



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Code of Conduct
Purpose Describe policy intent	This Code of Conduct , Practice and Ethical Standards is intended to guide staff and others who assist the College, so that they know the standards that are required of them
Scope List who this policy and procedure applies to	All staff Tutors Volunteers College Council
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Australian Human Rights and Equal Opportunity Act 1986 Disability Discrimination Act 1992 (Disability Standards for Education 2005) Privacy Act 1988 Age Discrimination Act 2004 The NSW Charter for equity in Education and Training Work Health and Safety Act 2011
Definitions	The College – Macarthur Community College Inc. Member – anyone authorised to act on behalf of The College Constitution – the rules of the Macarthur Community College Inc. College Council – the body which is constitutionally formed at the Annual General Meeting of the College
Policy	Organisations operate most effectively if everyone is aware of the expectations of them. A copy of this Code will be given to all staff, volunteers, Council and sub-committee/advisory members. Breaches of the Code may lead to disciplinary action in accordance with the Rules of the association. Members will: <ol style="list-style-type: none"> 1. be mindful of the philosophy referred to in the College’s Mission Statement. 2. observe the Rules of the Association (Constitution) 3. observe the policies and practices adopted by the College Management Council. 4. attend relevant meetings associated with the business of the College and, if unable to attend, send apologies. 5. not act on College matters without the consent of the Management Council including not interfering in the day to day operations. 6. maintain the confidence of the College and not inappropriately discuss matters of a confidential nature 7. not undertake any unlawful activity or actions and will follow lawful authority. 8. conduct themselves in an orderly fashion. 9. follow grievance procedures set down by the Management to resolve conflicts with staff or members of the College.



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	<p>10. not physically or verbally abuse anyone involved in the business of the College (this includes staff, tutors, volunteers, management council and sub committee/advisory committee members as well as members of the community)</p> <p>11. raise matters of concern with the management of the College before taking concerns further.</p> <p>It is important that the management council members act at all times in a manner which enhances community confidence in Macarthur Community College Inc.</p>			
Relevant documentation	The College Constitution The College Mission statement			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure				
Review date	March 2016			
Mapping to Standards for RTOs	8.5			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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