



Code of Conduct – Staff
(Web Version)

Relevant Legislation / Related information	<ul style="list-style-type: none"> • Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023 – B8.2 • Anti-Discrimination Act 1977 (NSW) • Australian Human Rights Commission Act 1986 (Cth) • Child Protection (Prohibited Employment Act 1998 (NSW) • Children and Young Persons (Care and Protection) Act 1998 (NSW) • Community Services (Complaints, Appeals and monitoring) Act 1993 (NSW) • Copyright Act 1968 (Cth) • Disability Discrimination Act 1992 (Cth) • Fair Work Act 2009 (Cth) • Freedom of Information Act 1989 (NSW) • Privacy Act 1998, Privacy Regulation 2013, and National Privacy Principles (Cth) • Racial Discrimination Act 1975 (Cth) • Sex Discrimination Act 1984 (Cth) • Children’s Guardian Act 2019 (NSW) • Work Health and Safety Act 2011 (Cth) • Work Health and Safety Regulations 2017 (NSW)
Related documents (Including but not limited to)	<ul style="list-style-type: none"> • Continuous improvement policy and procedure • Bullying and harassment (including sexual harassment) policy and procedure • Procurement procedure • Communications policy and procedure • Work health and safety policy • Workplace complaints policy • Conflict of interests policy and procedure
Authorisation Implementation	Principal
Date of Approval	9 September 2025
Review Cycle	Biennial
Feedback	Feedback on this policy can be emailed to the Principal
Accessible	Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Parent <input type="checkbox"/>

Commitment

This Code of Conduct reflects the commitment of Sapphire Coast Anglican College (SCAC) (the School) to ethical practice consistent the values of the Anglican Diocese of Canberra & Goulburn (the Diocese) which is based on orthodox Christian belief including:

- The centrality of Jesus Christ, His death and resurrection;
- The Bible as the ultimate authority and guide for the Church;
- That all people are created in the image of God and have inherent dignity and worth.

The SCAC values that guide the personal and professional behaviour of all personnel are:

- Knowledge
- Wisdom
- Faith
- Service

These values reflect the Christian ethos of the SCAC. All SCAC personnel, paid and unpaid, are expected to understand the Christian ethos of the SCAC and respect these values.

This Code of conduct establishes a standard of professional and personal behaviour that:

- Reflects the mission, vision, and ethos of SCAC
- Respects the rights of each individual and the whole community
- Supports the best possible standards of service to the community
- Promotes and maintains community confidence and trust in the work of SCAC

Purpose and scope

This Code is an organisation-wide policy and applies to all personnel who work in or serve SCAC. Personnel includes; Board members, staff, contractors and volunteers.

The purpose of this Code of conduct is:

- to identify professional and personal behaviours which will enable SCAC personnel to professionally and ethically serve the needs of others, including clients, colleagues, and the public;
- to ensure personnel are aware of their responsibilities to act honestly and with due diligence and care;
- to uphold the rights of individual personnel;
- to provide guidance to identifying and resolving situations which may result in a conflict of interest or other impropriety;
- to assist personnel to act in ways which enhance the general public confidence in SCAC and the Diocese;
- to encourage the commitment, contribution, and development of each person in striving to achieve best practice and an exceptional quality of service.

Clarification of the code

The Code does not address all the issues that personnel may face when performing their roles, but it does provide general principles to which all can refer. If in doubt about the best response to a given situation, personnel should seek advice from their relevant line manager.

If there is any conflict between the Code and the law, the law will prevail.

Definitions

bullying means repeated and unreasonable behaviour directed towards a person or persons which causes distress or humiliation or creates a risk to their health and safety. Bullying includes:

- intimidation or threats;

- abusive communication;
- derogatory or belittling comments;
- spreading rumours;
- inappropriate touching;
- invasion of personal space;
- teasing;
- displaying degrading or offensive visual or written material;
- cyberbullying.

Bullying does not include reasonable conduct such as:

- disagreeing with somebody in an honest and respectful way;
- giving feedback about inappropriate behaviour in an objective way;
- setting reasonable performance goals, standards, or deadlines;
- giving constructive feedback about unsatisfactory performance;
- taking legitimate disciplinary action.

For further information, see the Bullying and Harassment (Including Sexual Harassment) Policy.

child is a person under the age of 16 years as defined by the Children and Young Persons (Care and Protection) Act 1998.

employee is a person who is lawfully engaged in employment by the School.

harassment means unwelcome conduct towards another person where that person feels, with good reason, offended, belittled, or threatened. It includes:

- unwelcome physical contact;
- making unwelcome contact with a person by any means (phone, email, text messages);
- unnecessary comments about a person's attributes or capabilities;
- gestures or language that could reasonably give offence, including continual and unwarranted shouting;
- intolerance of or discrimination towards a person because of an irrelevant attribute;
- exclusion from a peer group;
- displaying degrading or offensive visual or written material;
- stalking.

For further information, see Bullying and harassment (including Sexual harassment) policy.

offensive language includes blasphemy, verbal harassment, racial and other forms of vilification, personal insults, and obscene words.

personnel includes any paid employee of TASG or any unpaid volunteer serving TASG in any capacity who is not covered by another Code of conduct or similar.

principal refers to the Principal of the School and any persons to whom she/he delegates the responsibility.

restricted material is any material that has been classified by the Australian Classification Board (ACB) as Category 1 or 2 restricted, X, or RC, or any other material not subject to classification by the ACB (such as internet material) that is considered with good reason by the Anglican Church as being offensive on the grounds of violence, sex, language, drug abuse, or nudity.

spiritual abuse means the mistreatment of a person by actions or threats when justified by appeal to God, faith, or religion. It includes using a position of spiritual authority to dominate or manipulate another person or seek inappropriate deference from others, or using biblical or religious terminology to justify any form of abuse.

school refers to any or all of the campuses and facilities of SCAC and to SCAC as the institution.

staff includes any paid employee of TASG or any unpaid volunteer serving SCAC in any capacity who is not covered by another Code of conduct or similar.

line manager refers to the supervising or managing members of both teaching and support staff within the School, and includes, Heads of Department, Coordinators and similar who have oversight of staff in various parts of the School

young person is a person aged from 16 – 18 years as defined by the Children and Young Persons (Care and Protection) Act 1998.

Responsibilities

By accepting employment with the School, staff must be aware of, and comply with, this Code of conduct and acknowledge this by signing the Code of conduct acknowledgment form. As an employee of the School, staff members must:

- conduct themselves, both personally and professionally, in a manner that upholds the ethos and reputation of the School;
- comply with the School's policies and procedures;
- act ethically and responsibly;
- assist other staff in implementing this Code of conduct by:
 - o helping to foster professionalism within an atmosphere conducive to the promotion of integrity;
 - o appropriate behaviour and mutual respect in the workplace; and
- be accountable for their actions and decisions.

Persons external to the School

Contractors, consultants and volunteers working with the School must be aware of this Code of conduct. When engaging or managing external persons, it is the responsibility of the supervising staff member to make them aware of the School's expectations of conduct during the period of their engagement.

Legal standing

This Code is additional and supplementary to and does not replace or derogate from any legislated, contractual or other legal responsibilities of any member of staff.

This Code is not intended to be contractual in nature and does not impose any contractual obligations on SCAC. SCAC reserves the right at its sole discretion to vary or cancel the Code at any time with the approval of Bishop- in-Council. Nothing in this Code should be taken to limit the circumstances in respect of which SCAC may take disciplinary action in respect of an employee.

Staff should also be familiar with the legislation under which they are employed as this may specify requirements with which they need to comply. If staff are uncertain about the scope or content of a policy with which they must comply, they should seek clarification from the Human Resource team.

Professional accountability

Personnel shall apply themselves to their duties with diligence, care, and attention, seeking to meet high professional standards in the performance of their duties. Personnel who are members of a professional body or association will adhere to any relevant code of professional conduct in addition to this Code of Conduct. In addition, staff will:

- ensure they have the requisite knowledge, skills, judgment, experience, and motivation to do their job;

- meet the standards that SCAC would expect from a competent and qualified person in the relevant role;
- work within the scope and limits of their practice and skills;
- comply with any policy or procedural requirements;
- accept performance assessment and review from supervisors;
- overtly and wholeheartedly support directives and decisions of the Board and SCAC Executive.

Work Health and Safety

Staff have a responsibility under Work Health and Safety legislation to take care of their own health and safety at work. It is also their responsibility to ensure that his/her activities do not place at risk the health and safety of their co-workers, students or other persons that staff may come into contact with at work. Considerations of safety relate to both physical and psychological wellbeing of individuals. See Work health and safety policy and procedures.

Personal and professional development

Staff members will look for, and take advantage of, opportunities to maintain and enhance skills appropriate to the responsibilities of their role, through:

- regular learning and ongoing professional development;
- professional supervision/consultation;
- peer support;
- having a mentor;
- regular feedback including an annual review.

Employment decisions

Staff will adhere to the highest ethical standard when making employment-related decisions, when seeking employment, or when planning to resign from a position, ensuring fair and equal treatment of all.

Prospective employees must provide accurate and complete information about their professional qualifications and experiences as required.

Conflict of interests

Conflict of interests arises when personnel have competing professional or personal interests, making it difficult to impartially fulfil their duties. A conflict of interest can create an appearance of impropriety even if no unethical act results from it. A conflict of interest can undermine confidence in personnel, SCAC, or the Diocese.

Personnel will avoid conflicts between their professional responsibilities and their personal, financial or other interests. If a staff member believes they have a conflict of interest or that a conflict of interest may occur, they should advise their line manager according to the Conflict of interests policy and procedure.

Financial responsibility

Personnel will avoid being influenced by offers of money or other rewards, financial or non-financial. Staff will avoid any personal advantage for themselves or others through their position other than their wage, allowances and deductions.

Staff will minimise the risk of the appearance of impropriety by ensuring that:

- proper accounting records are kept for transactions including receipts, diary entries, tax invoices, accounts, and account statements;
- cash is kept secure at the workplace;
- money is banked promptly;
- money is not taken home;

- SCAC credit cards are not misused.

Gifts and benefits

Staff may, on behalf of SCAC or the Diocese, accept the hospitality of other organisations for an event, provided doing so does not create a conflict of interest. The acceptance of gifts and other benefits has the potential to compromise the position of staff by creating a sense of obligation and undermining their impartiality. It may also affect the reputation of the School and the staff member.

If staff are offered a bribe (i.e. anything given in order to persuade staff to act improperly), staff must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal via the online incident form.

It is acceptable in certain circumstances for staff to receive on behalf of the team an occasional token gift such as flowers, chocolates, or alcohol, not exceeding the value of \$150. Staff may politely decline any gift.

Where offered a gift, staff must exercise discretion in accepting or rejecting the gift. Staff should establish whom the gift is intended for, and take into consideration:

- the value of the gift;
- the intention of the giver and other circumstances, including the frequency of the gifts;
- the risk of personal integrity being compromised;
- whether accepting the gift would cause embarrassment if known publicly.

Staff must disclose the offer and receipt of any gift to their line manager.

Staff should not accept gifts except within these guidelines.

Staff will not use their position to:

- gain advantage or influence over other staff, clients, their families or carers, suppliers, contractors, or any other person for the purpose of personal gain or benefit;
- accept or acquire a personal profit or advantage of a material value.

Staff must not under any circumstances accept or coerce an invitation to become a beneficiary or recipient of a bequest in a client's will.

Employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the School. If staff win a prize staff must advise their line manager or the Principal who will determine how the prize should be treated and recorded.

Working with children and vulnerable people

Any staff working directly with children must undergo requisite induction and annual training in addition to checks including obtaining a Working With Children Check (NSW). Staff must conform to the relevant legislation, including:

- *Children and Young Persons (Care and Protection) Act 1998 (NSW)*
- *Child Protection (working with Children) Act 2012*

On employment staff should be familiar with the location of all relevant policies and procedures, particularly Reportable Conduct and Mandatory reporting.

Duty of Care / Supervision

School employees have a duty of care to students in their charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For additional information refer to the Supervision policy and procedure.

Use of resources

Staff will use SCAC and Diocesan resources including computers, telephones, and vehicles wisely and for the purpose for which they are intended, in accordance with the SCAC *Policy and Procedures*.

Confidentiality

Staff must use any information gained in the course of their work for professional matters only, treating clients and other staff with the strictest confidence and complying with all relevant privacy legislation and regulations. For further information see the SCAC *Privacy Policy*.

The following paragraph is contained within Letters of Employment and form part of the Code of conduct:

You must take all steps necessary to protect information acquired by you in the course of your employment that is confidential or that you should reasonably understand to be confidential and must not disclose such information other than as authorised by SCAC or where required for the proper performance of your duties. You agree that the obligations under this clause continue after the end of your employment with SCAC.

Respect for the law

Personnel will obey the laws of the land and follow all lawful work-related instructions.

To this end, personnel should make themselves aware of any relevant laws, regulations, delegations, and protocols relating to their duties. Line managers will be responsible for ensuring that staff are aware of and understand these obligations.

Personnel will not engage in any activity such as tax evasion, fraud, theft, or any other unlawful activity.

Copyright and intellectual property

Staff will comply with copyright legislation and ensure that any licences for the use of copyright material are current and complied with. When creating material staff need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials. If staff develop material that relates to their employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in their own time or at home.

Advice relating to sharing or licensing the School's intellectual property should be sought from the Principal. The School cannot give away or assign its intellectual property without the approval of the Principal. Staff should not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

Public comments and behaviour

In order to maintain the reputation of SCAC and the Diocese and to protect personnel, staff will:

- avoid public criticism of other staff, volunteers, clients, the SCAC or the Diocese;
- avoid making promises to the public, clients, other staff or members of other organisations which are outside the delegated authority of their position or which knowingly cannot be kept;
- avoid making any comments to the media, unless delegated to do so and only with the approval of the Principal;
- avoid comments or behaviour that could give the impression of favouritism or inappropriate relationships, this relates to all school interactions with other staff, parents and students;
- staff must not post false, misleading or confidential information on public social networking sites.

Personal behaviour

SCAC does not seek to regulate the personal behaviour of staff in their private lives. However, all staff should be aware that personal behaviours can impact on the reputation and well-being of SCAC, the Diocese, and its personnel. This impact can be magnified in small communities. This Code addresses personal behaviour in a professional context, in particular where personal and professional behaviour intersect and where this behaviour may impact on the reputation of the SCAC and the Diocese. Staff must avoid disrespectful or derogatory language regarding a student, or their family, even in conversations entirely between School employees.

Bullying, harassment and abuse

SCAC will not tolerate:

- Bullying;
- Harassment;
- Unjustified intolerance of or discrimination towards others;
- Spreading malicious gossip;
- Emotional abuse;
- Physical abuse;
- Sexual abuse;
- Spiritual abuse.

If a staff member feels bullied or harassed by another staff member, the first staff member can make a personal, informal, or formal complaint. The person can raise any concerns with their line manager, the Principal or Deputy Principal before the complaint becomes formal.

For information about the complaints processes and for further information about bullying and harassment, see the *SCAC Bullying and Harassment (including Sexual Harassment) Policy and Procedure* documents.

Integrity

Staff will maintain or enhance public confidence in the integrity of SCAC and the Diocese, being sure to undertake their work with honesty, reliability, respect, and impartiality. This includes ensuring that records are kept accurately.

Respect for others

Staff will treat fellow staff, clients, contractors, visitors, and any other people honestly, fairly, and with proper regard for their rights, irrespective of their individual background or circumstances. See Communications policy and procedure.

Drugs and alcohol

Staff will not allow alcohol, drugs, or any other addictive substance or product (such as gambling) to affect their well-being or that of others when at the workplace. If a staff member has a significant problem arising from substance use that adversely affects their ability to work and their relationships at work, they may be required to seek professional help. See also Drug, alcohol and smoking policy and procedure.

Dress

Staff will dress appropriately for a professional environment, with consideration given to the context of their workplace. Staff will be sensitive to the effect of their dress on others, including clients, and dress modestly and appropriately to the context, having regard for health and safety. For SCAC, denim is not considered as appropriate for the professional environment.

Language

Staff will be sensitive to others in their use of language, and will avoid using culturally insensitive, discriminatory, derogatory, bullying, threatening, humiliating, or offensive language or any other language that causes unnecessary offence or embarrassment. This includes language or actions that could be interpreted as sexual harassment.

Restricted material

Staff will not view, possess, produce, or distribute restricted material without a legitimate purpose. If there is a legitimate purpose, staff will disclose the purpose and circumstances to a line manager and obtain approval.

Reporting corrupt or inappropriate conduct

If a staff member knows about, or has good reason to suspect, any fraud, theft, corruption, or criminal or unethical conduct, they will report it immediately as per *Workplace complaints policy and procedure* and/or *Whistleblower policy & procedure*.

Staff who report such matters are protected from victimisation or retaliation; however disciplinary action will be taken in the event a report is determined to be vexatious.

Illness and disease

SCAC requires staff members to be proactive and diligent about workplace infections or communicable diseases. All staff members who are sick with an infectious illness or disease or have reasonable grounds to suspect that they may be sick, are encouraged to seek medical assistance and follow medical advice.

If a staff member is sick with an infectious illness or disease, they should not attend work and seek medical treatment.

Breaches of the Code

Staff will be required to acknowledge the Code of Conduct on commencement of employment and annually at the start of the school year to ensure all employees understand and adhere to the Code of Conduct. Action will be initiated if this Code or any relevant Act, Regulation or Policy is breached. Depending on the nature of the breach, action may include counselling, disciplinary action (including termination of employment), the laying of criminal charges, and/or the taking of civil action.

Compliance

Non-compliance with this Code of Conduct may result in disciplinary action up to and including dismissal.