

Staff Code of Conduct

What This Policy Covers

This Code establishes ethical and professional standards for all Institute staff. It covers personal and professional behavior, responsibilities to students and colleagues, conflicts of interest, use of Institute resources, workplace conduct, and accountability obligations to ensure integrity and professionalism in all activities.

Key Standards in the Code

Personal and Professional Behaviour: Uphold Institute values, perform duties diligently, treat others with respect and courtesy, exercise professional judgment, maintain confidentiality, and demonstrate ethical conduct.

Conflicts of Interest: Declare and manage any conflicts between personal interests and Institute obligations. Avoid situations where personal gain could influence professional decisions.

Responsibility to Students: Provide fair and equitable learning experiences, maintain professional boundaries, protect student privacy, respond to needs promptly, ensure accessibility, and foster inclusive learning environments.

Responsibility to Colleagues: Work collaboratively, support team members, communicate professionally, respect diversity, resolve conflicts constructively, and contribute to positive workplace culture.

Acceptance of Gifts: Gifts and benefits that could influence decision-making or create obligations must be declined. Token gifts of minimal value may be accepted with disclosure.

Outside Employment: Must not conflict with Institute duties, use Institute resources, or compromise professional responsibilities. Requires approval from CEO/PEO.

Public Comments: Media statements require CEO/PEO approval. Personal views must not be presented as Institute positions. Maintain professionalism in all public communications.

Use of Resources: Institute resources used only for official business with proper authorization. Electronic communications must follow ethical standards. Confidential information protected.

Harassment and Discrimination: Zero tolerance for harassment, discrimination, bullying, or offensive behavior. All staff treated with dignity and respect.

Health and Safety: Comply with workplace health and safety requirements. Report hazards and incidents. Promote safe working environment.

Digital Conduct: Use strong passwords, protect data, use social media responsibly, report security incidents, maintain professional boundaries online.

Organisational Accountability: Understand compliance obligations, maintain accurate records, participate in quality assurance, report compliance concerns, cooperate with audits.

Breach of Code

Substantiated breaches result in disciplinary action depending on severity: verbal warning, written warning, counseling, probation, termination, or referral to law enforcement. CEO/PEO conducts

investigation, provides opportunity to respond, and determines appropriate action. Serious breaches may result in immediate dismissal.

Implementation and Training

All new staff receive comprehensive Code training during induction. Existing staff receive annual refresher training. Specialized training provided for high-risk roles. All staff sign acknowledgment form annually confirming understanding and agreement to comply. Code compliance integrated into performance reviews.

Important Points to Remember

- Apply to all staff, contractors, consultants, and volunteers
- Maintain professionalism at all times
- Declare and manage conflicts of interest
- Protect student and Institute confidentiality
- Maintain professional boundaries with students
- Use Institute resources only for authorized purposes
- No harassment, discrimination, or bullying tolerated
- Media statements require CEO/PEO approval
- Report compliance concerns and safety hazards
- Sign annual acknowledgment of understanding

Additional Information

This Code aligns with Outcome Standards for RTOs 2025 (particularly Standards 4.1 and 4.2), Fit and Proper Person Requirements 2025, ESOS Act 2000, Privacy Act 1988, and other legislation. The Code promotes culture of integrity, accountability, and respect as required by regulatory frameworks. Staff have responsibility to report breaches and ethical concerns. Resources and support available for guidance on Code-related matters.

Need Help?

For questions about this Code:

Chief Executive Officer/Principal Executive Officer, 1300 244 002, sam@menzies.vic.edu.au

Head of Compliance, 1300 244 002, compliance@menzies.vic.edu.au

Related Policies and Documents

- MITP16 - Staff Management
- MITP20 - Health and Safety
- MITP21 - Bullying, Harassment and Discrimination Prevention
- MITP22 - Sexual Harassment
- MITP26 - IT Resources and Usage
- MITP33 - Privacy Policy and Procedure
- MITP92 - Leadership and Accountability
- MITP93 - Conflict of Interest
- Staff Code of Conduct Acknowledgment Form
- Standards for RTOs 2025 (Standards 4.1, 4.2)

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