

## Staff Code of Conduct Policy

### Purpose

Nexa Training requires all staff to operate and behave in line with legislative requirements and governance from various industry governing bodies.

This 'Code of Conduct' policy outlines the standard of behaviour expected of employees of Nexa Training. It is designed to assist staff to understand their responsibilities and obligations and to provide guidance on expected behaviour in the workplace, or if faced with an ethical dilemma or conflict of interest in their work involving colleagues, students, the Training Organisation and the local, national and international communities.

This policy does not seek to encompass all possible scenarios arising in employment with the Nexa Training however, it provides a set of principles to guide staff on acceptable and unacceptable behaviour.[RTO\_NAME]

### Scope

This policy applies to all of Nexa Training's employees irrespective of their employment tenure or role and all aspects of the business.

### Policy

Nexa Training expects all staff members to promote a culture of fair, respectful and ethical behaviour and to ensure Nexa Training meets its obligations under State and Commonwealth legislation.

This policy will assist the Nexa Training safeguard public trust and confidence in the integrity and professionalism of its staff by ensuring that all staff:

- maintain appropriate standards of conduct
- exhibit fairness, impartiality, honesty and equity in decision making; and
- foster and protect the reputation of Nexa Training.

All staff are expected to act with integrity, which includes being aware of and acting within the laws that apply to their conduct.

All staff are required to comply with this policy, irrespective of their employment tenure or role.

### Fair, Safe and Ethical Environment

An ethical environment relies upon individuals having responsibility for their own professional behaviour. Nexa Training has a responsibility to provide a safe, encouraging and supportive work environment that recognises and values staff diversity, abilities and contributions. All members of staff are entitled to be treated with respect and work in an environment free from discrimination, harassment, bullying, violence (or threats of violence) or vilification. Equally, staff have a responsibility to act with integrity, honesty, transparency and impartiality in their dealings with colleagues, students and members of the wider community.

Staff members are required to perform their duties in a safe and competent manner in accordance with relevant Occupational Health and Safety legislation and Nexa Training's policies and procedures. Staff must take care not to put themselves or other members of the Nexa Training community at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs. Every effort should be made to ensure that students are safe and secure on campus or at external Nexa Training activities.

### Personal and Professional Behaviour

Staff members are to perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability.

In the performance of their duties, staff members are to:

- Treat members of the public, students and other staff members with courtesy and sensitivity to their rights;
- Provide all necessary and appropriate assistance;
- Strive to keep up-to-date with advances and changes in the body of knowledge and the professional and ethical standards relevant to their area of expertise;
- Comply with any relevant legislative, industrial or administrative requirements, and all of the training organisation's rules, policies and procedures;
- Maintain adequate records to support any decisions made;
- Conform with Nexa Training's commitment to sustainability;
- Maintain the confidentiality of official information;
- Avoid undertaking any activity that could potentially compromise the performance of their duties; and
- Comply and adhere to this Code of Conduct policy.

### **Conflict of Interest**

The potential for a conflict of interest arises when a staff member has private interests that could influence or appear to influence judgements made during the course of their professional duty. Staff members must ensure that there are no real or apparent conflicts of interest with respect to:

- The misuse of influence to further personal, sexual and financial relationships, whether with other staff, students or members of the community;
- Making decisions and providing advice;
- Use of confidential information.

Where staff are working with family members or with persons with whom they develop a close personal relationships or such relationships exist with prospective staff they must be aware that this has the potential to create a conflict of interest if one staff member is:

- Involved in a decision relating to the selection, appointment or promotion of another;
- In a supervisory relationship to another and is responsible for employment-related decisions.
- A personal or family relationship between a staff member and a student for whom they have direct teaching or assessing responsibility will compromise the staff members obligation to assess all students fairly.

In such cases the staff member must bring the matter to the attention of their supervisor and take immediate steps to resolve the conflict.

Any staff member who is unsure if a conflict of interest exists must seek advice from a more senior member of staff.

### **Gifts, Benefits and Hospitality**

Staff members have a responsibility to behave with integrity and impartiality. This includes responding appropriately to offers of gifts, benefits and hospitality, including when travelling overseas on Nexa Training's business.

Staff must not seek or accept gifts that could be reasonably perceived as influencing them, particularly from people or organisations about whom they are likely to make decisions involving:

- tender processes;
- procurement;
- enforcement;
- licensing;
- regulation;
- recruitment processes; or

- student enrolment into funded programs.

Gifts of money may not be accepted in any circumstances. If a staff member is offered a bribe, the incident must be reported to the relevant manager immediately. If a staff member is unsure how to respond to an offer of a gift, benefit or hospitality, they should seek advice from their manager/supervisor.

### **Outside Activities, Employment and Private Businesses**

Nexa Training encourages staff to contribute and engage with the community by providing assistance to government, community agencies, the professions and industry through a range of activities including consulting work and participation on committees. In undertaking these activities, staff must observe the following requirements:

- Staff members must have approval from their supervisor for activities undertaken during normal working hours and/or if these activities could conflict with their employment at the Nexa Training;
- Outside activities must not involve the use of Nexa Training's resources without prior permission and reimbursement to the Nexa Training where appropriate.

### **Public Comment**

Staff must gain prior approval from Nexa Training's CEO or a Board member prior to speaking to the media.

### **Use of Social Media**

Staff members must be mindful of their use of social media and ensure their interactions are respectful to the Nexa Training and members of the Nexa Training's community and in accordance with Nexa Training's policies and procedures. Staff members are required to comply with Nexa Training's 'Marketing, Social Media and Student Recruitment' policy, and a breach of this policy may result in disciplinary action.

### **Intellectual Property and Copyright**

Staff members are required to comply with Nexa Training's Intellectual Property Policy and Use of Information and Communication Technology Policy and Guidelines and relevant agreements in relation to Intellectual Property and Copyright.

### **Nexa Training's Resources**

All members of Nexa Training are accountable for the efficient and effective use of funds and must only act within delegated authority and in accordance with Nexa Training's Policies, Processes and requirements.

Staff are expected to maintain proper documentation and records of financial transactions, report instances of misuse or misappropriation of funds, and not use Nexa Training's funds or credit cards for personal use or benefit. If there is any confusion about delegation or expenditure, staff should seek clarification from their supervisor.

All of Nexa Training's facilities, equipment or vehicles must be used efficiently and in accordance with policies.

Staff must report damaged or defective equipment and facilities to their supervisor and ensure that where the damage or defect is a danger to health and safety, action is taken to protect the staff member and others from danger.

All staff are required to observe Nexa Training's policies and procedures for the use of information technology, including the Use of Information and Communication Technology Policy. Staff must not allow any unauthorised access to the Nexa Training's information systems.

### **Related Policies**

[Policy: Marketing, Social Media and Student Recruitment Policy](#)

