



## CODE OF CONDUCT POLICY

<b>Authorised By:</b>	President (CEO)	Revision: 1.8
<b>Last Amendment Date:</b>	Revision Date: 15 Dec 2021	
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<b>Related Documents:</b>	<a href="#">Justice and Equity Policy</a> <a href="#">Staff Misconduct Management Policy</a> <a href="#">Staff Discrimination and Harassment Grievance Policy</a> <a href="#">Close Relationship Policy</a>	
<b>Responsible Officer:</b>	Registrar	
<b>Review:</b>	Senior Executive Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

### 1. Overview

As a Christian Institution, Tabor is committed to a level of institutional and personal interaction and integrity that goes beyond what any listing of expected behaviours can describe. Tabor encourages its staff, and expects from its organisation, values of integrity, fairness, honesty, equity, respect, transparency, accountability and efficiency that are consistent with Christian principles based on the person and practice of Jesus. This is what the college aspires to. However, this “code of conduct” encapsulates what is required as a minimum practice from all staff, students, volunteers and committee members.

### 2. Scope and Applications

This policy sets out behavioural standards required of all members of the Tabor community in their interactions with other members of its community and the public whilst undertaking college activities.

### 3. Code of Conduct

Tabor’s Code of conduct requires staff, students, volunteers and committee members to:

- Behave with honesty, and academic and professional integrity in all matters connected to their employment.
- Treat everyone with respect and courtesy, and refrain from bullying, harassment or discrimination.
- Adhere to the principles of natural justice, procedural fairness and merit-based decision making when dealing with employment or administrative matters.
- Conduct themselves in a manner that upholds the values, integrity and good reputation of the College at all times,
- Conduct themselves in an ethical and professional manner.

- Take reasonable steps to avoid and disclose any conflict of interest (actual, perceived or potential) in connection with their employment.
- Adhere to and maintain confidentiality when collecting or storing records of individuals.
- Comply with College policy and procedures.
- Follow any reasonable directions from the College.
- Ensure that College resources are managed effectively, efficiently and used for legitimate College purposes.
- Comply with Australian Laws, Federal and State.
- Comply with the terms and conditions of their contract of employment and/or any other agreements they have entered into with the College.

#### **4. Definitions**

See [Global Definitions](#)

#### **5. Communication / Training**

- 5.1. Deans of Faculties and Heads of Departments will ensure this policy is provided to staff members, volunteers, and students.
- 5.2. The HR Manager will ensure new staff members are made aware of this policy through the induction process.