



STAFF CODE OF CONDUCT

All Staff and Resident interactions and relationships within John XXIII College are built upon our College Values:

Respect: Demonstrating care and respect for the feelings, wishes and rights of others.

Integrity: Prioritising honesty and personal accountability.

Courage: Exhibiting mental and moral strength and perseverance when navigating difficulty.

Empathy: Understanding and sharing the feelings of others.

Gratitude: Expressing thankfulness and appreciation for our blessings.

Inclusivity: Embracing, respecting and being inclusive of human diversity.

All Staff are required to:

- Always remain professional; attire is to be neat, clean and in good repair, display courtesy in all circumstances, be accountable, have consideration for the needs of others and to keep people informed of progress.
- Protect and promote the positive reputation of John XXIII College.
- Perform their role to the best of their ability with honesty, integrity and care.
- Abide by their position description (PDs) and follow all lawful and reasonable directives from Management.
- Treat everyone with respect and courtesy, without harassment and embracing diversity wholeheartedly.
- Show compassion and empathy when dealing with anyone facing a challenging situation.
- Protect the privacy of the business of John XXIII College, as well as the Residents, their families and Employees.
- Understand that behaviour in and out of the workplace can impact John XXIII College.
- Exercise a duty of care to all people associated with the College.
- Not engage in inappropriate activities with residents or other staff, including forming unprofessional relationships, engaging in activities which are beyond their scope, and must maintain professional standards when entering all spaces, being fully respectful of others personal space, including only entering private rooms as a part of their operational duties.
- Abide by reasonable instructions, company policies and all other relevant Australian laws/regulations.
- Reduce expenses and increase revenue so that the College may continue to reinvest in the College.
- Avoid conflicts of interest with John XXIII College and if unsure, seek advice from Senior Management.

Drugs & Alcohol: The College considers that the use of alcohol or other drugs is primarily a health issue for individual staff members. Where a staff member's performance or conduct affects the health and safety of the staff member, students, and/or others in the workplace, the College is committed to managing the issue appropriately. This may include providing education to staff, and in particular, supervisors and managers, concerning the use, misuse or abuse of alcohol. Misuse of drugs is prohibited at the College and will be followed up accordingly.

Discrimination: In conducting all employment activities, including recruitment, selection, promotion, transfers and training, John XXIII College will not discriminate based on gender, age, racial origin, disability, region, culture, sexual preference, language, political affiliation, marital status or parental responsibility. The College does not tolerate any form of discrimination. All Employees have the right to work in an environment free from discrimination. Any reports of discrimination will be given to the Head of College and will be treated seriously and investigated promptly, confidentially and impartially.

Harmful Behaviours: Any incident involving allegations of Harmful Behaviours, and Gender Based Violence in particular, will be taken seriously by the College, and may include both ANU and Board involvement in the investigation process, as well as offering both formal and informal paths of support both within and beyond the College. Non-disclosure agreements cannot be used in gender-based violence matters unless the discloser specifically requests one.

I have read the above document, and will abide by the John XXIII College Code of Conduct:

Name:

Signature:

Date: