

# Code of Conduct 7-1009

## Policy

### Institute of Training and Further Education: Code of Conduct

#### Overview

This code of conduct has been created from the input of staff and trainers at Institute of Training and Further Education based upon their own experience. Legal considerations have also been considered when creating this document. This code of conduct has been developed to underpin the values of Institute of Training and Further Education. Institute of Training and Further Education is proud of its reputation as a professional organisation that strives for excellence in everything it does.

#### Objective

This document outlines the standard of behaviour expected by trainers and staff representing Institute of Training and Further Education. The code of conduct seeks to clarify the standard of behaviour expected from all individuals who are performing core teaching duties on behalf of Institute of Training and Further Education to students. The code of conduct gives particular reference to students under the age of 18, whether they are attending Institute of Training and Further Education facilities or at on site locations. The code of conduct is designed to protect staff, trainers and the organisation to ensure that we each understand our responsibilities and obligations of working for this organisation.

Please familiarise yourself with this code of conduct and always endeavour to ensure that it is observed at all times.

#### 1. Respect

You are expected to:

1. Treat other staff, trainers and students with respect.
2. Be courteous, responsible and fair when dealing with others.
3. Make decisions that are procedurally fair.
4. Avoid discrimination on grounds such as gender, sexual orientation, race, disability, cultural background, religion and age.
5. Be aware of, and sensitive to cultural differences.
6. Avoid behaviour which might be perceived as being aggressive, victimisation or harassment of any kind.
7. Harassment is any behaviour that is unwanted, unwelcome or offensive and that makes a person feel humiliated, intimidated or offended. Institute of Training and Further Education is committed to providing its employees/trainers/students with an environment that is safe and secure in every respect. This organization will not tolerate harassment of any kind. This includes sexual, racial, political or physical (including bullying) harassment, in verbal, written, electronic or visual form.

#### 2. Integrity

Staff and Trainers should be honest in carrying out their duties in relation to:

1. The usage of any form of social media that may compromise you or the college (This may include Facebook, Twitter, mobile phones and emails)
2. Financial records and organisation information
3. Student records and confidential information

#### 3. Respect for the Law and Policies & Procedures of the College

1. Staff and trainers have a responsibility to observe and comply with all Victorian state laws.
2. Staff and trainers have a responsibility to observe all policies and procedures of the college.



Institute of Training and Further Education has a duty of care\* to ensure that interactions with students are appropriate at all times and that the reputation of the college is not damaged by inappropriate behaviour by staff or trainers.

**\*Duty of Care**

Duty of Care is the obligation of staff and trainers to do everything reasonable and practicable to protect students from foreseeable harm. By virtue of their position, trainers also have a special duty of care to students under the age of 18.

## 4. Interaction with Students

3. Staff and trainers whose work involves communicating with students have a special responsibility in being appropriate role models for all students.
4. Individual reputations reflect on Institute of Training and Further Education as an organisation and it is important that communication with students remain on a professional basis at all times. Trainers and staff at Institute of Training and Further Education are strongly discouraged from communicating with students using:
  - a personal mobile phone, either verbally or by text message;
  - a private or personal email address; or
  - Internet social networks such as Face book, My Space or YouTube.
5. Trainers and staff are strongly discouraged from interacting with students outside their normal teaching duties. This may include offering a student a lift home or engaging in any form of relationship outside of the classroom.
6. Should any trainer or member of staff think they may have a valid reason to be communicating with students outside their training duties; this should be discussed with the Principle Executive Officer, Training Centre Manager or the National RTO Admin & Compliance Manager in the first instance.
7. Trainers must not possess, supply or consume or be affected by alcohol or illicit drugs in any circumstances during hours of duty when in contact with students.
8. Trainers must not supply, distribute to or encourage the use of alcohol or illicit drugs by students.

## 5. Image and Reputation of Institute of Training and Further Education

9. Staff and trainers should act as positive advocates for Institute of Training and Further Education.
10. Staff should behave at all times in a manner which does not bring the Institute of Training and Further Education into disrepute.
11. Trainers should wear appropriate business attire and if delivering on site wear Institute of Training and Further Education supplied shirt and lanyard
12. Staff should wear supplied shirt and uniform.

\*This policy is subject to change.

Name:

Signature:

HR Signature:

Date:

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Policy Authorisation

Responsibility: P.E.O.

Confirmation Date:

Version No:

Electronic Record:

Links:

Signed:



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Department or Unit Code and Title: Human Resources.  
Institute of Training and Further Education. Registered Provider No. (RTO) 6372. CRICOS Provider No. 02737J.



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