



## **Staff Code of Conduct**

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## 1. PURPOSE

This code of conduct articulates and provides guidance on the standards expected of Barton Business School ("BBS") staff with regard to their personal and professional behaviour. Its primary objective is to outline the responsibilities and rights of staff and thereby to encourage high levels of ethical and professional behaviour.

## 2. SCOPE

This policy applies to all BBS staff—academic and non-academic. It also applies to internal governing bodies and committees.

## 3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

## 4. POLICY

BBS is committed to nurturing a safe, supportive, and welcoming environment for staff's personal and professional growth. This policy provides guidelines for appropriate standards of behaviour and forms the basis for BBS's relationships with staff.

### 4.1. STAFF CODE OF CONDUCT

All BBS staff must be committed to the following:

- a. Creating and maintaining a learning atmosphere that supports growth through knowledge.
- b. Ensuring that both academic and non-academic requirements of BBS students are met.
- c. Upholding BBS's reputation at all times.
- d. Endorsing BBS's values and principles as specified in BBS's statement of mission, vision, and values.
- e. Maintaining appropriate conduct in administration and teaching.
- f. Familiarising themselves with this code of conduct and agreeing to its terms.

## 5. PERSONAL CONDUCT

- a. Staff must:
  - i. demonstrate courtesy and respect.
  - ii. not discriminate against other staff and students.
  - iii. refrain from conduct perceived as bullying, intimidation, or harassment (refer to *Discrimination, Bullying, Harassment, and Sexual Misconduct Policy*).
  - iv. avoid behaviour detrimental to the reputation of BBS.
  - v. act in a safe, proper manner on BBS premises in order not to affect the working environment of others or cause injury or harm to others.
  - vi. not use offensive language or display abusive behaviour.
  - vii. read and comply with BBS policies and procedures, including this code.
- b. BBS computers/laptops available to staff must be used for work purposes only. For instance, playing computer games, using computer chat, or listening to music for non work-related purposes is prohibited.
- c. Using other staff members' computers/laptops or others' computer login credentials is prohibited.
- d. Internet use must be limited to work purposes only. Viewing harmful/offensive material, racist material, or pornography is prohibited.
- e. Staff must not install any unauthorised software or files on BBS computers/laptops.

## 6. PROFESSIONAL CONDUCT

Staff must:

- a. Act with integrity, dignity, and respect, creating a positive and supportive learning environment in accordance with BBS's *Diversity, Equity, and Inclusion Policy*.
- b. Be dedicated to professional standards in management, administration, learning, and teaching.
- c. Work objectively and be guided by procedurally fair decisions.
- d. Endeavour to keep up to date with changes and advances in skills and knowledge relevant to their role and responsibilities (refer to *Scholarly Activity and Professional Development Policy*).
- e. Ensure the welfare, health, and safety of self and others through reasonable care and compliance with relevant work, health, and safety legislation (refer to *Work Health and Safety Policy*).
- f. Ensure that BBS property, facilities, and services are safeguarded and used appropriately and minimise environmental impact.
- g. Not misuse BBS property, facilities, and services.
- h. Avoid constraining the legitimate rights of others.
- i. Avoid creating an unsafe or unhealthy work environment.

- j. Refrain from public speaking about BBS matters unless authorised by the relevant manager.
- k. Avoid any potential, perceived, and actual conflicts of interest that would compromise their professional judgement.
- l. Declare any conflict of interest as soon as it occurs (refer to *Conflict of Interest Policy*).
- m. Ensure the privacy of others.
- n. Not disclose confidential information, including copyright, trademarks, and BBS reports. (refer to *Privacy Policy*).
- o. Maintain records according to relevant BBS policies and procedures.
- p. Collect and keep information in accordance with BBS's *Records Management Policy*.
- q. Avoid corruption, fraud, and deceiving others for individual gain.
- r. Report any suspected misconduct, corruption, fraud, or unethical conduct to their manager (refer to *Fraud and Corruption Control Policy, and Procedures*).
- s. If an academic staff member, maintain integrity when teaching and engaging in academic debate (refer to *Academic Freedom and Freedom of Speech Policy*).

## 7. GENERAL CONDUCT

- a. Staff must comply with all relevant State and Federal laws, prescribed requirements, and statutes.
- b. Use of alcohol and drugs on BBS premises is prohibited.
- c. Smoking on BBS premises is prohibited.
- d. Possession and use of weapons on BBS premises are prohibited.
- e. In addition to the obligations of this code of conduct, staff must comply with all other BBS policies, procedures, rules, and regulations.

## 8. COMPLIANCE WITH THE CODE OF CONDUCT

- a. BBS must encourage staff to pursue excellence in everything they do.
- b. Respect and integrity in self and for others within and outside BBS's premises must be encouraged (refer to *Diversity, Equity, and Inclusion Policy*).
- c. Failure to comply with this code of conduct must be addressed as misconduct. Staff may be subject to disciplinary action, including warning, suspension, or termination, subject to the severity of the misconduct.
- d. Staff have the right to access assistance and support services in case of alleged misconduct.
- e. Staff have the right to appeal the outcome of a disciplinary action that affects them in accordance with the *Staff Complaints and Appeals Policy and Procedure*.
- f. This code of conduct may not address all possible matters regarding staff conduct. It provides staff with guidelines about their relationships with other BBS staff and students while undertaking their roles and responsibilities.

## 9. ROLES AND RESPONSIBILITIES

- a. Staff must comply with this code of conduct.
- b. The Administration and HR Manager must promote the practices embodied in this code of conduct.
- c. The Board of Directors ("BoD") and the Chief Executive Officer (CEO) must oversee the implementation of this code of conduct.
- d. Staff must report any misconduct to their manager.
- e. All managers must provide appropriate instruction and direction to staff if they believe misconduct has occurred.

## 10. VERSION CONTROL

| Document title                     | Staff Code of Conduct  |               |
|------------------------------------|--|---------------|
| Approved By                        | Board of Director (BoD)  |               |
| Date of Review                     | This document is to be reviewed every two years at a minimum from the date of final approval   |               |
| Related Documents                  | <ul style="list-style-type: none"> <li>• Academic Freedom and Freedom of Speech Policy</li> <li>• Student Academic Integrity Policy and Procedures</li> <li>• Conflict of Interest Policy</li> <li>• Delegations Policy</li> <li>• Discrimination, Bullying, Harassment, and Sexual Misconduct Policy</li> <li>• Diversity, Equity, and Inclusion Policy</li> <li>• External Referencing and Benchmarking Policy and Procedures</li> <li>• Feedback Policy and Procedures</li> <li>• Financial Management Policy</li> <li>• Fraud and Corruption Control Policy and Procedures</li> <li>• Privacy Policy</li> <li>• Scholarly Activity and Professional Development Policy</li> <li>• Records Management Policy</li> <li>• Staff Complaints and Appeals Policy and Procedures</li> <li>• Staff Recruitment and Selection Policy</li> </ul> |               |
| Related Legislation and References | <ul style="list-style-type: none"> <li>• <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>• <a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a></li> <li>• <a href="#">TEQSA Guidance Note: Scholarship</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS Act)</a></li> <li>• <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</a></li> <li>• <a href="#">Higher Education Support Act 2003</a></li> <li>• <a href="#">Higher Education Provider Guidelines 2023</a></li> </ul>   |               |
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