and innovation;
- we engage our community by developing a community of learners committed to the College's future;
- we lead and manage growth by effectively developing financial and physical resources to meet current and future learning needs;
- we foster and champion a culture that serves others, develops a sense of responsible citizenship among our learners and promotes the value of education, locally, nationally and internationally.

Our values

Our people are required to be committed to the following values and at all times behave in a way that upholds these values both as individuals and representatives of the College:

- **Grace:** We create self-awareness, emotional strength and success that benefits ourselves and those around us.
We will:
 - be generous, helpful, controlled and respectful;
 - develop inspiring relationships that are honouring;
 - lead with dignity and courage;
 - start each day afresh, unencumbered by the previous day's issues;
 - conduct ourselves in a polite manner of courteous goodwill.
- **Commitment:** We deliver on the commitments made in all areas of learning and performance.
We will:
 - set high performance standards for ourselves and others, consistently and effectively meeting or exceeding these standards;
 - fulfil commitments by doing what is promised and in the time committed;
 - make good choices about priorities, picking the right things and doing them well;
 - work collaboratively to utilise our strengths and diverse talents;
 - recognise opportunities for improvement and take personal ownership;
 - identify and report all safety related risks and incidents;
 - communicate and train our people to understand the requirements of this code of conduct.
- **Compassion:** We care about our impact on students, parents, colleagues, the community and our natural environment.
We will:
 - empathise with, and aid, those who require our assistance;
 - demonstrate through inclusiveness and equity, a duty to give fair treatment through clear expectations and a consistent approach;
 - celebrate and value diversity and welcome the diverse backgrounds, opinions and beliefs of all members of our College community;
 - demonstrate concern for others and balance conflicting needs when making decisions;
 - recognise work/life balance needs of ourselves and others.
- **Humility:** We honour the quality of being modest, thoughtful and respectful to others.
We will:
 - listen to, appreciate and accept the qualities and needs of others with genuine integrity;
 - speak positively of others and provide positive feedback for good performance;
 - explore the viewpoints and opinions of others and encourage constructive debate;
 - take responsibility for our own work and acknowledge the intellectual contribution of others;
 - accept feedback, take responsibility for mistakes and failures and learn from them;
 - promote the success of others and seek ways to add value to all we do at the College;
 - manage conflict and encourage others to manage it in a constructive manner.
- **Belonging:** We have a learning and working environment that is welcoming, open, rewarding, motivating and enjoyable.
We will:
 - create effective internal and external networks;
 - provide a workplace that is safe and free from any form of discrimination or harassment;

- maintain an organisational culture where all College community members are given the opportunity to contribute meaningfully and appropriately to decision-making processes;
 - embrace Christian values and our association with the Uniting Church, while respecting those of other faiths, and of no faith;
 - behave and communicate in a manner that does not offend, degrade or humiliate;
 - accept that human beings are naturally diverse in their appearance, situation, speech, behaviour and values;
 - show fairness to deal effectively with difficult situations, conditions and people who hold different views;
 - see things with respect and be mindful of bias;
 - appreciate and understand that those around us may be different to who we are.
- **Resilience:** We ensure that we are responding to changing needs and challenging events.
We will:
 - use knowledge, innovation and education to identify and manage underlying risk factors to minimise harm and plan to mitigate and manage problematic occasions;
 - adapt to adversity and recover, grow and learn from it;
 - work together towards agreed responses with steadfastness;
 - direct our actions towards those most in need and frequently reassess our responses;
 - positively manage change and negotiate obstacles effectively.
- **Integrity:** We are sincere, honest and trustworthy in our dealings with all people.
We will:
 - do the right thing for the right reasons;
 - act ethically with appropriate accountability and transparency;
 - align practice with the College's policies, directives and procedures;
 - expect honesty from all staff and students in their relationships with each other as well as within their academic learning;
 - nurture trust in our external partnerships and with the community;
 - maintain the integrity, confidentiality and privacy of College information as well as confidential information supplied by our colleagues.
- **Responsibility:** We are accountable for our actions and the impact we have on others.
We will:
 - hold to account any unethical behaviour or wrongdoing and resolve issues in a timely manner;
 - comply with any relevant legislative, industrial or administrative requirements;
 - keep up-to-date with advances and changes in knowledge and professional and ethical standards relevant to our area of expertise and requirements of the College;
 - make public comment on behalf of the College only if authorised to do so;
 - show consideration for the property of the College and the property of others;
 - care for the emotional and social wellbeing of everyone in our College community;
 - be aware of conflicts of interest, real and perceived, declare and address them;
 - ensure personal interests and affiliations do not influence our performance and obligations;
 - take into account the needs and impact on all College campuses;
 - ensure fiscal responsibility with College funds and operate within our limits of financial authority and delegations at all times.
- **Inclusivity:** We provide a learning environment that is free from discrimination based on gender, language, sexual orientation, pregnancy, culture, ethnicity, religion, health or disability, family circumstances and origin.
We will:

- develop an understanding and acceptance of people by learning about and experiencing the everyday cultures and lifestyles of a variety of groups in society;
- ensure that all staff and students have equitable access to resources and participation, and opportunities to demonstrate their learning and to value difference;
- recognise the right for students to develop fully as individuals and to be treated equitably;
- ensure all staff and students have opportunities to celebrate, value and learn from and about Australia's indigenous heritage, including diversity of histories, cultures, languages, achievements and issues, past and present;
- provide information and training relating to inclusive practice;
- ensure that College activities contribute to a socially cohesive society that respects and appreciates cultural, social and religious diversity.

Key Policies, Directives and Procedures

Scotch Oakburn College has adopted key policies, directives and procedures that govern College conduct and how our people must conduct themselves in the pursuit of our strategic objectives and values. These include but are not limited to:

- Health, Safety, Security and Environment;
- Compliance;
- Risk;
- Wellbeing;
- Drugs and Alcohol;
- Delegation of Authority;
- Acceptable Use of Technology and Online Resources;
- Conflicts of Interest;
- Privacy;
- Finance;
- Anti-Fraud and Corruption;
- Confidentiality;
- Teaching and Learning;
- Grievance;
- Dealing with a Serious Concern;
- Equal Opportunity;
- Personal use of College Assets by Staff;
- Anti Discrimination;
- Communication.

Reporting of Serious Concerns

Our people and parents are encouraged to refer to College policies if they have concerns about any conduct that may breach the law or Scotch Oakburn College's policies. If, in doing so, a person is not able to obtain a satisfactory response to their concern, or the concern is of a serious nature that could affect the whole College and its reputation, they may report their concerns to a higher authority in accordance with the College's whistleblowing procedure, *Dealing with a Serious Concern*.

A person who reports any such concern in good faith is protected from discrimination or other reprisals to the extent that the law permits.

Consequences of Breaches of the Code of Conduct

Consistent with Scotch Oakburn College's standard employment terms and conditions, the College requires its employees to comply with all College policies including this Code of Conduct. Likewise, in accordance with the conditions of enrolment, students and parents of students are required to comply with College policies. Therefore, employees, students and other people including committee members, contractors (and their employees) and consultants may be suspended, dismissed or have contracts withdrawn on the grounds of unsatisfactory conduct or performance.

Compliance will be monitored and any known or suspected instances of non-compliance will be investigated and appropriate disciplinary action will apply. Our people and parents have access to this Code of Conduct and other associated key policies via the College Website.

A critical area of compliance is the College's Health, Safety, Security & Environment Policy and supporting management system which require that our people and parents maintain familiarity with, and comply with, all relevant safety regulations, codes of practice, standards, operating procedures and safety directions affecting their work, study and whilst on activities organised by the College.

Our people and parents should also familiarise themselves with Scotch Oakburn College's whistleblowing procedure, *Dealing with a Serious Concern*, which details the arrangements in place to assist them to report known or suspected instances of inappropriate conduct including Code of Conduct breaches.

Our people and parents should also be aware that some breaches could result in civil or criminal action.

Reporting

The Principal will measure the effectiveness of this policy by the use of key performance indicators and report to the Board of Governance on an annual basis.

Our compliance framework and directives set out how we will monitor the effectiveness of this this policy.

Andy Müller
Principal