

Code of Conduct

Purpose

The Code relates to the College of Law (**College**) and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the contract of employment or contract for services.

The College recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from Workplace Participants in their dealings with students, suppliers, clients, co-workers, management and the general public.

Applicability

The Code applies to all employees, agents and contractors (including temporary contractors) of the College (collectively referred to as '**Workplace Participants**').

The Code replaces all other codes of conduct of the College, if any (whether written or not).

The Code does not form part of any person's contract of employment. Nor does it form part of any other Workplace Participant's contract for services.

The Code

All Workplace Participants of the College are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with the College. This Code provides an overview of the College's fundamental business values. It is by no means exhaustive, but summarises some of our most important policies, which are based on standards that underlie our business ethics and professional integrity, and standards that apply to all Workplace Participants.

As representatives of the College, all Workplace Participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the Workplace Participants can be perceived as representing the College:

- a) Comply with all laws, policies, procedures, rules, regulations and contracts.
 - b) Comply with all lawful and reasonable directions from the College.
 - c) Be honest in dealings with students, clients, suppliers, co-workers, management and the general public.
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- d) Display the appropriate image of professionalism at your workplace. Appearance should be neat and tidy.
- e) Treat students, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their legal rights. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- f) Maintain punctuality. If a Workplace Participant is late or cannot report for work, they must advise their manager as soon as possible preferably by telephone.
- g) Do not use work time for private gain. If a Workplace Participant is required to leave the work premises for personal reasons, they must advise and seek approval from their Manager well in advance. Following approval being provided by their Manager, the Workplace Participant must submit the appropriate leave request in the College's payroll system.
- h) Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- i) Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by the College in the interests of workplace health and safety.
- j) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- k) Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of the College.
- l) Ensure that overall conduct does not compromise the College's integrity or its reputation.
- m) Never demand or request any gift or benefit in connection with employment or engagement.
- n) Not make any unauthorised statements to the media or on any social media site about the College's business (requests for media statements must be referred to the Group CEO).

- o) Communicate professionally, even when disagreeing with the other party.
- p) Do not fight in the workplace.
- q) Do not swear in the workplace.
- r) Ensure any confidential information is communicated only to those entitled to receive it.
- s) Vigorously protect the Colleges confidential information, intellectual property, brand and reputation.
- t) Not engage in any situation which gives rise to a conflict of interest which includes participating in any decision-making process or activity with regard to another Workplace Participant with whom they are or have been in a close personal or sexual relationship or student with whom they are or have been in a close personal or sexual relationship.
- u) Maintain a professional dress standard at all times when working on site, attending virtual internal/external meetings or representing the College at any time.
- v) Not engage in romantic or sexual relationships with students whom they are teaching, assessing or supervising or with whom they are otherwise engaged in an academic manner.

**Additional
Expectations for
Senior Managers
and Managers**

In addition to observing the above standards of behaviour, all Managers and People Leaders are to:

- a) Promote a team spirit.
- b) Maintain confidentiality when conducting investigations into grievances and disputes.
- c) Avoid bias in decision making.
- d) Ensure compliance with procedures when carrying out counselling and discipline.

- e) Exercise objectivity when administering rewards or discipline.
 - f) Promptly, reasonably and professionally respond to non-compliance of this Code
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Breach of this Code

A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

Variations

The College reserves the right to vary, replace or terminate this Policy from time to time.

Related Documents

- Anti-Discrimination, Bullying and Equal Employment Opportunity Policy
- Grievance Procedure

Document Name:

Code of Conduct

Category:

Human Resources (HR)

Document Type:

Policy

Classification:

Internal

Last Updated:

April 2025

Owner:

HR Director