

Assumption College Kilmore



Policy

STAFF CODE OF CONDUCT

INTRODUCTION

All employees of the Assumption College are expected to observe the highest standards of ethical behaviour and integrity in their conduct. The Assumption College's Code of Conduct sets out our key values and how they should be applied within our workplace and in our dealings with those outside of our college. The Assumption College's Code of Conduct applies to all directors, officers and employees of the Assumption College.

This Code of Conduct has been prepared having regard to the Australian Standard 8002-2003 'Organisational Code of Conduct'. It is an important management tool which can positively shape our culture.

PURPOSE AND SCOPE

Assumption College is an inclusive and transformative Marist Community, inspiring one another to shape the future with audacity and hope. We will only succeed in achieving our objectives where we have the respect of our stakeholders (including our students, parents and colleagues) and the communities in which we operate. Our reputation is dependent on a culture where every one of us acts with the highest level of integrity and honesty, and takes responsibility for their actions. Marist Schools Australia is committed to ensuring Assumption College operates with the highest level of integrity and expects all employees to do likewise.

Assumption College's Code of Conduct sets out the ethical behaviour expected of us. It will assist every employee in solving ethical dilemmas they may face in their working environment.

Commitment to an ethical culture within our college involves us capturing opportunities to increase the awareness of the Assumption College's Code of Conduct and making it part of our daily business decisions and actions. It is up to all of us to ensure the Code of Conduct becomes part of the operational fabric of our college. Successfully implemented, this Code of Conduct will result in:

- More effective compliance with relevant laws;
- More effective management; and
- Maintenance of the integrity and reputation of Assumption College

The college Code of Conduct outlines our key values and our expectations of you in our workplace environment. We expect every person within our college to uphold the key values and expectations of this Code of Conduct when acting on behalf of, or representing Assumption College.

IDENTITY STATEMENT

Assumption College: an inclusive and transformative Marist community, inspiring one another to shape the future with audacity and hope.

Our Vision

The people of Assumption College have long aspired to 'seek the things that are above' by making visible the Marian face of the Church. Cherishing the rich heritage of having provided a quality Catholic education for rural families for over 120 years, we appreciate and recognise our special place in the hearts and minds of Australians. In a contemporary way, we strive to cultivate young women and men who can confidently live as 'good Christians and good citizens'[1]. Our Marist inheritance is a gift that guides the daily culture of the school in life-giving and challenging ways.

The adults and adolescents of our community are committed to a mindset of ongoing improvement, and see life-long learning as the cornerstone of our development. We are proud to support and encourage others to achieve their potential, and know that partnerships with families, local schools, and other community and educational organisations enrich us, and help us provide even greater opportunities for all. Knowing that we are a community blessed with much, we hear the call from those on the margins, and in solidarity advocate and toil for a more just and merciful world.

In a region that is gradually becoming more urbanised, we believe in and work for the values of a strong and lively rural life, where people of all ages and backgrounds feel welcomed and nourished. We are enriched by the presence of our boarders, many of whom hail from families whose association with the land has shaped and changed our nation. Together, our rural and urban families create a unique social environment that calls for a courageous discernment of evolving times, and an agility of response that ensures our students 'learn to know, to be competent, to live together and, most especially, to grow as persons'[2].

As such we affirm:

Mary courageously said yes to all that God promised. Like her, we seek to witness and nurture in all a passionate and compassionate spirituality through which Jesus is known and loved.

The early Marists proclaimed: 'Let it be said of us, as it was of the first Christians, 'see how they love one another'[3]. In a world thirsting for connection and belonging, we strive to be a place in which a family spirit of love, respect and mutual trust are the wellsprings of growth and healing. Marcellin responded to the needs of his time. Inspired by his example, we dedicate ourselves to building an aspirational and responsive school that ignites a love of learning and celebrates personal excellence.

Gospel leadership is characterised by service. In our presence to one another and through the joyful giving of ourselves, we model and promote the dignity of all.

We approach creation with a deep sense of awe and gratitude, and are mindful that our resources are finite. We value simplicity and, as such, develop structures and relationships that enable a humble, honest, and balanced approach to life.

Catholic Identity and Graduate Outcomes

Mary courageously said yes to all that God promised. Like her, we seek to witness and nurture in all a passionate and compassionate spirituality through which Jesus is known and loved.

We plan and act so that upon leaving Assumption, our students:

have developed a sense of the spiritual and sacred and are courageous in exploring their relationship with God;

appreciate the value of ritual, silence, prayer, sacramentality and retreat in building a mature spiritual life;

live justly with compassion, understanding and empathy, and;

appreciate the interdependence of spiritual, emotional, relational and physical wellbeing

Pastoral Wellbeing:

The early Marists proclaimed: 'Let it be said of us, as it was of the first Christians, 'see how they love one another'. In a world thirsty for connection and belonging, we strive to be a place in which

a family spirit of love, respect and mutual trust are the wellsprings of growth and healing.

We plan and act so that upon leaving Assumption, our students:
are reflective individuals, who actively nurture their emotional and physical wellbeing;
can form and promote positive, inclusive, respectful relationships;
understand themselves to be resilient, able to forgive and receive forgiveness, and;
care for the vulnerable and willingly place others' needs before their own.

Learning and Teaching:

Marcellin responded to the needs of his times. Inspired by his example, we dedicate ourselves to building an aspirational and responsive school that ignites a love of learning and celebrates personal excellence.

We plan and act so that upon leaving Assumption, our students:
are creative and curious people who embrace learning as a life-long undertaking;
believe in themselves as confident problem-solvers, able to work collaboratively and independently;
seek and use feedback effectively for personal growth and consistently strive for ambitious goals, and;
are persistent, discerning risk-takers, who understand that challenge, and sometimes failure, are important elements of learning and self-improvement.

leadership is characterised by service. In our presence to one another and through the joyful giving of ourselves, we model and promote the dignity of all.

We plan and act so that upon leaving Assumption, our students:
understand themselves as servant leaders, always prepared to ask: 'what can I do for you?'
use their consciences to live with courageous integrity and inspire optimism in others;
inform themselves about local, national and global issues and can sit comfortably with the tensions of meeting immediate and more far-reaching needs, and;
are grateful people who can Gospel with joy.

Stewardship of Resources:

We approach creation with a deep sense of awe and gratitude and are mindful that our resources are finite. We value simplicity and develop structures and relationships that enable a humble, honest and balanced approach to life. As such, we:
care for our resources and make environmental sustainability a priority in the life of our school;
put student learning at the centre of our resourcing decisions, and;
ensure all policies and procedures accurately reflect the needs of our college community.

[1] From St Marcellin's last letter

[2] In the Footsteps of Marcellin Champagnat

[3] St Marcellin Champagnat

This code of Conduct provides guidance on the responsibilities of our college, our employees and any third party acting on our behalf.

Responsibility in this context means that each individual takes responsibility for their actions. High ethical standards flow from the concept of us being "responsible" for our actions. Each individual who is a part of our college is expected to take responsibility for their own actions. This is a key part of our operational process.

There is no right way to do the wrong thing. Behaving in an ethical manner and in accordance with our key values is vital to the Assumption College's success. Applying this Code of Conduct ensures our college maintains a high ethical standard which reinforces one of our key assets, our reputation.

OUR WORKING ENVIRONMENT

Assumption College is committed to providing a safe and satisfying working environment in which everyone is treated fairly, with respect and where employment decisions are based on merit. The college has established various workplace standards so that it can meet these commitments.

The college's key commitments to our employees are to provide:
clear and fair terms of employment

Provide clean, healthy and safe working conditions

Remunerate fairly

Abide by our ***Equal Opportunity Policy*** which aims to ensure equality and diversity for all present and potential employees and not to discriminate on the grounds of disability, colour, ethnic origin, gender, sexual orientation, age, religion, political or other opinions

Encourage employees to develop skills and progress in their careers

Abide by our zero tolerance of any sexual, physical or mental harassment or any other bullying of our employees

The college expects all employees to:

- Act with care and diligence in fulfilling the requirements of their job
- Act in a professional and respectful manner
- Act in accordance with our values
- Not engage in any behaviour which involves harassing, bullying or discriminating against another person
- Provide a role model for students
- Promote the safety, welfare and well-being of students, their families and other employees
- Deliver high quality services to students
- Take responsibility for and support official decisions
- Maintain standards in personal appearance and hygiene
- Comply with the letter and spirit of the law
- Maintain strict observance of college policies, rules and procedures including the reporting of improper or unethical behaviours (including any breach of this Code)
- Declare conflicts of interest and not let business dealings on behalf of the college be influenced, or appear to be influenced, by personal or family interests
- Respect school ownership of all college equipment, supplies, books, records and proprietary information, including manuals and any other material
- Not accept outside employment unless approved by the college
- Not use information or authority derived from employment with the college for personal gain
- Preserve confidential college information including personal information of students, parents and other key stakeholders, plans and decisions, information about employees and any other information that is not public knowledge. Confidential information must not be used for personal benefit and must only be used in the ordinary course of business
- Report to management any possible violation of any law or regulations
- Exercise proper discretion in all matters which involve public writing or speaking so as not to bring the College into disrepute

OUR DUTY OF CARE TO STUDENTS

The College, its governors, the Principal and each employee owes a duty of care to take reasonable steps to protect students from any injury or harm that may be reasonably foreseen. This requires everyone not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury or harm.

The college is committed to:

- Establishing and effectively implementing a comprehensive range of student care and child protection policies and procedures (Refer to our ***Student Care Policies***)
- Making these policies and procedures readily available to all staff
- Providing training to staff with respect to student safety and child protection issues
- Regularly reviewing student safety policies and procedures to ensure that they remain fit for purpose
- Capturing data with respect to student injuries as well as child protection and safety incidents
- Implementing student safety and child protection control measures as appropriate

The college expects all employees to:

- Promote the safety, welfare and well-being of students
- Abide by our student safety and child protection policies and procedures
- Be vigilant as to student safety and child protection issues
- Report to management any concerns arising with respect to student safety issues
- Not engage in inappropriate relationships with students
- Not engage in any form of sexual misconduct directed to or involving a student
- Not engage in any form of bullying or harassment or physical conduct that may cause harm or injury to a student
- Not engage in any form of discriminatory conduct with respect to students

OUR BUSINESS DEALINGS

Our responsible for the college maintaining the highest standards of ethical business conduct.

The college's key commitments to our students and all their parents are to:

- Act honestly and fairly in our relationships with students and their parents/caregivers
- Provide services to the standards that have been agreed
- Take all reasonable steps to ensure the safety of services we provide
- Not engage in bribery or corruption in relation to our students or their parents

The college's key commitments to our suppliers and contractors are to:

- Act honestly and fairly in our relationships
- Not engage in bribery or corruption
- Encourage suppliers and contractors to abide by the principles of our Code of Conduct
- Endeavour to procure goods and services from those organisations demonstrating good ethical practice

THE COMMUNITY AND ENVIRONMENT

The College aspires to support our community and the environment. Our goal is to provide lasting social, environmental and economic benefits to society. We strive towards the implementation and maintenance of management systems for sustainable development that drive continual improvement

The Assumption College's key commitments to our community and the environment include:

- Contributing to making the communities, in which the college operates, better places to live and do business
- Being sensitive to local communities' cultural, social and economic needs
- Endeavouring to support ethical trade in our purchasing practices
- Protecting the environment in terms of the college's use of resources and minimisation of waste and pollution

IMPLEMENTATION

Assumption College governors and managers are responsible for promoting compliance with this Code of Conduct and monitoring its applicability and effectiveness. *name, position* will report to the *name of Audit or Risk & Compliance committee* so they can review the effectiveness of the Code of Conduct on an annual basis.

Awareness and training:

This Code of Conduct is available on the Assumption College's intranet site. It is also available to the college community through the college's public website. All employees are required to read and understand this Code of Conduct as part of their induction process.

Ethical awareness will be maintained by regular training sessions, and where necessary, workshops in which relevant issues will be discussed.

Compliance with the law:

All employees must be familiar with the basic legal requirements that apply to their duties and responsibilities. The college will provide resources to assist employees to become familiar with their legal obligations.

Reporting unethical behaviour:

It is important that we all take responsibility for ensuring that the standards contained in this Code of Conduct are translated into action. This means that if a violation comes to your attention you are required to take some action, since turning a blind eye is a way of contributing to an unethical situation. Therefore, we each have a responsibility to report unethical behaviour.

Employees must bring the matter to the attention of the appropriate manager/head of department. There may be occasions where it may be inappropriate to make a report to a manager/head of department or there may be concerns about reprisals if an allegation is made. In these circumstances the matter should be reported to the *Code of Conduct Report* or if the matter involves the *Code of Conduct Report* to the *Code of Conduct Report Alternative*.

Breach of Code of Conduct:

Where a staff member breaches this Code of Conduct the college may take disciplinary action, including in the case of serious breaches, summary dismissal.

POLICY REVIEW

The Business Manager will conduct an annual review the College's Code of Conduct and report the findings to a meeting of the Senior Leadership Team.

ENQUIRIES

If you would like further information about the way the College Code of Conduct, please contact the College Principal.