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Category: Employment Relations      Date Created: September 1997

Responsibility: Chief Executive      Date Last Modified: August 2012

Approval: Chief Executive      Version: 12.2

## **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 has a right to expect staff 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;
- perform their obligations according to their employment contract.

### **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 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 Institution.
- To conduct themselves 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 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 staff 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 staff, particularly when it is detrimental to students, other staff or the professional integrity or reputation of UCOL.
- To treat all visitors to UCOL with respect and courtesy.
- To maintain staff 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 his/her own knowledge and skills, and provide only the services which he/she is 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 & safety policies and procedures at all times.
- 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 wellbeing 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 member of staff, or any 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 at UCOL (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 his/her employment), whether during employment or after employment has ceased.

## 2.7 Conflicts of Interest and Commitment

**UCOL recognizes that there are a variety of external relationships which benefit the public as well as the organization, staff 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 his/her Employment Agreement. Where the Agreement is silent on this issue the conflict of interest clause in the current Academic Collective Employment will apply. A copy of the Agreement can be obtained from Staff Services.
- To refrain from engaging in outside employment or other commitments which may impinge on the performance of required duties.

## 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 \$200 or more in value. Staff shall not accept income, gifts or favours that may compromise any decision, action or commitment by UCOL or members of its staff.

## 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.

## Relevant Legislation and Agreements

- ♦ Education Act 1989
- ♦ State Sector Act 1988
- ♦ Employment Relations Act 2000
- ♦ Human Rights Act 1993
- ♦ Health and Safety in Employment Act 1992
- ♦ Privacy Act 1993
- ♦ Official Information Act 1982
- ♦ UCOL Employment Agreements
- ♦ Protected Disclosures Act 2000

## Related Documentation

- [Disciplinary Procedure](#)
- [Privacy Policy](#)
- [Intellectual Property –Staff Policy](#)
- [Health and Safety Policy](#)
- [Staff participation in Local Government Elections and Potential Representation Policy](#)