



**OZFORD COLLEGE OF BUSINESS (CRICOS: 02573B)
OZFORD ENGLISH LANGUAGE CENTRE (CRICOS: 02501G)
OZFORD COLLEGE (CRICOS: 02427A, REGISTERED SCHOOL NO. 2016)**

Code of Conduct

1. Policy statement

Ozford is committed to the highest standards of conduct in education, training and administration. To meet this commitment, this Code of Conduct covers all Ozford departments and aligns employee conduct with the organisational values, policies and procedures.

It clarifies the standards of behaviour that are expected of Ozford employees in the performance of their duties and provides guidance in areas where employees need to make personal and ethical decisions. This Code does not cover all situations; it sets out standards of behaviour expected and provides a broad framework that will help employees decide on an appropriate course of action when faced with an ethical issue.

2. Audience and applicability

The policy applies to all employees at Ozford including Ozford Institute of Higher Education, Ozford College of Business, Ozford English Language Centre and Ozford College. We have a responsibility to prevent and respond to child abuse in our community and hence Ozford has particular responsibilities for our under-age students under the Victorian Government's Child Safe Standards.

See also:

- Employment Agreement
- Human Resources Policy
- Equal Opportunity and Anti-Discrimination Policy and Procedures
- Student Behaviour Management Policy and Procedures
- Anti-Bullying and Anti-Harassment Policy and Procedures
- Emergency Management Policy
- Information, Communication and Technology (ICT) Acceptable Use Policy
- Social Media Policy

3. Responsibilities and delegations

The executives, academic heads, managers and coordinators are responsible for the effective management of the Code of Conduct.

4. Monitoring, evaluation and reporting requirements

All senior executives, academic heads, managers and coordinators are responsible for monitoring and evaluating the operation of this policy within their area of responsibility.

5. General Expectation and Obligation

By accepting employment with Ozford, all employees have a responsibility to comply with legislation, Ozford policies, procedures, and the Ozford Code of Conduct, perform their duties effectively, and act in a manner that promotes a productive and harmonious working

environment. Employees are expected to engage in personal or professional conduct that upholds the reputation of Ozford; act ethically and responsibly, and be accountable for their actions and decisions.

6. Professional Conduct and Duty of Care

- 6.1 Employees who work with students and young people have a special responsibility in presenting themselves as appropriate role models for students and young people. Modelling effective leadership and respect in their interactions with other employees, students and young people can have a profoundly positive influence on their personal and social development.
- 6.2 In their professional role, employees must maintain objectivity in their relationship with students. Employees must not develop a relationship with any student that is, or that can be misinterpreted as having a personal rather than a professional interest in a student. Employees must interact with students without displaying bias or preference and do not draw students into their personal agendas.
- 6.3 Everyone in the workplace has the responsibility to take all practical and reasonable steps- 'duty of care -' to ensure that they are protecting the health and safety of both themselves, their work colleagues and the students from risks of harm that can be reasonably predicted.
- 6.4 Duty of care to students applies during all activities and functions conducted or arranged by Ozford where students are in the care of employees. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

This duty may be manifested in many ways including:

- the duty to supervise the students so that they comply with rules and practices designed for their own safety and that of other students;
- the duty to implement appropriate programmes and procedures to ensure the safety of students;
- the duty to ensure that college buildings, equipment and facilities are safe;
- the duty to warn students about dangerous situations or practices.

This list is not exhaustive, it is for the individual staff to comply with objectively reasonable practice.

7. Respect for people

- 7.1 It is important for employees to treat colleagues and students with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening or derogatory language and physical abuse or intimidation towards other employees or students is unacceptable. We promote a culture where protecting students, particularly under-age students, from abuse is part of everyday thinking and practice.
Refer to the [Anti-Bullying and Anti-Harassment Policy and Procedures](#)
- 7.2 Complaints about a staff member should be referred to your manager and, where appropriate, an Incident Form should be completed. No criticism of another staff member should be made in a public forum or meeting.
- 7.4 Employees must not impose physical punishment on a student, child or young person in the course of their professional duties.

- 7.5 Employees must not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.
- 7.6 Employees must not make unfounded complaints with malicious, frivolous or vexatious intent against another employee, clients, stakeholders or students and young people.
- 7.7 You must not disclose internal discussions or email contents to external parties.

8. Record Keeping and Reporting

- 8.1 Communication or meetings with students outside classroom time must be recorded on the relevant student management system. This includes academic and student support issues.
- 8.2 If an employee suspects or becomes aware of a crime committed by a student, colleagues or other stakeholders, employees are required to report it to their manager.
- 8.2 Employees must report possible 'risk of harm' to children or young persons to their manager and they must in turn determine whether a report to the appropriate Government Department is required.
- 8.3 Employees must also report their concerns about the inappropriate actions of any other employee that involves students or staff to their manager or another member of the senior management team.
- 8.4 All employees are required to report instances of suspected corrupt conduct, maladministration or serious and substantial waste to their immediate supervisor/manager.

9. Conflict of Interest

- 9.1 Employees must be objective and impartial, and be seen to be so. A conflict of interest can involve pecuniary interests or non-pecuniary interests i.e. favours, personal relationships and associations. A conflict exists when a reasonably minded and informed person would form that view.
- 9.2 Ozford employees must not enter into a sexual relationship with any student (including any adult student of Ozford). To do so raises serious questions of conflict of interests, trust, confidence, dependency, equality of treatment, and may be a criminal offence. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for Ozford.
- 9.3 Employees should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

Managers or supervisors are required to develop appropriate management strategies to deal with any conflicts of interests and document their decisions and actions.

10. Use of signature and personal reference

- 10.1 Employees must not sign a document which you know is not true and correct.
- 10.2 Employees are not to provide written personal references for any current or former staff member on an Ozford letterhead nor use your title and position for this purpose.

10.3 Managers and supervisors may provide referee reports as part of an internal or external recruitment selection processes. If an employee is asked to provide such a report, it is their responsibility to be honest and objective, basing their feedback on evidence that can be verified. Employees must not make false or derogatory statements about an individual.

11 Breaches of the Code of Conduct

11.1 Employees hold a position of trust and are accountable for their actions. An employee who fails to follow a lawful direction given by their manager will be referred to the relevant policy for appropriate action, including investigation. Some serious breaches of the Code of Conduct may require immediate investigation and the employee's withdrawal from their workplace until the outcome is determined

11.2 Supervisors/managers, have a responsibility to address a possible breach of the Code of Conduct by any employee as soon as they become aware of it. Each case should be determined on the facts and circumstances when deciding on the appropriate action to take, including reporting of serious matters and those where an employee has failed to follow a lawful direction.

11.3 Other employees must also report possible breaches by colleagues to their manager. If the possible breach is by their manager then it should be reported to the next in line of management. The issues to consider when deciding what action to take include:

- the seriousness of the breach
- the likelihood of the breach occurring again
- whether the officer has committed the breach more than once
- the risk the breach poses to employees, students and young people or any others, and
- whether the breach would be serious enough to warrant formal disciplinary action.

11.4 Actions that will apply to proven (after investigation) breaches of the Code can include management or remedial action, or disciplinary action ranging from a caution and reprimand to dismissal.

11.5 Procedural fairness requires a decision-maker to inform an employee of the allegations made against them; providing the employee an opportunity to respond, and to not have a personal interest in the outcome.

Signed: _____
(Staff Member)

Dated: _____