



## STAFF CODE OF PROFESSIONAL STANDARDS AND CONDUCT

### Purpose:

- To outline the parameters for employees who work at Trinity Catholic College and to assist in achieving a safe and supportive school environment for students, employees and the school's broader community.

**Relevant to:** All Members of Staff  
All other members of the school community who have contact with students

**Responsible Officer(s):** Principal

**Date of Introduction:** 2 July 2004

**Date of Review:** October 2005, June 2013, January 2019, January 2020

### Modification History:

#### Related Documents:

- a) the Children and Young Persons (Care and Protection) Act 1998 (NSW) (the **Care and Protection Act**);
- b) the Child Protection (Working with Children) Act 2012 (NSW) (the **WWC Act**); and,
- c) the Ombudsman Act 1974 (NSW) (the **Ombudsman Act**).
- d) Trinity Catholic College Child Protection Policy and Procedures

#### Related Forms:

Working with Children Check Form.

## **1. INTRODUCTION AND PURPOSE**

This document sets out the standards of conduct, professional and personal behaviour Trinity Catholic College Lismore requires of its staff members to uphold and encourage a safe, supportive, productive and harmonious workplace. Staff members have a responsibility to uphold these standards including upholding the teachings and values of the Catholic Church and to avoid by word, action or public lifestyle, behaviours which are contrary to those teachings and values.

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## **2. SCOPE**

This Code of Conduct applies to all staff members of Trinity Catholic College Lismore. It outlines the obligations, responsibilities and standard of behaviour Trinity Catholic College Lismore requires of all staff members to uphold the values, integrity and reputation of Trinity Catholic College Lismore.

Staff members are to make themselves familiar with the requirements of this document and ensure they comply with the behaviours and obligations outlined within it.

Failure to comply with the responsibilities and obligations outlined in this document may result in disciplinary action being taken, including termination of employment, notification to external agencies and/or criminal charges.

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## **3. LAWFUL COMPLIANCE**

Staff members must act lawfully and comply with all legislative, contractual and industrial requirements while engaged by Trinity Catholic College Lismore. Staff members must also comply with Trinity Catholic College Lismore's policies and follow all reasonable and lawful directions given by Trinity Catholic College Lismore.

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## **4. ETHICAL BEHAVIOUR**

Staff members of Trinity Catholic College Lismore are expected to:

- respect the dignity, rights and views of others
  - listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view)
  - act respectfully at all times, including respecting cultural, ethnic and religious differences
  - acknowledge the genuine contributions that others make
  - express constructive feedback considerately and in a moderate tone
  - not harass, bully or discriminate against colleagues, clients or members of the public
  - be courteous, fair, sensitive and considerate to the needs of others
  - be honest and act with integrity at all times
  - actively assist in managing workplace conflict that personally affects them or staff members under their supervision to create positive and constructive outcomes
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## **5. PROFESSIONAL BEHAVIOUR AND DEVELOPMENT**

Staff members of Trinity Catholic College Lismore are expected to:

- maintain a high standard and quality of work
- maintain and develop knowledge and understanding of their area of expertise
- continuously seek to improve work performance and bring about improvements in the workplace
- exercise care, responsibility and sound judgement when carrying out their duties
- ensure procedural fairness is followed in all processes
- maintain adequate documentation to support any decision making
- take reasonable care of their safety and health
- take reasonable steps that their acts/omissions do not adversely affect the health and safety of others
- comply and cooperate with any reasonable instruction, policy or procedure, including with respect to work health safety matters
- not carry out their duties under the influence of alcohol, any illegal substance, or any drug which impairs work performance or poses a safety risk to themselves or others
- not ignore work duties or waste time during working hours
- not take or seek to take improper advantage of any information gained in the course of employment
- not take improper advantage of their position to benefit themselves or others
- not allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities
- maintain confidentiality and privacy where required
- report to Trinity Catholic College Lismore any instance where the staff member believes they, or anyone within their workplace, have been treated in a discriminatory or harassing manner

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## **6. CONFLICTS OF INTEREST**

A conflict of interest includes any circumstance, whether real, perceived or real, arising from a conflict between the performance of a staff member's professional duties with Trinity Catholic College Lismore and their personal interests. Staff members are to take all appropriate steps to disclose a conflict of interest (or potential conflict) to Trinity Catholic College Lismore as soon as the staff member becomes aware of it.

A conflict can arise when there is a reasonable expectation of a personal benefit, direct or indirect, for a staff member that could influence the performance of their duties. This benefit may be financial or non-financial.

Staff members must take suitable measures to avoid, or appropriately deal with, any situation or relationship they may have where a conflict of interest could, directly or indirectly, compromise the performance of their duties.

A staff member may ask themselves the following questions to assist in identifying whether a situation or relationship is potentially a conflict of interest:

- Do I have personal interests that may conflict, or be perceived to conflict or potentially, with my position at Trinity Catholic College Lismore?
- Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?

- How will my involvement in the decision or action be viewed by others?
  - Does my involvement appear fair and reasonable in all the circumstances?
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## **7. GIFTS AND BENEFITS**

Staff members must not solicit or accept gifts, benefits or hospitality which might be reasonably seen to either directly or indirectly compromise or influence their professional duties with Trinity Catholic College Lismore.

Gifts of a nominal value generally used for promotional purposes, or moderate acts of hospitality offered as a genuine thank you by a client, may be personally retained as long as they have not been solicited by the staff member or could be seen to have comprised or unduly influenced the staff member's professional duties with Trinity Catholic College Lismore.

Gifts or hospitality offered as an inducement to purchase, provide information or treat someone favourably are not acceptable regardless of their monetary value. Examples of inducement include a recruitment agency offering theatre tickets for each temporary person employed.

Gifts, such as a Christmas hamper or a box of chocolates from a consultant, should be shared and made available for consumption by all staff members. Consideration should also be given to donating such gifts to charity.

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## **8. SECONDARY EMPLOYMENT**

Staff members employed on a full-time basis must seek and obtain approval in writing from Trinity Catholic College Lismore prior to engaging in any secondary employment or business activity, including employment within a family company.

Part-time and casual staff members must also seek approval to undertake secondary employment from Trinity Catholic College Lismore if the employment may result in potential conflicts of interest that could adversely impact on the staff member's ability to perform their duties with Trinity Catholic College Lismore, including work, health & safety concerns, or where the secondary employment may affect [employer's] financial position, services, clients or standing in the community.

Approval for secondary employment is still required when staff members are on leave, including periods of leave without pay.

Where a staff member is already involved in secondary employment, they must provide details of the secondary employment to Trinity Catholic College Lismore and obtain the necessary approval.

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## **9. MANAGEMENT AND RESOURCES**

Staff members must use Trinity Catholic College's resources economically and ethically. Such resources include money, facilities, equipment (e.g. phones, computers, iPads, fax machines), vehicles, services (e.g. internet) and any other property which is owned or is the responsibility of Trinity Catholic College Lismore. Staff members also have a duty to ensure Trinity Catholic College Lismore resources are used only for their intended purpose, are well maintained and secured against theft or misuse.

Staff members are fully accountable for the use of Trinity Catholic College's work time and resources. Staff members should not use Trinity Catholic College's work time or resources for an outside interest, secondary employment or personal gain, such examples include the development of a new commercial idea or writing a book.

Staff members have a duty to report to Trinity Catholic College Lismore any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability.

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## **10. PROTECTED DISCLOSURES**

In reporting any suspected improper use, fraud, waste or abuse of resources, corrupt conduct, inadequate administration or accountability, staff members are entitled to seek support and protection when making such disclosures, and to be notified of the action taken in relation to the disclosure.

Staff members are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations, and may be liable for disciplinary action as a result.

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## **11. CONFIDENTIALITY**

Staff members must not divulge, either during employment or after, any confidential information gained as a staff member of Trinity Catholic College Lismore.

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## **12. FURTHER INFORMATION**

Further information about this document can be sought from the Principal or Business Manager.