

INTRODUCTION TO THE STAFF CODE OF CONDUCT

We, as NCC staff, form the vibrant influencers for our College community. In our individual uniqueness, we come together in a powerful way each day to serve and model Christian character that aligns with NCC values and the development of community, character and scholarship. Together we pursue our mission to provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modelled.

Essentially, our service as staff is an expression of our worship to a living God who is intervening in his creation through Christian schooling; transforming education to build people who love what is true, do what is good and reflect what is beautiful.

This Code of Conduct document was initiated from the College's Enterprise Agreement (2016). The College Improvement Committee set as a major task to develop a document which gives clarity and guidance regarding the community norms for NCC staff. As such, this code of conduct sits alongside the formal policies of NCC as published on the staff portal and College website. With the trust of those around us, the Staff Code of Conduct frames the expectations of cooperation and behaviour for each of us as staff of NCC.

I honour the College Improvement Committee members, and others who assisted with this code, for their commitment to reading, praying and writing this document which is designed to assist us all to fulfil our calling as leaders in our College.

We are all called to be leaders. But we are also called on to be followers. In Judaism the two concepts are not opposites as they are in many cultures. They are part of the same process. Leaders and followers sit around the same table, engaged in the same task, asking the same question: how, together, can we lift one another? A leader is one who challenges a follower. A follower is one who challenges a leader. It was once said, "I learned much from my teachers, more from my colleagues, but most of all from my students." That is one of the great insights of Jewish leadership. We are all part of the team and only as a team can we change the world.

Lessons in Leadership, Jonathan Sacks



Geoff van der Vliet
College Principal





STAFF CODE OF CONDUCT

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Purpose

The Staff Code of Conduct outlines the standard of behaviour expected of employees of the College. It is designed to assist staff to understand their responsibilities and obligations. It provides guidance on expected behaviour in the workplace, or if faced with an ethical dilemma or conflict of interest in their work involving colleagues, students, the College and the local community

The Code of Conduct provides a set of principles to guide staff on acceptable and unacceptable behaviour. However, it does not seek to encompass all possible scenarios arising in employment with the College.

Rationale

1. All employees of Nambour Christian College are required to carry out their duties and responsibilities in accordance with the Statement of Faith, Staff Lifestyle Requirements and Staff Code of Conduct. In particular, this means recognition that Nambour Christian College exists to provide Christian Ministry to students and families associated with the College.
2. Nambour Christian College is committed to its Mission Statement:
"To provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modelled".
3. As a Christian community:
 - 3.1 We believe the Bible to be inspired by God and to contain the guidelines for our lives and relationships.
 - 3.2 We believe that biblical truth and values guide every aspect of our School life including both our curriculum and community service programs.
 - 3.3 Christian values are foundational to our College vision and mission.
 - 3.4 Biblical morality is modelled and taught.

Scope

4. This Staff Code of Conduct applies all of the time to all staff (employees), including relief, casual and contract:
 - 4.1 in the performance of your duties;
 - 4.2 during College activities and at College related events (whether or not they are convened at the College or during school hours);
 - 4.3 when your association with the College is identifiable (for example, while using social media from a personal device in personal time or by posting a comment to the internet while using your name, photograph or other identifier); and
 - 4.4 when your conduct or performance may reflect upon, be associated with or in any way affect the values, integrity or reputation of the College or the public's perception of or confidence in the College (for example, while you are attending a local community event where you are known to be a staff member of the College).
5. For ease of reference, throughout this document the terms "staff" and "staff member" have been used to mean and include staff (employees).

Guiding documents

6. Guiding principles have been derived from a reflection on the biblical framework.
7. This Staff Code of Conduct is supported by and should be read in conjunction with:
 - 7.1 State and Federal legislation including (without limitation) legislation dealing with employment, discrimination, harassment, bullying, crime, child protection, privacy, and health and safety;
 - 7.2 your contract of employment and all policies, procedures and guidelines of the College
 - 7.3 the Queensland College of Teachers Ethical Standards for Teachers Policy.
 - 7.4 NCC Staff Lifestyles Requirements; and
 - 7.5 NCC Statement of Faith

Expectation and requirements

8. This Staff Code of Conduct records the standards of professional expertise, performance, conduct and behaviour that are expected and required of each staff member. If you are engaged by the College in any capacity, you must comply with this Staff Code of Conduct.
9. The College expects each staff member to consistently achieve these standards.
10. The College expects each staff member to strive for continuous improvement in an effort to exceed these standards.
11. The standards set out in this Staff Code of Conduct constitute lawful and reasonable directions and you are expected and required to comply with those directions.
12. You must familiarise yourself with this Staff Code of Conduct, and all policies, procedures and guidelines on the staff portal and you must keep yourself informed of the content of these documents.

Consequences for breaches or non-compliance

13. If you breach this Staff Code of Conduct or fail or decline to comply with this Staff Code of Conduct without reasonable cause, disciplinary action may be taken which may include termination of employment.

Our reciprocal commitments

14. We are all responsible and accountable for our own professional expertise, performance, conduct and behaviour. This applies equally to the College and to all staff members.
15. This Staff Code of Conduct requires all of us to demonstrate Christian values, respect, tolerance, integrity, diligence, efficiency and lawful conduct.

NCC Core Christian Values

You are expected to demonstrate the following core personal behaviours throughout all aspects of your association with the College:

16. Relationships
 - 16.1 to be part of a community of intentional connection with God.
 - 16.2 to demonstrate acceptance, forgiveness and love for all people.
 - 16.3 to demonstrate honesty and integrity.
17. Worship
 - 17.1 to demonstrate and promote Biblical truth and practice.
 - 17.2 to practise prayer.
 - 17.3 to demonstrate and encourage praise and worship.
18. Stewardship
 - 18.1 to model the truth and uniqueness of Jesus as you serve others.
 - 18.2 to pursue excellence.
 - 18.3 to practise generosity.
 - 18.4 to demonstrate commitment to the understanding of, and care for, God's creation.

Respect and tolerance

19. You are expected to:
 - 19.1 demonstrate Christian values according to the Bible;
 - 19.2 treat one another and members of the College community with respect and dignity giving consideration to the rights and views of others;
 - 19.3 treat one another and members of the College community with equality and fairness;
 - 19.4 consider and be tolerant and understanding regarding others' physical, emotional and intellectual circumstances;

- 19.5 not ever engage in or encourage bullying, harassment, discrimination or intimidation; and report any instances or suspected instances of bullying, harassment, discrimination or intimidation to your Supervisor, the Principal or the Principal's nominee.
20. Respect and tolerance must also be demonstrated in the way you treat our College resources, equipment, work environment and general environment. You are expected to:
 - 20.1 manage the College's resources and equipment carefully and safely;
 - 20.2 report any concerns or issues with resources and equipment promptly to the facilities personnel;
 - 20.3 maintain your work area, desk, classroom and associated facilities (as the case may be) in a clean and professionally appropriate manner;
 - 20.4 value and respect the environment in which you live and work; and
 - 20.5 value our limited environmental resources.
21. Show respect to whom respect is owed and to show honour to whom honour is owed. (Romans 13:7-8)
22. You should refuse to initiate, accept or transmit negativity and refuse to accept disruptive, demeaning or derogatory comments by others.
23. If you have a concern about the College or your colleagues, you must raise that concern in an appropriate manner with the appropriate personnel, which may be your Supervisor, the Principal or the Principal's nominee.
24. Do not transmit, in conversation or other communication, information that may vilify, defame or denigrate other staff, students or the College. You are expected to exercise discretion, confidentiality and caution in your conversations and communications with others.
25. Members of staff participating on committees of the College are expected to respect committee confidentiality and only use or disclose information obtained in the course of their committee duties for appropriate College business.

Integrity

26. You are expected to, at all times:
 - 26.1 act lawfully, ethically, and honestly;
 - 26.2 be accountable for your performance, behaviour and take responsibility for your actions, ensuring that you respect others' privacy, fulfil duty of care obligations and fulfil workplace health and safety obligations;
 - 26.3 respect the trust that students, parents and the College community place in you as an employee and continually strive to demonstrate behaviour that is consistent with the requirements in this Staff Code of Conduct;
 - 26.4 individually and collectively work to uphold the welfare and best interests of your colleagues, the leadership team and Board;
 - 26.5 maintain a co-operative and collaborative approach to all working relationships;

- 26.6 use your best endeavours to promote and protect the interests of the College; not undermine or damage the reputation of the College.
 - 26.7 report workplace concerns as per College procedures.
 - 26.8 be aware of and declare any conflict of interest between personal interests and duties;
 - 26.9 avoid using your position for dishonest purposes or to gain an unfair advantage for yourself, your family or friends.
27. In inspiring each student to achieve excellence, you must act fairly and objectively, recognising your position of trust and power and abiding by the College's Child Protection Policy.
28. In all of your dealings with our students, staff members and the College community, you are expected to model the College's commitment to demonstrate and foster the value, dignity, wellbeing and integrity of every person in a safe and supportive environment;
29. You must avoid placing yourself in a position of compromise or a position where an allegation of compromise may be made. The term "a position of compromise" is a position in which you risk causing damage to your professional, ethical, moral, personal and/or religious reputation or that of the College - this also includes the use of social media. Refer to the Technology Acceptable Use Policy.

Integrity – acceptance of gifts

- 29.1 Members of the College community may voluntarily provide end of year gifts or special occasion gifts to staff members. When a gift is provided voluntarily and without expectation of something in return, you may accept the gift.
- 29.2 You should not accept a gift where there is a possibility that you may be, or may appear to be, compromised in the process or be seen by others as receiving an inducement or a reward that may place you under any obligation.
- 29.3 Money should never be accepted as a gift. Subject to these guidelines, gift cards are acceptable.
- 29.4 If you are uncertain about the receipt of a gift, you must refer the matter to the Principal or the Principal's nominee.

Excellence, professionalism, diligence and efficiency

30. Members of the College community are expected to, at all times, demonstrate excellence, professionalism, diligence and efficiency.
31. You are expected to:
- 31.1 maintain professional expertise through your commitment to excellence, training and development, and performance reviews;
 - 31.2 comply with your job description and with reasonable and lawful directions;
 - 31.3 demonstrate your commitment to the employer through honesty, impartiality, absence of bias, absence of prejudice and respect for all people and property; and

- 31.4 remain informed of the contents of all College policies, procedures and guidelines as advised from time to time and comply with, observe and model all College policies, procedures and guidelines.

Punctuality and timeliness

32. Punctuality and timeliness demonstrate dependability and responsibility, which foster professional efficiency and effectiveness. An absence of punctuality shows disorganisation, inefficiency, ineffectiveness and disrespect.
33. All academic, co-curricular, reporting and assessment deadlines and timelines must be adhered to.
34. You are expected to be on time for all core duties and responsibilities, including classes, playground duty, family group, assembly, staff meetings, Chapel, Devotions and Church. After arriving on time, you must attend the entire session, meeting or event (subject to leave provisions).
35. The College has strict, non-delegable statutory and common law obligations to ensure that students are properly supervised in class, in Family Group, between classes and in the playground. You have mandatory obligations under the *Work Health and Safety Act 2011 (Qld)* (**WHS Act**) to:
- 35.1 take reasonable care that your acts or omissions do not adversely affect the health and safety of others (including, for example, other staff members, students, parents and the general community);
- 35.2 comply, so far as you are reasonably able, with any reasonable instruction that is given by the College to allow the College to comply with the WHS Act; and
- 35.3 cooperate with any reasonable policy or procedure of the College.
- 35.4 in accordance with your statutory obligations, be on time to your classes, playground duty, Family Group, assembly and all other rostered duties and responsibilities, to ensure the students in your care are properly supervised.
36. You are expected to arrive on campus at an appropriate time to be ready to commence work by your scheduled start time.

Attention to detail

37. Pay attention to detail throughout all aspects of your professional duties and responsibilities, Eg roll marking, student reports, etc.
38. Student rolls must be marked with due care to achieve 100% accuracy at the start of the day and as otherwise directed. You must physically see the student yourself in order to verify their attendance.

Dress standards

39. As role models for the students, your standard of dress, grooming and presentation must be professional, neat and modest in accordance with the mandatory guidelines set out in the Staff Dress Code Policy. Staff must comply with these guidelines in accordance with their obligations under section 28 of the WHS Act.

40. These standards of professional dress, grooming and presentation are necessary to model respect for the community, to complement the standards set for the students and to reflect the importance of your role within the College.
41. These dress standards must be followed during term time, on pupil free days and at external school related functions. For non-office staff, this does not apply during the holidays.
42. Professional dress, grooming and presentation standards apply to all staff. Please refer to the Staff Dress Code Policy and Corporate Uniform Policy.

Lawful conduct

43. You must attend to and comply with any lawful and reasonable directions issued by the College, the Board, the Principal and authorised officers, senior leaders and each supervisor, manager and staff member to whom you report. A failure to comply with a lawful and reasonable direction without reasonable cause may result in disciplinary action which may include termination of employment.
44. Staff members must act lawfully and comply with the requirements of all legislation and regulations that apply to the College, as role models.
45. You undertake that you hold the necessary qualifications, skills and training to perform your duties in accordance with all laws, including those relating to anti-discrimination, anti-harassment, anti-bullying and workplace health and safety.

Alcohol, drugs and smoking

46. Alcohol cannot be consumed on College premises, unless a Liquor licence has been obtained for a special event.
47. A zero blood alcohol level is expected and required of all on-duty staff.
48. You must not ever be under the influence of illegal drugs.
49. If you are taking prescription medication or over-the-counter medication that may have an adverse impact on your ability to perform your duties and obligations, you should inform a member of the leadership team of the likely impact the medication may have.
50. You must not ever supply, encourage or approve of illegal substances or materials.
51. The College campus and all College facilities are smoke-free zones. The College carparks, local council verge/footpaths and roadway entrances and exits are smoke-free zones.

Medical examinations

52. The College may direct you, and requires your compliance, to undertake a medical examination by a medical adviser nominated by the College for any lawful reason in order to, for example (without limitation):
 - 52.1 discharge workplace health and safety obligations; or
 - 52.2 attempt to ascertain whether you are medically fit to perform the inherent requirements of your position.

- 52.3 The College will pay the costs of the medical adviser, and provide reasonable notice of the direction to you.
53. If you undertake a medical examination by a medical adviser, as directed by the College, the *Privacy Act 1988 (Cth)* (**Privacy Act**) may apply to certain personal or health information collected by the health service provider or the medical advisor.
54. The personal or health information that you provide to the College will be:
- 54.1 held by the College;
- 54.2 disclosed by the College to certain third parties on a “need to know basis”, including (without limitation) insurers, medical practitioners, rehabilitation providers, investigators and legal officers,
- to assist in the management of any medical condition, to comply with workplace health and safety obligations or as otherwise reasonably required by the College.

Social media and students

55. The College has a Technology (Acceptable Use) Policy which details acceptable and permissible use of social media. You must be familiar with this policy and comply with it. A breach of the Technology (Acceptable Use) Policy may result in disciplinary action.

Staff members must be mindful of their use of social media and ensure their postings are respectful and sensitive to the College and the members of the School community. The College’s reputation and that of its staff and students should be enhanced and not compromised through the use of social media. Publishing on social media of inappropriate material, either as commentary, pictures, or graphics is not acceptable for an employee. Any concerns to be reported to the Principal.

Academic tutors

56. Staff members must not undertake paid tutoring of students of the College without the prior, express written permission of the Principal.
57. Members of staff who undertake unpaid tutoring of students who are not members of their class, may only do so in full cooperation with the teacher of that student and with the Head of Department’s knowledge and approval.
58. Any unpaid individual tutoring of students of the College must occur either:
- 58.1 on the College premises and within sight or hearing of at least one other member of staff; or
- 58.2 within the presence or hearing of the student’s parent/guardian.
- 58.3 Tutoring should only occur during school times. After hours should be in the library or an open space.

Motor vehicles and students

59. Students are not permitted to travel in the private motor vehicles of staff members, unless the appropriate forms have been completed and approved by the Head of School.

- 59.1 Staff who have their own children as students of NCC, and transporting friends of those students, may do so at their own discretion. When in doubt, please clarify with Admin. Written request should be made to the relevant Head of School when these are frequent or regular occurrences.

Other interests and conflict of interest

60. You must not undertake outside interests or other employment which conflicts with your duties and responsibilities to the College.
61. The Principal's prior approval must be sought before undertaking any such outside interests or other employment. This approval will not be unreasonably withheld.
62. You must declare to the Principal any conflict of interest relating to student assessment, involvement in employment of staff, participation in the election of student leaders or use of College resources.

Personal / carer's leave

63. Subject to compliance with the notice requirements, full time employees are entitled to 10 days paid personal leave/carer's leave per year of service (accruing on a pro-rata basis) if the employee:
- 63.1 cannot attend work due to illness or injury; or
 - 63.2 needs to care or support an immediate family member or other member of the employee's household due to the member's illness or unexpected emergency.
64. If you require personal leave/carer's leave for more than two (2) consecutive days, you must provide a medical certificate supporting the personal leave/carer's leave.
65. Untaken paid personal leave/carer's leave accrues from year to year but will not be paid out on termination of employment.
66. Part-time employees have a pro-rata entitlement to personal leave/carer's leave.
67. Your entitlement to utilise paid personal leave/carer's leave is dependent upon the following pre-conditions:
- 67.1 you must have an accrued entitlement;
 - 67.2 you must be unable to attend work due to illness or injury or as a result of a genuine and legitimate need to care for or support an immediate family member or other member of your household due to the member's illness or unexpected emergency;
 - 67.3 you must promptly and as soon as reasonably practicable, notify the College of the reasons that will cause absence from work and you must provide details of the estimated duration of such absence;
 - 67.4 if you are absent from work for more than two (2) consecutive days you must provide a certificate from a legally qualified medical practitioner specifying the nature of the illness and the approximate period for which you will be unable to attend work, or such other evidence as the College considers satisfactory.

- 67.5 if your absence from work coincides with a weekend or a school holiday period, the College may require you to provide a certificate from a legally qualified medical practitioner specifying the nature of the illness and the approximate period for which you will be unable to attend work, or such other evidence as the College considers satisfactory.

The College does not tolerate bullying.

68. Refer to the Unprofessional Behaviour Policy.

Obligations under *Work Health and Safety Act 2011 (Qld)*

69. Under the *Work Health and Safety Act 2011 (Qld)* (WHS Act) the College has a primary, non-delegable duty to ensure, so far as is reasonably practicable, the health and safety of all workers at work and the health and safety of all other people who might be affected by that work so that the health and safety of the general public is not placed at risk by work activities.
70. The WHS Act places mandatory obligations on all staff members to:
- 70.1 take reasonable care for their own health and safety;
 - 70.2 take reasonable care that their acts or omissions do not adversely affect the health and safety of others (including, for example, other staff members, students, parents and the general community);
 - 70.3 comply, so far as they are reasonably able, with any reasonable instruction that is given by the College to allow the College to comply with the WHS Act; and
 - 70.4 cooperate with any reasonable policy or procedure of the College.

Review

This policy will be reviewed as necessary.