

Document current as at 8 August 2016. Updates to content may have been made since this date. Refer to intranet for latest version.



## **Code Of Conduct**

All employees of the King's College are expected to observe the highest standards of ethical behaviour and integrity in their conduct. The King's College's Code of Conduct sets out our key values and how they should be applied within our workplace and in our dealings with those outside of our College. The King's College's Code of Conduct applies to all directors, officers and employees of the King's College.

This Code of Conduct has been prepared having regard to the Australian Standard 8002-2003 'Organisational Code of Conduct'. It is an important management tool which can positively shape our culture.

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## Introduction From Principal

King's College will only succeed in achieving our objectives where we have the respect of our stakeholders (including our students, parents and colleagues) and the communities in which we operate. Our reputation is dependent on a culture where every one of us acts with the highest level of integrity and honesty, and takes responsibility for their actions. Our Council is committed to ensuring our College operates with the highest level of integrity and expects all employees to do likewise.

King's College's Code of Conduct sets out the ethical behaviour expected of us. It will assist every employee in solving ethical dilemmas they may face in their working environment.

Commitment to an ethical culture within our College involves us capturing opportunities to increase the awareness of the King's College's Code of Conduct and making it part of our daily business decisions and actions. It is up to all of us to ensure the Code of Conduct becomes part of the operational fabric of our College. Successfully implemented, this Code of Conduct will result in:

- (a) More effective compliance with relevant laws;
- (b) More effective management; and
- (c) Maintenance of the integrity and reputation of King's College.

The College Code of Conduct outlines our key values and our expectations of you in our workplace environment. We expect every person within our College to uphold the key values and expectations of this Code of Conduct when acting on behalf of, or representing King's College.

Yours Sincerely

Ian McKay

King's College Principal

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## Our Key Values

The College's Code of Conduct is underpinned by our overriding philosophy.

**Our mission is to educate students for a fruitful life, challenged toward academic excellence, with a personal relationship with Jesus, a knowledge of his word, a Christian worldview and a vision for serving their community..**

From this mission we derive our key values of:

- Assist students to strive to reach their spiritual, academic, emotional and physical potential through a Christ centred curriculum.
- Provide a Christian educational community where every person is valued and nurtured.
- Encourage students to show high integrity and strong character with an ability to discern truth.
- Develop students to articulate their faith and to become servants and leaders in their chosen fields.
- Provide the best possible facilities and resources, within a safe environment.
- Encourage an educational partnership between parents, students and staff.
- Communicate effectively with parents and the wider community.

This Code of Conduct provides guidance on the responsibilities of our College, our employees and any third party acting on our behalf.

Responsibility in this context means that each individual takes responsibility for their actions. High ethical standards flow from the concept of us being “responsible” for our actions. Each individual who is a part of our College is expected to take responsibility for their own actions. This is a key part of our operational process.

**There is no right way to do the wrong thing.** Behaving in an ethical manner and in accordance with our key values is vital to the King's College's success. Applying this Code of Conduct ensures our College maintains a high ethical standard which reinforces one of our key assets, our reputation.

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## Christian Professional Ethics

### An outline of Christian Professional Ethics for Staff

Christian professional ethics concern the life and conduct of staff within relationships as we all fulfil the roles of:

- Servants of Christ
- Employees of the College
- Colleagues working for the same cause with other Christians
- Carers with a duty to students
- Agents of the College in relationships with parents
- Agents of the College in interacting with those outside the College

These are the six areas of relationship discussed within the College's Christian Professional Ethics for Staff document.

The relationships involve the concepts of:

calling  
respect  
duty  
responsibility  
mutuality  
faithfulness

College staff are expected to be familiar with the full document of Christian Professional Ethics for Staff and use the concepts contained within the document as guidance for their professional relationships within the College community.

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## Our Working Environment

King's College is committed to providing a safe and satisfying working environment in which everyone is treated fairly, with respect and where employment decisions are based on merit. The College has established various workplace standards so that it can meet these commitments.

The College's key commitments to our employees are to:

- Provide clear and fair terms of employment
- Provide clean, healthy and safe working conditions
- Remunerate fairly
- Abide by our **Equal Opportunity Policy** which aims to ensure equality and diversity for all present and potential employees and not to discriminate on the grounds of disability, colour, ethnic origin, gender, age, political or other opinions.
- Encourage employees to develop skills and progress in their careers
- Abide by our zero tolerance of any sexual, physical or mental harassment or any other **bullying** of our employees.

The College expects all employees to:

- Act with care and diligence in fulfilling the requirements of their job
- Act in a professional and respectful manner
- Act in accordance with our values
- Not engage in any behaviour which involves harassing, bullying or discriminating against another person
- Provide a role model for students
- Promote the safety, welfare and well-being of students, their families and other employees
- Deliver high quality services to students
- Take responsibility for and support official decisions
- Maintain standards in personal appearance and hygiene
- Comply with the letter and spirit of the law
- Maintain strict observance of College policies, rules and procedures including the reporting of improper or unethical behaviours (including any breach of this Code)
- Declare conflicts of interest and not let business dealings on behalf of the College be influenced, or appear to be influenced, by personal or family interests
- Respect all College equipment, supplies, books, records and proprietary information, including manuals and any other material
- Not accept outside employment unless approved by the College
- Not use information or authority derived from employment with the College for personal gain
- Preserve confidential College information including personal information of students, parents and other key stakeholders, plans and decisions, information about employees and any other information that is not public knowledge. Confidential information must not be used for personal benefit and must only be used in the ordinary course of business
- Report to management any possible violation of any law or regulations.

## Our Duty of Care to Students

The College, its Council, the Principal and each employee owes a duty of care to take reasonable steps to protect students from any injury or harm that may be reasonably foreseen. This requires everyone not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury or harm.

The College is committed to:

- Establishing and effectively implementing a comprehensive range of student care and child protection policies and procedures (Refer to our **Student Care Policies**)
- Making these policies and procedures readily available to all staff
- Providing training to staff with respect to student safety and child protection issues
- Regularly reviewing student safety policies and procedures to ensure that they remain fit for purpose
- Capturing data with respect to student injuries as well as child protection and safety incidents
- Implementing student safety and child protection control measures as appropriate

The College expects all employees to:

- Promote the safety, welfare and well-being of students
- Abide by our student safety and child protection policies and procedures
- Be vigilant as to student safety and child protection issues
- Report to management any concerns arising with respect to student safety issues
- Not engage in inappropriate relationships with students
- Not engage in any form of sexual misconduct directed to or involving a student
- Not engage in any form of bullying or harassment or physical conduct that may cause harm or injury to a student
- Not engage in any form of discriminatory conduct with respect to a student

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## Our Business Dealings

We are all responsible for the College maintaining the highest standards of ethical business conduct.

The College's key commitments to our students and their parents are to:

- Act honestly and fairly in our relationships with students and their parents/caregivers
- Provide services to the standards that have been agreed
- Take all reasonable steps to ensure the safety of services we provide
- Not engage in bribery or corruption in relation to our students or their parents

The College's key commitments to our suppliers and contractors are to:

- Act honestly and fairly in our relationships
- Not engage in bribery or corruption
- Encourage suppliers and contractors to abide by the principles of our Code of Conduct
- Endeavour to procure goods and services from those organisations demonstrating good ethical practice.



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## The Community & Environment

The College aspires to support our community and the environment. Our goal is to provide lasting social, environmental and economic benefits to society whilst ensuring Jesus Christ remains at the core of our actions and decision-making. We strive towards the implementation and maintenance of management systems for sustainable development that drive continual improvement.

King's College's key commitments to our community and the environment include:

- Contributing to making the community, in which the College operates, a better place to live and do business
- Being sensitive to our local communities cultural, social and economic needs
- Endeavouring to support ethical trade in our purchasing practices
- Protecting the environment in terms of the College's use of resources and minimisation of waste and pollution.

## Implementation

All members of King's College College Council and the Executive Leadership Team are responsible for promoting compliance with this Code of Conduct and monitoring its applicability and effectiveness. The Principal will report to the Governance Finance and Assets (GFA) committee so they can review the effectiveness of the Code of Conduct on an annual basis.

## Awareness And Training

This Code of Conduct is available on the King's College's intranet site. It is also available to the College community through the College's public website. All employees are required to read and understand this Code of Conduct as part of their induction process.

Ethical awareness will be maintained by regular training sessions, and where necessary, workshops in which relevant issues will be discussed.

## Compliance With The Law

All employees must be familiar with the basic legal requirements that apply to their duties and responsibilities. The College is able to assist employees to become familiar with their legal obligations.

## Reporting Unethical Behaviour

It is important that we all take responsibility for ensuring that the standards contained in this Code of Conduct are translated into action. This means that if a violation comes to your attention you are required to take some action, since turning a blind eye is a way of contributing to an unethical situation. Therefore, we each have a responsibility to report unethical behaviour.

Employees must bring the matter to the attention of the appropriate Team Leader or to the Principal. There may be occasions where it may be inappropriate to make a report to a Team Leader or there may be concerns about reprisals if an allegation is made. In these circumstances the matter should be reported to the Principal or if the matter involves the Principal to the Chair of the College Council.

## Breach of Code of Conduct

Where a staff member breaches this Code of Conduct the College may take disciplinary action, including in the case of serious breaches, summary dismissal.