

North Metropolitan TAFE

Staff code of conduct



Message from the Managing Director

Dear Colleagues

We all want North Metropolitan TAFE ('NMTAFE') to be an organisation of which we are proud. To ensure this, we need to conduct ourselves ethically, treat each other fairly and behave respectfully. Our Values and those of the Public Sector assist to guide our behaviour and decision making.

NMTAFE is committed to promoting a caring culture that sets us apart for our aspiration, our openness, our diversity and inclusivity, the responsibility we bear for our own actions and a level of customer service that exceeds expectations.

The NMTAFE Staff Code of Conduct

As Public Servants, our reputation is reliant upon maintaining the highest degree of integrity and accountability in everything we do.

The NMTAFE Staff Code of Conduct ('the Code') complements the WA Public Sector Code of Ethics. It provides practical guidance and information on our corporate governance, regulatory and policy frameworks, compliance obligations and establishes a benchmark for our behaviour as NMTAFE employees.

It is your responsibility to familiarise yourself with the Code, observe and understand it, as it articulates what is expected of us. I expect us all to apply it in our daily work.

I am enthusiastic about what the future holds for us all at NMTAFE. By embracing the expectations and obligations contained within the Code, together we can shape NMTAFE into a sought-after workplace that we all enjoy.





Michelle Hoad
MANAGING DIRECTOR

NMTAFE Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring for each other and students, and employees caring about why we do what we do. Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values.

NMTAFE's Values:

- Respect
- Integrity
- Student Centred
- Accountability
- Innovation
- Professionalism.

NMTAFE's Values located here  shape our culture and define the character of the college. Our Values are at the heart of who we are, and what we do, and they complement the Public Sector Code of Ethics, which we are all required to observe, of *personal integrity; relationships with others; and; accountability* located here .

NMTAFE - Transforming lives, strengthening Industry and Community

As NMTAFE employees, we are dedicated to engaging with our local community and industry and building upon our capabilities, to ensure that student expectations are met with high quality delivery.

Our shared vision is for everyone at NMTAFE to work collaboratively for industry and community; and; to develop a student centred culture, based on a sound quality framework to deliver positive student outcomes. To do so, we will impart our teaching, learning and administrative expertise with our collective passion, energy and integrity.

What are my responsibilities?

Read, understand, and follow the Code. It requires each of us to ask ourselves 'What is the right thing to do?' during our employment, and ensuring that we do it. We are all responsible for our actions and the Code exists not just to protect NMTAFE, but to protect you as an individual, too.

As long as you work and behave in accordance with the Code you can be confident that you are doing the right thing by yourself, your colleagues, our students, the college and the public.

If you choose not to follow the Code, however, you may be subject to disciplinary action under legislation and our industrial awards and agreements.

If you become aware of any actual or possible breaches of the Code, you are encouraged to discuss your concerns with your Manager, a member of Human Resources, or a Public Information Disclosure Officer.

What should I expect as a NMTAFE employee?

As an NMTAFE employee you should expect that you are treated in a manner that is consistent with the Code.

Principles of the Code:

- **Principle 1** - we value NMTAFE's reputation and act in the best interest of both the public and the college.
 - we always behave in a way that reflects positively on NMTAFE and exemplifies our values and our reputation, no matter whether we are working on campus or elsewhere.
- **Principle 2** - we act with honesty and integrity.
 - we stay thoughtful and objective in all our professional relations, taking care never to act with bias or preference.
 - we never use our privileged positions, our access to information or our responsibilities for personal gain or to advantage others, remembering always that we work to serve the public.
- **Principle 3** - we act in an open, transparent and accountable manner and commit to using public resources responsibly.
 - we use NMTAFE's resources in a responsible, efficient and accountable manner and for the purposes of NMTAFE only.
 - we protect ourselves by making sure to disclose any conflict of interest (see Conflict of Interest Policy) that might arise and do within reason, everything possible to appropriately manage one that may exist, or may be seen to exist.
 - we do not engage in any fraudulent or corrupt behaviour (see Fraud and Corruption Control Policy) and we report any information about actual or potentially fraudulent, corrupt or illegal activities through the appropriate mechanisms.
- **Principle 4** - we commit to ensuring a caring, healthy and safe workplace.
 - we take personal responsibility for our own health and safety, when at work.
 - we take responsibility to provide a culturally safe environment.
 - we take care to protect the health and safety of our colleagues and our students.

- **Principle 5** - we act professionally and treat others with respect, courtesy and fairness.
 - we welcome the diversity of our colleagues, students and the community.
 - we treat our colleagues, students and clients with respect and dignity.
 - we are professional and courteous with members of the public.
- **Principle 6** - we respect and maintain privacy and confidentiality.
 - NMTAFE employees may have access to sensitive and personal information about fellow employees, NMTAFE's students and suppliers, and we are responsible for protecting the privacy of that information.
 - we are responsible for ensuring that information is only used for authorised purposes and is protected from theft, unauthorised disclosure or inappropriate use.

In short, the Code requires:

- professionalism and appropriate behaviours
- accountability for our actions
- a commitment to NMTAFE, our students, industry and the greater community
- responsibility
- transparency, and
- respect

What if I am unsure?

The Code reflects what's important to NMTAFE, and establishes an expectation of minimum standards but it cannot cover every possible situation. If you are unsure of the appropriate action to take in a particular situation, seek advice from your manager or a colleague before you act, because it's important to use good judgment in everything you do.

Just ask yourself:

- is it ethical?
- is it legal?
- Is it consistent with NMTAFE's values?
- Will it reflect badly on me or NMTAFE?
- Would I want to read about it in the media, or have it communicated to my Manager? My peers? Or my family?
- Does it comply with the WA Public Sector Code of Ethics or another NMTAFE policy?
- Does it protect both NMTAFE's short-term and long-term interests?
- Would you be able to look your manager or the Managing Director in the eye and say you think you did the right thing?

If the answer is 'no', don't do it. You are responsible for your actions and there are consequences for breaching the Code.

Remember:

NMTAFE employees are NMTAFE and we respect each other and we work together as one. We conduct ourselves and our business with honesty and integrity and we refrain from doing anything that would harm our reputation.