
Code of Conduct

Contents

1	Purpose	2
2	Scope.....	2
3	Policy.....	2
4	Related Documents	3
5	Document control.....	4
6	Policy Version and Revision Information.....	4

1 Purpose

Kiama Community College Ltd (KCC) recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from employees in their dealings with employees, management, volunteers and students.

This Code of Conduct where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct and the Contract of Employment.

2 Scope

The policy applies to all employees, volunteers, contractors and members of the Board of Directors of KCC, collectively referred to as “employees”.

3 Policy

All employees are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with KCC. This Code provides an overview of KCC’s fundamental values. It is by no means exhaustive, but summarises some of KCC’s most important policies, which are based on standards that underlie ethics and professional integrity, standards that apply to all employees.

As representatives of KCC, all employees are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the employees can be perceived as representing KCC:

- Understand and comply with the Code of Conduct
- Comply with all laws, policies, procedures, rules, regulations and contracts
- Comply with all lawful and reasonable directions from KCC
- Be honest and fair in dealings with employees, management, clients and suppliers
- Display the appropriate image of professionalism at the workplace. This may include wearing the required safety equipment or work clothes, and ensuring their appearance is neat, tidy, and appropriate for the workplace and work tasks.
- Treat employees, management, clients and suppliers in a non-discriminatory manner with proper regard for their rights and dignity.
- Safeguard children and young people from abuse and harm
- Report any conflicts of interest to their manager or the CEO
- Promptly report to KCC any violations of law, ethical principles, policies or this Code
- Maintain punctuality. If an employee is late or cannot report for work, telephone and let the supervisor know prior to the commencement of work
- Respect KCC property and equipment, and assets must not be used for personal gain
- The employee must not bring KCC or its students, clients, suppliers, and the general public at large into disrepute
- Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities
- Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by KCC in the interests of work health and safety

- Employees must not abuse the advantages of their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or KCC's reputation
- Maintain during their employment or engagement with KCC and after the termination of employment or engagement, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with KCC
- While employed at KCC, not accept any employment with another organisation that is a supplier or competitor of KCC, or any other employment that is in conflict with your position at KCC, without the written approval of KCC.
- Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol (eg. if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period). Refer to the Drug and Alcohol Policy.
- Refrain from allowing personal relationships to affect professional relationships.
- No smoking or vaping in the workplace, including in stairwells, fire escapes and foyers and before, during and after normal office hours.

All employees are expected to engage in appropriate conduct outside business hours. Employee conduct outside of hours may warrant investigation and discipline if it:

- Is likely to cause serious damage to the relationship between KCC and the employee
- damages KCC's interests; or
- Is incompatible with the employee's duty as an employee.

Managers should:

- Ensure employees have read and understood our Code of Conduct
- Promote a team spirit
- Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes
- Avoid bias in decision making
- Ensure compliance with KCC's procedures when carrying out counselling and discipline
- Exercise objectivity when administering rewards or discipline
- Not condone, permit, or fail to report any breaches of the Code as outlined above by employees under their supervision

4 Related Documents

- Anti-Discrimination & EEO Policy
- Workplace Bullying & Harassment Policy
- Sexual Harassment Policy
- Grievance Policy

5 Document control

Date reviewed	Date adopted	Amendment
January 2025	January 2025	N/A

6 Policy Version and Revision Information

Policy Authorised by:	Chief Executive Officer
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