

## **GRC CODE OF CONDUCT**

### **Introduction**

This Code of Conduct outlines the standards of behaviour expected of Goulburn Regional Conservatorium (GRC) staff whilst in the workplace. This applies to staff who are on duty whether or not they are on or off-site. For example, this code will also apply to teaching staff whilst on duty in a school and administration staff whilst performing external office duties such as banking, or attending off-campus meetings. The Code does this by providing an ethical framework to guide actions.

All persons associated with or having business with the GRC have a right to expect that service from all GRC staff will be delivered in a manner that reflects fairness, integrity and professional ethics. The teaching of children, especially in the field of music, carries with it a responsibility to maintain public confidence and trust in the GRC, by ensuring that the GRC is seen to follow a relevant code of conduct. That Code of Conduct is set out in this document.

This Code of Conduct complements and underpins policies of the GRC. It will outline the GRC's position regarding the appropriate conduct of all personnel. In order to do this effectively, this document will outline:

- relevant legislation
- definitions
- GRC staff responsibilities in relation to GRC policies
- complaint reporting procedures
- acceptable behaviour of GRC personnel
- GRC policy regarding relationships between GRC students and GRC staff
- GRC policy regarding physical contact with students
- disciplining of children by GRC staff

GRC staff are required to fulfil their obligations in accordance with the law, this Code and GRC policies. GRC staff need to be aware that in some cases, breach of the GRC Code of Conduct, GRC policies, legislation or contractual or ethical obligations may result in disciplinary action.

### **Context**

The GRC is committed to the highest standards of behaviour in the workplace and has issued this Code of Conduct to cover all staff of the GRC.

### **Rights of Staff**

Employment with the GRC carries with it an obligation to serve the public interest. However staff should not be subject to unnecessary restrictions unrelated to serving the public interest. Staff have all of the normal rights (and obligations) accorded their particular legal relationship with the GRC under common and statute law.

Staff should comply with any lawful direction given by the Director. However, staff have the right to question any instruction that they think may be unlawful or unethical or not in accordance with this Code or GRC policy.

### Relevant Legislation

Staff should be aware that they are expected to act in accordance with the law at all times. They are governed by legislation including the following:

- *Anti-Discrimination Act 1977 (NSW)*
- *Crimes Act 1900*
- *Independent Commission Against Corruption Act 1988*
- *Industrial Relations Act 1996*
- *Occupational Health and Safety Act 2000*
- *Privacy and Personal Information Protection Act 1998*
- *Ombudsman ACT 1974 (NSW)*
- *State Records Act 1998*
- *Child Protection (Prohibited Employment) Act 1998*
- *Commission for Children and Young People Act, 1998*
- *Workplace Relations Act 1996 (Commonwealth)*

### Definitions

Staff: refers to any employed or contacted person, volunteer or other person engaged in activities being undertaken on behalf of the GRC, particularly but not just with children.

### GRC Staff responsibilities in relation to Policy

All GRC Staff will read and sign, as evidence of having read, this Code of Conduct and relevant policy documentation on an annual basis to ensure that their understanding of policy and relevant legislation is up to date.

### Complaint Reporting Procedures

Any complaint or report of inappropriate behaviour by either GRC staff or clients should be addressed to the Director of the GRC. In the absence of the Director, the complaint or report should be made to the Head Tutor.

Where the Director or a member of the Board of Management is the subject of the complaint, the Chairman of the Board of Directors is to receive and manage the complaint.

Any complaint involving the Chairman will be referred to the Board.

### Acceptable Behaviour of GRC Staff

GRC staff are expected to show respect for all people. It is the right of all persons to be a part of the GRC community and to not experience racial, sexual, physical or other unlawful discrimination or experience abuse, as per the GRC Access, Equity and Client Service Policy. GRC staff are expected to treat all people in a fair and courteous manner and without prejudice.

- Professional Conduct

Staff will perform duties in a manner that displays a high level of professional principle. All GRC Personnel should perform any duties associated with their positions diligently, impartially and conscientiously to the best of their ability.

In the performance of their duties all GRC staff are expected to:

- i. Maintain their professional proficiency through study, practice and performance.
- ii. Comply with all relevant legislative, industrial and administrative requirements.
- iii. Maintain adequate records of all work completed and adhere to GRC reporting requirements.
- iv. Treat all members of the public, students and other staff with courtesy and respect.

They will ensure that the reputation of the Conservatorium and its employees is well maintained.

- Child Protection

All GRC staff will make themselves familiar with all GRC's Child and Young Persons Protection Policy. All GRC personnel will ensure that they comply with the *Commission for Children and Young People Act 1998*.

All GRC staff have a duty to report any matter to the Director regarding the behaviour of other GRC personnel which constitutes a breach of the GRC's Child and Young Persons Protection Policy. Reports of this nature against the Director should be directed to the Chairman of the Board.

GRC staff are not permitted to touch or make physical contact with children or others in any way that could be perceived as a violation of that child or person's rights or freedom. While limited physical contact may be required for the performance of teaching duties, all contact must be clear and unambiguous in its pedagogical purpose. This may be for postural or technical correction related to the specific instrument or voice training

No GRC staff are permitted to enter into a personal relationship with a current student of the GRC.

- Intellectual property protection

All GRC staff are expected to respect the intellectual property of others. Only legally-appropriate photocopying of printed materials and copying of recordings is condoned by the GRC.

- Confidentiality

All staff are expected to maintain confidentiality in all private matters regarding other members of the GRC or wider community to which they are privy, where that matter relates to the GRC in any perceived way.

- Dress Standards of GRC staff

GRC Teaching Staff are required to wear neat and modest attire at all times whilst tutoring for the GRC.

Male GRC office staff are required to wear a shirt with collar and sleeves, long pants and suitable footwear. Female staff are required to wear a collared shirt with sleeves in conjunction with either pants or appropriate skirt, or a dress with collar and sleeves.

- Acceptance of gifts or benefits

Staff are permitted to accept gifts on occasion but should reject any unreasonably excessive gift or gratuity. Staff members who are unsure as to that which constitutes excessive gratuities should consult the Director for guidance.

No GRC staff should accept a gift or personal benefit if doing so could be interpreted by the public as causing the staff member to do his or her job in a way which was not in accordance with their professional responsibilities.

- Disciplining Children by GRC Staff

From time to time, GRC staff will be required to maintain the discipline of students. Accordingly, the following guidelines should be followed:

- i. Reasonable voice loudness should be always maintained.
- ii. A child should never be made to feel isolated or belittled by any GRC staff.
- iii. Praise should be measured, proportional to merit, and offered equally to all deserving students according to merit.
- iv. Because of the one-to-one nature of musical tuition, open and full communication with parents or guardians of students over disciplinary issues should be maintained.
- v. Parents of students wearing inappropriate attire will be advised that lessons will not take place until this is rectified.

- Use of GRC Equipment and Property

All GRC staff will respect property and equipment owned by the GRC. All equipment and property must be handled with care and returned to the GRC in reasonable condition, normal wear and tear accepted.

### Post separation employment

The GRC will respect the professional and personal reputation of any member of staff leaving the employ of the GRC and expects this to be reciprocated.

Where students are enrolled as students of the GRC, a teacher may not accept these students as “private students” within six months of ceasing to be employed by the GRC. Students of any GRC tutor are clients of the GRC and the GRC will hold former staff accountable for loss of income when a former staff member takes a GRC student privately in breach of this Code.

### Roles and Responsibilities

- All GRC Staff and Board Members:

All GRC Staff and Board Members are required to adhere to this Code of Conduct. Any breach of this Code may result in disciplinary action or where appropriate, dismissal.

GRC Director:

Code policy.

- GRC Head Tutor:

The GRC Head Tutor will manage all matters relating to this Code when the GRC Director is absent.

- GRC Chairman of the Board of Management:

The GRC Chairman will manage all matters raised in relation to this Code regarding the conduct of the GRC Director.

- GRC Board of Management:

The GRC Board will manage all matters raised in relation to this Code regarding conduct of the GRC Chairman. The GRC Board will manage all aspects of this Code in relation to risk management and strategic management matters.

S. O’Connell

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