

# Conduct Expected of Employees Policy

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Category: Employment Relations	Date Created: September 1997
Responsibility: Chief Executive	Date Last Modified: July 2019
Approval: Chief Executive	Version: 19.1

## Purpose

To identify the conduct expected of UCOL employees.

## Scope

This Policy applies to all UCOL employees.

## Responsibility

All UCOL employees and contractors are responsible for ensuring compliance with this Policy.

## Policy Statements

### 1. UCOL's Rights

UCOL expects employees to:

- Be present at work as required.
- Maintain expected standards of performance.
- Obey all lawful and reasonable instructions.
- Maintain proper standards of integrity, conduct and concern for the public interest.
- Show a duty of fidelity and honesty to the Chief Executive as the employer.
- To act in good faith in all aspects of employment.
- Perform their obligations according to their employment agreement.

### 2. Employees' Obligations

2.1 Minimum Standards of Conduct and Efficient and Competent Performance of Duties:

- To obey the law and comply with all statutes, policies or rules made by the Chief Executive or the Council of UCOL.

- To comply with reasonable and lawful instructions from persons to whom they are responsible, (or their authorised delegate) and to work as directed.
- To carry out their duties and responsibilities competently and efficiently and with honesty, integrity and due care.
- To act within delegated authority and not act in a manner which is outside that authority.
- To undertake training as necessary to ensure that the work standards expected can be maintained or improved.
- To maintain all qualifications (including registration and annual practicing certificates) necessary for the performance of their duties.
- To refrain from any conduct which might impair work performance and to refrain from unreasonable absence from work or habitual irregular attendance or lateness.

## 2.2 Duty of Loyalty and to Act In the Best Interests of UCOL:

- To support and act in accordance with the principles of UCOL.
- To support UCOL in the attainment of its mission, values and goals as outlined in the UCOL Strategic Plans and Investment Plan.
- To demonstrate a commitment to improving the quality of UCOL's goods and services, thus enhancing the reputation and viability of the UCOL.
- To conduct themselves at all times in such a way as not to bring UCOL into disrepute. By way of explanation, personal behaviour that does not interfere with work performance and does not adversely reflect on UCOL is of no concern. However, employees should not engage in behaviour (whether inside or outside of work) or private activities which may adversely reflect on UCOL.
- To obtain authorisation for any use of UCOL property, including its logo or identity when that use is outside the employee's usual duties.
- To otherwise generally uphold and maintain proper standards of integrity, conduct and concern for the public interest in UCOL as an Educational Institution.

## 2.3 Conduct Relating To Respect For Rights Of Colleagues And The Public:

- To work cooperatively with other UCOL employees to promote the education process and the mission, values and goals of UCOL.
- To actively seek resolution of conflict with colleagues and/or students.
- To treat all those with whom a professional relationship exists fairly and impartially and with respect, and dignity and in accordance with the provision of the Human Rights Act 1993.
- To establish and maintain defined boundaries between professional and personal relationships and to refrain from allowing work-place relationships to adversely affect the conduct of work duties and bringing UCOL into disrepute.
- To take positive and constructive action against unethical or improper conduct by other employees, particularly when it is detrimental to students, other employees or the professional integrity or reputation of UCOL.
- To treat all visitors to UCOL with respect and courtesy.
- To maintain employee confidentiality in accordance with the Privacy Act 1993.

#### 2.4 Conduct Relating To Respect For Rights And Support Of Students:

- To provide a safe and supportive learning environment for students.
- To treat all students fairly and impartially and with respect and dignity in accordance with the Human Rights Act 1993.
- To select, assess and evaluate students in a fair and unbiased manner.
- To maintain student confidentiality in accordance with the Privacy Act 1993.
- Not to allow any relationship with a student to interfere with, or appear to interfere with, the principle of impartiality.
- To recognise the limits of their own knowledge and skills, and provide only the services which they are authorised and competent to do, and when appropriate and with authority, initiate referrals elsewhere.
- To respect students' learning styles and right to academic freedom as contained in s161 of the Education Act 1989.
- To otherwise generally uphold and maintain proper standards of integrity, conduct and concern for the wellbeing of students attending UCOL.

#### 2.5 Conduct and duties in relation to property and maintaining a healthy and safe work place:

- To comply with UCOL Health and Safety Policies (including those relating to drugs and alcohol) and Procedures at all times.
- To not use, or allow the use of, UCOL property, resources, or funds for unauthorised and/or unlawful purposes.
- To ensure that any property or equipment under their care is kept safe and well maintained and not allow it to fall into disrepair.
- To act at all times in a manner that does not compromise the safety and well-being of any person or damage any property.
- To adhere to laboratory and workshop safety rules as well as fire and emergency exit procedures.
- To promptly report to their immediate manager and the person responsible for Health and Safety, any incident and potential hazards at work involving injury or near miss to themselves, or any other employee, students, or visitors.
- To drive UCOL vehicles safely, responsibly and courteously.

#### 2.6 Intellectual Property & Copyright & Confidentiality:

- To promptly disclose all work containing any intellectual property made or conceived during the course of employment with UCOL. UCOL owns all intellectual property in this work, which includes discoveries, inventions, design, or software development unless there is a specific written contract to the contrary with the Chief Executive.
- To ensure that all materials and/or resources used to carry out the responsibilities of the position are kept maintained, complete, and on UCOL grounds (especially on termination of employment).
- To comply with copyright law and any copyright Policies or rules.

- Not to use or disclose any personal or confidential information obtained in the course of employment (unless authorised to do so in the course of their employment), whether during employment or after employment has ceased.

## 2.7 Conflicts of Interest and Commitment:

**UCOL recognises that there are a variety of external relationships which benefit the public as well as the organisation, employees, and students. At the same time, these wider relationships have the potential to create situations where conflicts of interest and commitment may arise:**

- To comply with the conflict of interest clause specified in their Employment Agreement.
- To refrain from engaging in outside employment or other commitments which may impinge on the performance of required duties.
- To comply with UCOL's Employee Interests Policy and Employee Interests Procedure and Guidelines.

## 2.8 Financial Interests and Gifts:

- To disclose in writing to the Chief Executive any financial interest (direct or indirect but excluding minor shareholding in a public company) held in any business which supplies or proposes to supply goods or services to UCOL.
- To promptly disclose to management receipt of any significant gift or gifts of \$50 or more in value. Employees shall not accept income, gifts, or favours that may compromise any decision, action or commitment by UCOL or its employees.

## 2.9 Protected Disclosures:

Employees are protected under the Protected Disclosures Act 2000, and no disciplinary action will be taken against any employee who, honestly and in good faith, uses the provisions of that Act, or abides by UCOL Policy approved in accordance with that Act.

## **Policy Acknowledgment for Conduct Expected of Employees**

I acknowledge that I have read the Conduct Expected of Employee's Policy and understand the content, and agree to abide by the Policy and its statements as a condition of my employment, and continuing employment with UCOL.

Breaches of this Policy may result in disciplinary action, up to and including summary dismissal, as set out in the Investigation and Disciplinary Policy Procedure.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Relevant Legislation and Agreements

- Education Act 1989
- State Sector Act 1988
- Employment Relations Act 2000
- Human Rights Act 1993
- Health and Safety at Work Act 2015
- Privacy Act 1993 (Privacy Act 2020 from 1 December 2020)
- Official Information Act 1982
- UCOL Employment Agreements
- Protected Disclosures Act 2000

## Related Documentation

- [Employee Interests Policy](#)
- [Employee Interests Procedure and Guidelines](#)
- [Employee Interests Assessment and Declaration Form](#)
- [Disciplinary Procedure](#)
- [Privacy Policy](#)
- [Intellectual Property – Staff Policy](#)
- [Health and Safety Policy](#)
- [Staff Participation in Local Government Elections and Potential Representation Policy](#)