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# Code of Conduct Policy

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## 1. Introduction

Williams Business College expects that all employees and students will behave towards one another, as well as with clients and other stakeholders of the organisation with integrity, fairness, impartiality and compassion. It is expected that all employees will perform their duties efficiently and conscientiously while trying their best to maximise outcomes for the organisation and its stakeholders. Society expects that people who work in an educational setting will exude professional behaviour at all times which maintains public confidence and trust.

## 2. Purpose

This *Code of Conduct Policy* establishes the standards of behaviour expected by all employees and students of the organisation and is a guide to assisting employees and students in resolving ethical issues that may present themselves during their time at Williams Business College. While the number of ethical dilemmas that employees or students of the organisation may face are many, this *Code of Conduct Policy* exists to provide a framework upon which behaviour, standards and ethical decision-making can be based.

## 3. Scope

The *Code of Conduct Policy* applies to all staff and students of Williams Business College regardless of course, status, timetable or any other factor.

## 4. Responsibilities

The enforcement of the *Code of Conduct Policy* is the responsibility of the Chief Executive Officer of Williams Business College.

## 5. Definitions

No special definitions apply to this policy.

## 6. Alignment

<b>Standards for Registered Training Organisations (RTOs) 2015</b>
Clauses Nil

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## 7. Policy Statement

### 7.1. Behaviour for Employees

It is expected that in order to perform their duties in accordance with this *Code of Conduct Policy*, employees must:

- Maintain currency in their area of employment/expertise;
- Comply with all relevant registration and legislative requirements applicable to their role and the organisation;
- Maintain sufficient evidence to support all decision-making processes;
- Treat members of the public, students, clients, other employees and all stakeholders with courtesy and respect;
- Uphold the rights of all students, clients, other employees and other stakeholders at all times;
- Ensure that they do not engage in discriminatory practices and are sensitive to the needs of others at all times. Discriminatory practices that must never be engaged in whilst an employee of the organisation include (but are not limited to):
  - Gender;
  - Marital Status;
  - Pregnancy;
  - Age;
  - Colour;
  - Nationality;
  - Ethnic or Cultural Origin;
  - Physical Impairment;
  - Intellectual Impairment;
  - Sexual Preference;
  - Religious Preferences;
  - Political Preferences; and
- Ensure that they act responsibly when they become aware of, or suspect unethical behaviour, wrong-doing or any act that contravenes this *Code of Conduct Policy* by another employee or student. This may include making a formal complaint to a senior staff member or the Chief Executive Officer.

## 7.2. Behaviour for Students

It is expected that in order to perform their studies in accordance with this *Code of Conduct Policy*, students must:

- Comply with all relevant rules and regulations as outlined in the Student Handbook;
- Treat members of the public, employees, clients, other students and all stakeholders with courtesy and respect;
- Uphold the rights of all employees, clients, other students and other stakeholders at all times;
- Ensure that they do not engage in discriminatory practices and are sensitive to the needs of others at all times. Discriminatory practices that must never be engaged in whilst a student of the organisation include (but are not limited to):
  - Gender;
  - Marital Status;
  - Pregnancy;
  - Age;
  - Colour;
  - Nationality;
  - Ethnic or Cultural Origin;
  - Physical Impairment;
  - Intellectual Impairment;
  - Sexual Preference;
  - Religious Preferences;
  - Political Preferences; and
- Ensure that they act responsibly when they become aware of, or suspect unethical behaviour, wrongdoing or any act that contravenes this *Code of Conduct Policy* by another student or employee. This may include making a formal complaint to a senior staff member or the Chief Executive Officer.

## 7.3. Conflict of Interest for Employees

- Employees should avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties or create a perception that the act may compromise the performance of their duties; and
- If and when employees identify a conflict of interest, or a potential for a conflict of interest, they should take appropriate steps to disclose the conflict of interest and discuss this with the Chief Executive Officer.

## 7.4. Public Comment

For the purposes of this *Code of Conduct Policy*, 'Public Comment' includes public speaking engagements, social media or other internet forums, comments on radio, television, expressing views in correspondence to newspapers, books, journals or notices where it can be reasonably expected that the publication or circulation of correspondence will or is likely to be distributed to the community at large.

- While it is accepted that employees and students of the organisation have a human right to make public comment and enter into public debate on political and social issues, there may be circumstances whereby the comments are being made in a private capacity and at no time should be attributed to, or recognised as, the official public comment of the organisation; and
- Where employees have access to confidential or official documentation belonging to the organisation as part of their ongoing employment, the confidentiality and privacy of that information must be maintained at all times. Employees must only reveal or disclose organisational information where required to do so by law, when they are called to give evidence in a court or tribunal or where it has been officially approved for release.

## 7.5. Use of Facilities, Equipment & Resources

Employees and students are expected to use all facilities, equipment and resources of the organisation carefully, efficiently and honestly. The private use of organisational facilities, equipment and resources is not permitted without the prior consent of the Chief Executive Officer.

This *Code of Conduct Policy* is a guide to the expected standards of behaviour for all employees and students of the organisation. Any breaches of this *Code of Conduct Policy* may result in the termination of the employee's employment or the cancellation of the student's enrolment.

## 8. Related Documents

- Registration Compliance Policy
- Student Disciplinary Procedure
- Student Handbook