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North Metropolitan TAFE

# STAFF CODE OF CONDUCT





# Acknowledgement

*North Metropolitan TAFE recognises Australian Aboriginal and Torres Strait Islander Peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society. We acknowledge the Noongar People, the traditional custodians of the lands on which our campuses are located, and pay our respects to ancestors and Elders past and present.*



# Message from the Managing Director

We all want to be proud to work at North Metropolitan TAFE (NMTAFE). How we work, make decisions and behave is important as we strive to transform lives and strengthen industry and community.

Together, we are committed to promoting a caring culture that sets us apart for our aspirations, openness, diversity and inclusivity. We take responsibility for our own actions, and seek to provide a level of customer service that exceeds expectations.

As Public Sector employees, we know that our reputation relies upon maintaining the highest degree of integrity and accountability in everything we do.

The NMTAFE Code of Conduct, which complements the WA Public Sector's Ethical Foundations (Commissioner's Instructions), sets the benchmark for our behaviour, decision-making and responsibilities as NMTAFE employees. It helps us work within the values we treasure.

The Code provides practical guidance and information on our corporate governance, regulatory and policy frameworks and compliance obligations. Please familiarise yourself with the Code and understand our expectations and our obligations. The Code applies to all NMTAFE employees, contractors and volunteers.

I am enthusiastic about what the future holds for us all at NMTAFE. By embracing the expectations and obligations contained within the Code, together we can shape the College into a sought-after workplace with a caring culture that we all enjoy.



Michelle Hoad  
MANAGING DIRECTOR







# Our Culture, Values and Vision

## Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring for each other and students, and employees caring about why we do what we do. Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values.

## Values

Our values  shape our culture and define the character of the college. They are at the heart of who we are and what we do. They complement the public sector values that we are all required to observe, of *personal integrity; relationships with others; and; accountability*, as outlined in the Commissioner's Instructions 40: Ethical Foundations .



Respect



Integrity



Accountability



Student centred



Innovation



Professionalism

## Vision

As NMTAFE employees, we are dedicated to engaging with our local community and industry and building upon our capabilities, to ensure that student expectations are met with high quality delivery. We are driven by our vision of **transforming lives and strengthening industry and community**. This is a passion we all share.

By working collaboratively with industry and community, we are building a strong student centred culture, based on a sound quality framework to deliver positive student outcomes. To do so, we will impart our teaching, learning and administrative expertise with our collective passion, energy and integrity.

# Principles of the Code

Our principles are designed to give guidance in our conduct as employees, our relationships as well as in our decision-making.

## 1. We value NMTAFE's reputation and act in the best interest of both the public and the college.

- We behave in a way that reflects positively on NMTAFE's reputation and exemplifies our values, no matter whether we are working on campus or elsewhere.

## 2. We act with honesty and integrity.

- We stay thoughtful and objective in all our professional relations, taking care never to act with bias or preference.
- We never use our privileged positions, our access to information or our responsibilities for personal gain or to advantage others.

## 3. We act in an open, transparent and accountable manner and commit to using public resources responsibly.

- We use NMTAFE's resources in a responsible, efficient and accountable manner and for the purposes of NMTAFE only.
- We disclose any conflict of interest that might arise and do within reason, everything possible to appropriately manage one that may exist, or may be seen to exist.
- We avoid any fraudulent or corrupt behaviour and we report actual or potentially fraudulent, corrupt or illegal activities through the appropriate mechanisms.





## Principles of the Code (cont.)

### 4. We commit to ensuring a caring, healthy and safe workplace.

- We take personal responsibility for our own health and safety, when at work.
- We take responsibility to provide a culturally safe environment.
- We protect the health and safety of our colleagues and our students.

### 5. We act professionally and treat others with respect, courtesy and fairness.

- We are inclusive and welcome the diversity of our colleagues, students and the community.
- We treat our colleagues, students and clients with respect and dignity.
- We are professional and courteous with members of the public.

### 6. We respect and maintain privacy and confidentiality while capturing evidence of our business activities.

- We manage information to comply with relevant legislation and policies.
- We ensure that sensitive and personal information about fellow employees, NMTAFE's students or suppliers, is kept securely stored so that we protect the privacy of the information.
- We ensure that information is only used for authorised purposes and is protected from theft, unauthorised disclosure or inappropriate use.
- We ensure information is accessible and retained for as long as required.

# What are my responsibilities?

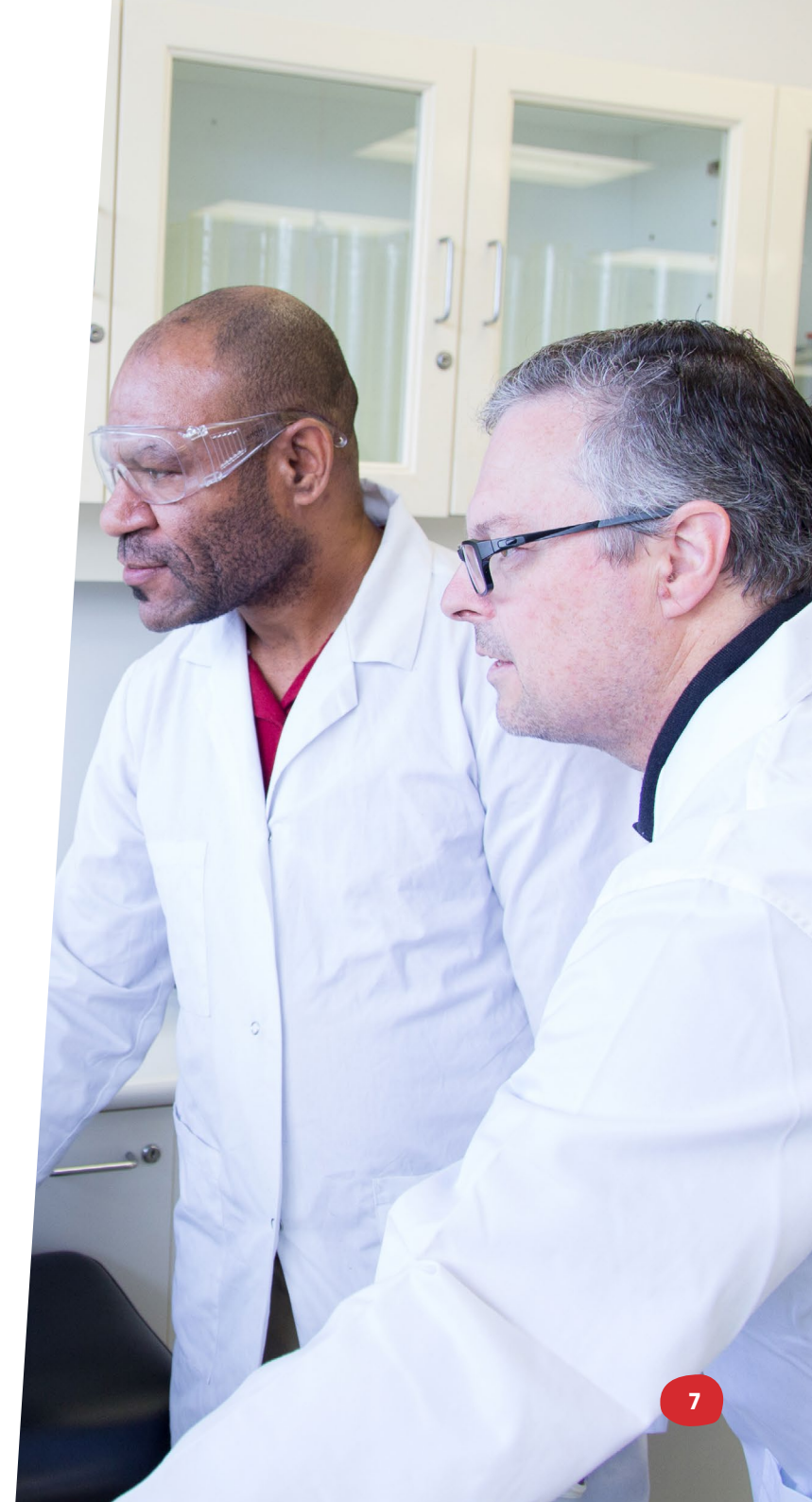
## As an employee, contractor or volunteer with NMTAFE:

- I understand and follow the Code.
- I agree to embrace our values and our culture, practice appropriate behaviours and ensure I meet the principles of our Code.
- I will be responsible for my actions and meet performance standards to the best of my ability.
- I will work and behave professionally and courteously according to the Code and our values so I can do the right thing by myself, our students, my colleagues, NMTAFE, industry and the greater community.
- I expect that I will also be treated in a manner consistent with the Code.
- I understand that if I breach the Code of Conduct there may be consequences.
- I will speak up about any actual or suspected inappropriate or unprofessional behaviour that I see or hear.

# What are my responsibilities as a Leader?

## As well as the responsibilities above, as someone who leads, I will:

- Model the values in my actions and decisions.
- Encourage learning and awareness of values and ethics and help employees make good decisions and learn from their mistakes.
- Commit to carrying out my responsibilities in implementing the actions outlined in the Climate Survey Action Plan and Caring Culture Action Plan.
- Challenge and mentor employees in appropriate behaviour.
- Address any reported or suspected misconduct and breaches of the Code.





## What if I am unsure?

If you are unsure if you should be doing something, check it out with a colleague, your manager, Human Resources, Safety and Health Representatives or a Public Interest Disclosure Officer.




Or perhaps, **ask yourself:**

- Is it ethical?
- It is legal?
- Does it feel right?
- Is it consistent with our values or the values of the Public Sector?
- Will it reflect positively on me or NMTAFE?
- Would I want to read about it in the media?
- Does it comply with the Public Sector's Ethical foundations or any of the NMTAFE's policies?
- Does it protect NMTAFE's short term and long term interests?
- Would you be able to justify your actions or behaviour to your manager or the Managing Director and say you did the right thing?


If you answered **"no"**, then don't do it. You are responsible for your actions as there are consequences for breaching the Code.



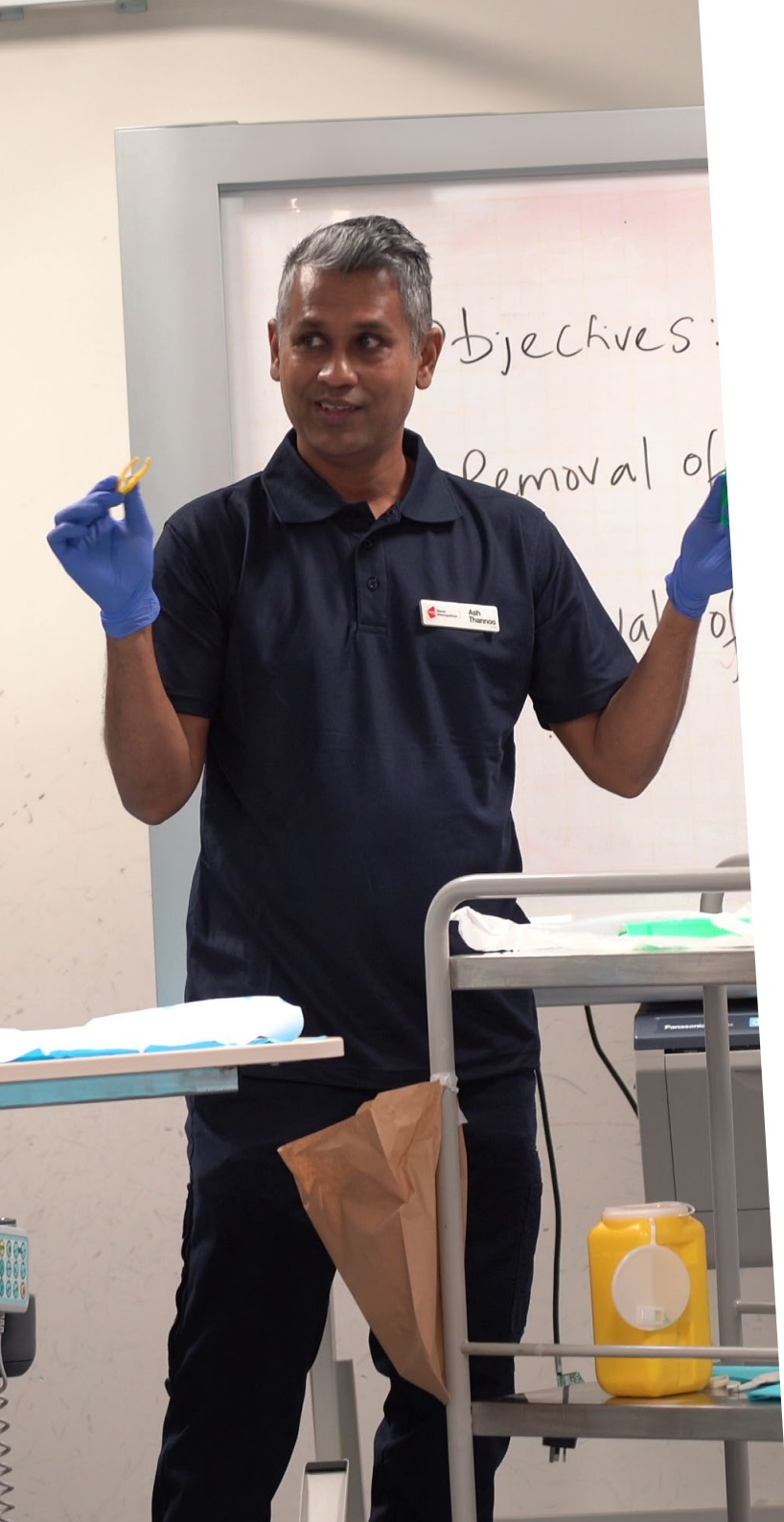
## Breaching the Code

- Breaches may result in disciplinary action taken under the relevant legislation and the NMTAFE Discipline policy. Depending on the severity of the breach, employees may receive a reprimand, a financial penalty, improvement actions, demotion or in serious circumstances, dismissal.
- In some cases, the matter may be referred to the [Public Sector Commission](#) , [Corruption and Crime Commission \(CCC\)](#) , [WA Police](#) , or other appropriate authorities.

## Speaking Up

- Speak up if you see, hear or suspect any inappropriate or unprofessional behaviour is happening.
- Every employee has an obligation to report suspected misconduct, including any breach of the Code of Conduct or the Public Sector's Ethical Foundations (Commissioner's Instruction 40). Employees should report concerns to their manager in the first instance or a Director, Human Resources or a Public Interest Disclosure Officer. Reports can also be made through NMTAFE's on-line [Grievance, Complaints and Feedback Reporting Portal](#) .





## Policies

Our principles relate to many of our NMTAFE policies which provide further guidance, including:

- [Communications Policy](#)
- [Conflict of Interest Policy](#)
- [Discipline Policy](#)
- [Equity and Diversity Policy](#)
- [Fraud and Corruption Control Policy](#)
- [Gifts, Benefits and Hospitality Policy](#)
- [Information Services Acceptable Use Policy for Staff](#)
- [Lecturer-Student Professional Boundaries Guidelines](#)
- [Procurement of Goods and Services Policy](#)
- [Public Interest Disclosure Policy](#)
- [Records and Information Management Policy](#)
- [Reportable Conduct and Mandatory Reporting of Child Abuse Policy](#)
- [Sexual Misconduct Prevention and Awareness Policy](#)
- [Work Health and Safety Policy](#)
- [Workplace Bullying Prevention Policy](#)

### Remember:

NMTAFE employees are NMTAFE, and we respect each other and work together as one. We conduct ourselves and our business with honesty, transparency and integrity and we refrain from doing anything that would harm our reputation.