

# HR12 – Staff code of conduct

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## Purpose

This code aims to guide the conduct of staff in the performance of their duties as an employee of Mantra Academy, and is intended to provide practical assistance for staff faced with ethical challenges.

## Overview

All staff of Mantra Academy are expected to perform the duties associated with their position skillfully, impartially and diligently in order to contribute to the efficient and economic achievement of Mantra Academy's strategic goals.

Staff should be guided in their conduct by the principles established by this code. If there is any doubt as to the applicability of the code, or the appropriate course of action to be taken in certain circumstances, the matter should be discussed with a senior member of staff.

## Code

### 1. Ethical principles

1.1 The fundamental ethical principles on which this code of conduct is based are:

- ◆ respect for others
- ◆ integrity
- ◆ diligence
- ◆ economy and efficiency.

### 2. Respect for others

2.1 All staff are expected to treat others, including students, staff, external organisations and members of the community with fairness and respect. This involves:

- ◆ courtesy and responsiveness in dealing with others
- ◆ being sensitive to and respecting the rights and dignity of others
- ◆ making reasonable, fair and consistent decisions
- ◆ avoiding behaviour which might reasonably be perceived as harassment, victimization or intimidation
- ◆ avoiding discrimination on grounds such as age, race, sex, pregnancy, sexuality, ethnic background, nationality, disability, political conviction, religious belief, or other grounds covered by relevant legislation
- ◆ allowing alternative points of view to be expressed and reasonably debated.

### 3. Integrity

3.1 All Mantra Academy staff have an obligation as a citizen and as an employee to observe the laws of the State and Commonwealth.

3.2 Staff are required to be familiar with and comply with, all relevant Mantra Academy's policies, procedures and codes of practices of the organisation.

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## 4. Conflicts of interest

- 4.1 Staff should be honest in performing their role, and avoid conflicts between their private interests and those of their responsibilities to Mantra Academy.
- 4.2 Conflicts of interest may arise when a staff member is in a situation where personal circumstances are affected by the decisions or duties carried out in their role. A conflict may arise when any of the following are involved:
- ◆ financial interests
  - ◆ personal or sexual relationships
  - ◆ personal beliefs
  - ◆ outside employment
  - ◆ political participation
  - ◆ use of confidential information
  - ◆ use of facilities, equipment and resources
  - ◆ acceptance of gifts or benefits.
- 4.3 All staff must act responsibly and report any actual or perceived conflicts of interest that arise as part of their role. If there is any question as to whether a conflict exists, staff must discuss the circumstances to management to determine whether a conflict exists. Appropriate strategies will be developed to manage any reported or perceived conflicts of interest.

## 5. Diligence

- 5.1 Staff are expected to carry out their duties in a professional, ethical and diligent manner at all times. This means staff must:
- ◆ make decisions fairly, impartially and without bias, using the best factual information available
  - ◆ keep records and documentation to support their decisions
  - ◆ always aim to achieve the highest possible standard of performance
  - ◆ continuously develop their knowledge in their professional fields and areas of responsibility. Trainers and assessors must continue developing their vocational competencies to support continuous improvements in the delivery of the services provided by Mantra Academy
  - ◆ exercise best judgment in the interests of Mantra Academy
  - ◆ maintain adequate documentation to support decisions made
  - ◆ ensure outside interests do not interfere with their ability to meet the responsibilities of their role
  - ◆ adhere to professional codes of conduct and standards of ethics
  - ◆ act responsibly when becoming aware of any unethical behaviour or wrong doing by any other person. This may involve a report to a senior member of staff or to external authorities.

## 6. Economy and efficiency

- 6.1 Staff should use Mantra Academy resources, facilities and intellectual property only for legitimate purposes related to their role with Mantra Academy.
- 6.2 Staff should avoid waste or minimize it where avoidance is not possible.
- 6.3 Staff should maintain sufficient security and protection of Mantra Academy property, facilities, resources and intellectual property.

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## 7. Breach of the code

- 7.1 This code of conduct is designed to promote and enhance the ethical practice of staff. If any staff member is found to have breached this Code, Mantra Academy may decide to take action against them. This may include disciplinary action for misconduct or serious misconduct. Any such action may result in sanctions imposed, including and up to, termination of employment.

## 8. Legislation

- 8.1 This code of conduct is informed by the following legislation with which all staff must comply.

### Commonwealth

- ◆ National Vocational Education and Training Regulator Act 2011
- ◆ Privacy Act 1988
- ◆ Copyright Act 1968
- ◆ Freedom of Information Act 1982
- ◆ Occupational Health and Safety Act 1991
- ◆ Disability Discrimination Act – Education Standards 2005

### Victoria

- ◆ Anti-Discrimination Act
- ◆ Equal Opportunity Act 2010
- ◆ Information Privacy Act 2000
- ◆ Occupational Health And Safety Act 2004
- ◆ Working With Children Act 2005

### Queensland

- ◆ Anti-Discrimination Act 1991
- ◆ Information Privacy Act 2009
- ◆ Right to Information Act 2009
- ◆ Workplace Health and Safety Act 1995

### Tasmania

- ◆ Anti-Discrimination Act 1998
- ◆ Right to Information Act 2009
- ◆ Personal Information Protection Act 2004
- ◆ Workplace Health and Safety Amendment Regulations 2003

### New South Wales

- ◆ Anti-Discrimination Act 1977
- ◆ Disability Services Act 1993
- ◆ Education Act 1990
- ◆ Education Regulation 2007
- ◆ Freedom of Information Regulation 2005
- ◆ Occupational Health and Safety Regulation 2001
- ◆ Privacy and Personal Information Protection act 1998

### Western Australia

- ◆ Freedom of Information Act 1992
- ◆ Disability Services Act 1993
- ◆ Fair Trading Act 1987
- ◆ Occupational Safety And Health Act 1984
- ◆ Information Privacy Bill 2007

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- ◆ Vocational Education And Training Act 1996

## Queensland

- ◆ Anti-Discrimination Act 1991
- ◆ Education and Training Legislation Amendment Act 2009
- ◆ Fair Trading Act 1989
- ◆ Fair Trading Regulation 2001
- ◆ Information Privacy Act 2009
- ◆ Right to Information Act 2009
- ◆ Vocational Education, Training and Employment Act 2000

## Related policies

- BQ1: Customer Service Charter
- BQ4: Access, Equity and Anti-Discrimination Policy
- HR13: Staff Management Policy

## Related procedures, forms and other documents

- BQ27.1: Governance Procedures
- HR13.1.4: Position Description – Trainer/Assessor
- HR13.1.5: Position Description – CEO

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