



PREMIUM-ENGLISH FOR ACADEMIC REQUIREMENT (PEAR) AUSTRALASIA LLP

Academy Staff Code of Conduct

1 INTRODUCTION

- a. The Academy Staff Code of Conduct (the Code) outlines the standard of behaviour expected of employees of the Academy. It does not seek to encompass all possible scenarios arising from employment with the Academy.
- b. It is designed to assist staff to understand their responsibilities and obligations and provide guidance on expected behaviour in the workplace, or if faced with an ethical dilemma or conflict of interest in their work.
- c. The obligations outlined in this Code prescribe and regulate the standards of conduct required of all staff members.
- d. Where a staff member suspects a breach of the Code may have occurred they may seek advice from their Supervisor, or the Human Resources Department.
- e. A staff member whose conduct falls below the standards outlined in the Code will be dealt with in accordance with relevant procedures.
- f. Some breaches of this Code may also have consequences for staff members under criminal or civil provisions of the general law.
- g. The Code should be read in conjunction with the Academy's policies, procedures and workplace agreements and individual contracts.
- h. Breaches of this Code may result in Termination for Serious and Wilful Misconduct.
- i. Unsatisfactory performance is separate to misconduct.

2 THE ACADEMY STAFF CODE OF CONDUCT

- 1 All staff are required to promote the integrity of the Academy by:
 - a. adhering to professional standards in their work and in their interactions with other employees and stakeholders of the Academy. This includes being honest, impartial and conscientious when undertaking their duties;
 - b. maintaining the highest standards of integrity and honesty in their work;
 - c. adherence to ethical and legal standards to be maintained in business.

2. All staff are expected to support the Academy in its efforts to create an open and mutually supportive work environment by:
 - a. responsibly sharing information and giving willing assistance to other members of staff in furthering the goals and objectives of the Academy;
 - b. not abusing a position of power or using a position to offer a benefit as a result of any relationship;
 - c. not using offensive language in either face-to-face or electronic communications;
 - d. not engaging in discrimination, harassment and bullying in the workplace; and
 - e. declaring all possible conflicts of interest.
3. All staff are required to consider and uphold compliance requirements mandated by legislative and regulatory requirements and codes, professional body accreditation requirements, the Academy's contractual obligations with third parties and internal frameworks, policy and procedures.
4. All staff are required to comply with all reasonable and lawful instructions of managers/supervisors.
5. All staff are to strictly observe occupational health and safety rules, responsibilities and practices at all times.
6. All staff are to adhere to requirements of confidentiality of any information, records or other sensitive material acquired during the course of employment and/or after the cessation of employment with the Academy.
7. All staff must adhere to the guidelines for the proper intended use of and respect for the Academy equipment, information, electronic systems, supplies and property (including intellectual property).
8. All staff have a responsibility to ensure that resources are used only for legitimate purposes and not wasted, abused, used improperly or extravagantly.
9. Staff are not to possess, distribute, sell, consume or be under the influence of drugs or alcohol while in the workplace.
10. Staff are not to compete with or against the interests of the Academy, either directly or indirectly. This includes a duty not to engage in outside employment without the prior approval of the Academy.

3 ADDITIONAL STANDARDS EXPECTED OF SUPERVISORS

Supervisors are required to:

- a) act equitably and consistently in their dealings with all their staff;
- b) ensure their staff understand the performance standards expected of them;
- c) provide guidance and directions to staff in a reasonable way;
- d) provide equitable access to appropriate development and promotional opportunities; and
- e) reasonably and flexibly accommodate the needs of staff with a disability, illness, family responsibilities or to allow religious or cultural observance.

4 WORKPLACE BULLYING

1. Workplace bullying is repeated and unreasonable behaviour that can be carried out in a variety of ways (including through email and text messaging or social media channels) and is directed towards a worker or a group of workers potentially creating a risk to health and safety.
2. Bullying, including workplace bullying, does not include reasonable management action that is carried out in a reasonable manner.
3. Examples of behaviours, whether intentional or unintentional, that may be regarded as workplace bullying if they are repeated include:
 - a. abusive, insulting or offensive language or comments;
 - b. unjustified criticism and/or spreading misinformation or malicious rumours;
 - c. deliberately excluding someone from the workplace or from a particular project/activity in which they would normally expect to be involved and/or unreasonably changing deadlines and timelines;
 - d. withholding information or denying access to resources that are vital for effective work performance;
 - e. setting tasks that are unreasonably below or beyond a person’s skill level; and/or
 - f. changing work arrangements to deliberately inconvenience a particular worker or workers.

5 SEXUAL HARASSMENT

1. In this document sexual harassment is defined as:
 - a. unwanted sexual advances, or unwelcome requests for sexual favours; or other unwelcome conduct of a sexual nature; and
 - b. in the circumstances, a reasonable person would have expected you to be offended, humiliated or intimidated by this behaviour.
2. Depending on the circumstances, any of the following could be sexual harassment:
 - a. staring or leering in a sexual manner;
 - b. unwelcome wolf whistling;
 - c. comments about a person's physical appearance or sexual characteristics;
 - d. sexual or physical contact, such as slapping, kissing touching, hugging or massaging;
 - e. displaying or circulating sexual material, for example on a noticeboard or by email;
 - f. repeated sexual invitations when the person has refused similar invitations before;
 - g. initiation ceremonies involving unwelcome sexually related behaviour;
 - h. intrusive questions about sexual activity;

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