



Education

# Code of Conduct 2019

The Code of Conduct aims to protect everyone's interests.

It sets out the *intent* or *spirit* of the various laws and the rules and boundaries under which govern our work.

The ***Code of Conduct*** places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively and collaboratively.

# Who has to comply?

By accepting employment with the Department of Education, **all employees** must be aware of and comply with this Code.

Contractors, consultants, volunteers and committee members working with the Department must be aware of the Code and act in line with it.

# Professional Conduct

Performance of duties

Comply with reasonable instructions

Respectful and collaborative practice

Professional relationships between employees and students

Appropriate use of electronic communication and social networking sites

Use of drugs, alcohol and tobacco

Identifying and managing conflicts of interest

Protecting confidential information

# Your responsibility

Reporting concerns about employee conduct

Duty of care

Record keeping

Recruitment

Declaring gifts, benefits and bribes

Following the dress code

Private and secondary employment

Using public resources wisely

Signatures and providing personal references

Managing political, community and personal activities

Lobbying

Copyright and intellectual property

# Dress Code

Wearing appropriate dress helps maintain respect and credibility with our clients, students, parents and the broader community.

Employees must not come to work wearing t-shirts, rubber thongs or clothes displaying alcohol advertising and this is made clear in the Dress Code.

# Fair Warning – Fair Action

Employees who do not follow reasonable directions without good cause can be issued with a written warning.

A subsequent breach would lead to a further official warning and a third breach may lead to disciplinary action – which in some cases could lead to demotion or dismissal.



## Reporting concerns about employees

The Department is committed to supporting employees who report concerns about the conduct of their colleagues. Such conduct includes corrupt conduct, maladministration and serious and substantial waste.

You can do this by reporting these matters to your manager, your Director or directly to the Employee Performance and Conduct Directorate.

[See other advice here](#)



# Respect for people

All employees are expected to be approachable, courteous and prompt in dealing with other people, including clients, members of the community, students and other employees (irrespective of their position or seniority).

[See other advice here](#)

# Conflict of interests

Conflicts arise in situations where an individual has a personal interest or relationship, real or perceived, that conflicts with their duty to make an unbiased decision as an employee.



# Dealing with conflicts of interests

When in doubt, always declare it to your supervisor or another appropriate superior.

Maintain a written record of what you do to manage it.

If a conflict cannot be adequately managed, you may have to withdraw from the decision making process.



# Relationships with children and young people

All students, children and young people have a right to a safe physical and emotional environment.

As an employee, you are expected to always behave in ways that promote their safety, welfare and well-being.

You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

# Use of drugs and alcohol

You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs.

You must not give students, young people or other employees illegal drugs or restricted substances, or encourage or condone their use.

You must not purchase or give alcohol or cigarettes to any student or person under the age of 18 years.

# Duty of care includes:

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe
- implementing strategies to prevent bullying from occurring in the workplace, school or college
- providing medical assistance to aid an employee, student or community member who is injured or becomes sick in the workplace.

# Appropriate use of electronic equipment

Use appropriate language in email and text messages

Do not send threatening, abusive or obscene messages

Do not invite students into your personal social network site

Report any situations where you are aware of inappropriate use

Be aware that if email or sms become the subject of a legal dispute, then those emails must be produced in court



Never use the Department's networks to view, upload, download or circulate:

- Sexually related or pornographic messages or material.
- Violent or hate-related messages or material
- Racist or other offensive messages aimed at a particular group or individual
- Malicious, libellous or slanderous messages or material
- Subversive or other messages or material related to illegal activities

# Private and secondary employment

If you are employed in a permanent full-time or temporary full-time position, you must seek approval in writing from your manager prior to engaging in any secondary employment.

You can only commence the private or secondary employment once you have received approval in writing.

Approval must be obtained annually.

## Sections of the Code dealing with corrupt conduct include:

Record keeping

Recruitment

Declaring gifts, benefits and bribes

Private and secondary employment

Using public resources wisely

Signatures and providing personal references

Managing political, community and personal activities

Lobbying

Copyright and intellectual property

# Breaches of the Code

- Reported to EPAC if you fail to follow direction on more than 2 occasions
- May be investigated at a local level or by an EPAC representative
- Informed of allegations
- Seek advice
- Investigation
- Opportunity to respond
- Determination made
- Can appeal outcome

We should **not trust our own instinct** to make the right decisions

We should **do things that prevent us** making the wrong decisions.

# Ethical decision making

Is it legal?

Is it in line with the Code of Conduct?

Have I followed the policies and procedures?

Can it be justified in terms of the DEC interests?

Can it withstand public scrutiny?