



ST STITHIANS COLLEGE

POLICY

CODE OF CONDUCT

Purpose

1. To specify the standard of conduct expected and required from all staff employed by the College. Please note that this policy provides a general overview of conduct required and more detail may be obtained in separate policies listed on the intranet. This policy is also not mutually exclusive of other policies or practices that may have been adopted by different staff categories/schools/departments dealing with issues relating to expected staff conduct and behaviour, e.g. the S.A.C.E. Code of Conduct applicable to academic staff.

Performance Standards

2. Employees are required to work on such days and during such hours as will fulfil their contracts of employment and the operational requirements of the College. Onus rests on the employees themselves to inform their superiors if they are unable to attend to their duties for any reason. Prior approval must be obtained where necessary. Employees are also expected to take an interest in, support and participate fully in extra-mural activities as required.
3. Employees are required to uphold and further the mission, values and strategic intent of the College and at all times protect its interests and good reputation.
4. Employees are required to perform their duties using the necessary knowledge, skills and attributes, according to the standards set by senior personnel of the College. They are also required to follow all reasonable instructions issued by their superiors or any other authorised person.

Confidentiality

5. Employees should treat all information and knowledge relating to the College and/or its pupils, staff and parents, to which they may have access in the course of their employment with the College, as strictly confidential. Employees may not divulge any confidential information or make any statement to the media unless authorised to do so by the Rector or Head.

Copyright

6. The copyright of any teaching material developed by employees while employed at the College rests with those who have developed it. However, the College shall have a vested right to the use of all notes, records, files, papers, correspondence, magazines, booklets, pamphlets, or documentation that has been developed while the member of staff was or is employed by the College.

Communication and Correspondence

7. Whereas, staff members may be required to communicate directly with members of Council in the course of their duties, formal issues may only be addressed via the Head or relevant Manager.
8. All correspondence that leaves the College must be carefully checked to avoid errors and should only be sent out on official letterheads, faxes or memos in a typed format. Official

correspondence concerning the College should only be sent after obtaining the Head's or relevant Manager's approval.

College Property, Equipment and Machinery

9. College equipment and machinery are supplied in order to assist employees to perform their duties competently. All employees undertake to treat College property with the necessary care required to ensure it remains in good condition.
10. College equipment and machinery may not be used for employees' personal benefit unless prior approval is obtained. Nor may any employee remove any equipment from the premises of the College without the prior authorisation from his/her superior.

Staff Accommodation

11. Staff who have been granted the use of accommodation owned by St Stithians undertake to look after the property in accordance with the guidelines stipulated by the College. Staff living in such accommodation will ensure that the house and gardens are well maintained. The allocated property will be handed over and inspected annually by the Operations Manager. Any faults or damage to the property needs to be reported to the Operations Manager immediately and where they are the result of negligence, repairs will be for the staff member's account. Any structural defects or major items that have deteriorated due to normal wear and tear will be repaired at the College's expense. On vacating a property, the relevant staff member will be required to arrange proper hand over to the Operations Manager, who will ensure that the house and garden are clean and left in good order.

Dress Code

12. Staff are requested to conduct themselves in a professional manner at all times and to dress neatly and appropriately for the activity in which they are engaged. The following points are relevant to different staff categories:
 - The College hires academic gowns for formal occasions;
 - Staff attending Inter-School and Inter-House Champion sports events should wear either the appropriate officiating dress or teaching dress. (Male – collar and tie).
 - Staff taking sports practices should wear appropriate coaching dress and not civilian dress;
 - Any College issued clothing such as tracksuits, shirts and other items should be worn with dignity as employees are representing the College; and
 - Staff that have been issued with uniforms must ensure they are clean and worn in a neat and tidy manner.

Illness/Accidents

13. In the event of a pupil falling ill or being involved in an accident, the responsible adult should assess the extent of the illness/injury and take appropriate action. If serious, any necessary emergency action must be taken. Scheduled medication should not be administered by a non-medical person. In the case of serious illness/accidents the parents and Head should be advised as soon as possible.

Religion

14. Whereas freedom of religion is enshrined, employees should not do anything that will conflict with the ethos and regulations of the Methodist Church.

Employment Equity

15. The College fully embraces the concept and principles of employment equity. All employees must be treated fairly, equally and with dignity and respect at all times. Any

unfair discrimination on arbitrary grounds such as race, gender, religion, ethnic and social origin, sexual orientation, political opinion, language, disability, HIV status etc. is strictly prohibited. Harassment will be viewed in a serious light and following an investigation, appropriate action will be taken against the perpetrator.

Safety and Security

16. Employees recognise that the safety and security of all staff, pupils and property is of paramount importance. No weapons may be allowed onto the College's property. Adequate arrangements must be made to have weapons securely stored before entering the premises. No employee may commit any act that may threaten the safety of any pupil or staff member, or jeopardise the security of the College's property.

ACCEPTED BY COLLEGE SKILLS AND EQUITY COMMITTEE: 9 MAY 2006

ACCEPTED BY COLLEGE STAFF FORUM: 02 FEBRUARY 2007

APPROVED BY COLLEGE EXECUTIVE COMMITTEE: 05 MARCH 2007

TABLED AT COUNCIL: 15 MARCH 2007