



## Tutor Code of Conduct and Ethics Policy Number: P008

### Policy Statement

Port Macquarie Community College is committed to meeting the expectation of the community, that all services will be conducted with efficiency, impartiality and integrity and that all employees and Management Committee members will perform their duties at a high standard. Any conflict of interest between private activities and the College's will be resolved in favour of the College and the community it serves.

**Definition:** *The Code of Conduct and Ethics is a set of standards that Port Macquarie Community College expects all current and former tutors to use to indicate the manner in which they are to conduct themselves and their work. The Code does not replace any provision of an Act or Regulation.*

### Coverage

This Code of Conduct and Ethics has been prepared to cover the specific role of tutors. All other staff and Management Committee Members are covered by the General Code of Conduct and Ethics.

The members of Port Macquarie Community College and the wider community expect the College to be effective, trustworthy and responsible. The Codes of Conduct and Ethics provide this guidance to staff, tutors and the Management Committee on the expected standards of conduct. If anyone doubts whether he or she will be able to follow these Codes, the matter should be brought to the attention of General Manager or President of the Management Committee.

As no document can cover all possible situations, staff, tutors and Management Committee members are requested to consider the "spirit" or "intent" of the Codes as well as the explicit provisions when applying it to particular circumstances.

### Principles

Tutors need to adopt the following principles when performing their learning and assessment duties:

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- Responsibility to Port Macquarie Community College as your employer;
- Respect for people and cultural sensitivity;
- Integrity and accountability;
- Adult learning and student-centred;
- Adhere to all laws and regulations made by commonwealth, state and local authorities; and
- Economy, effectiveness and efficiency.

## Interactions with Students

Tutors should be aware of the potential power imbalance and unconscious processes within any tutor/student relationship. Tutors must not exploit the relationship of trust with students in any way.

Tutors must treat each student with dignity and fairness, recognise we are all different and have different views on politics, religion and matters of community interest. Acknowledge the adult environment and the experience and life skills which adults bring to the class.

Students with a disability are to receive support and positive approaches which will focus on their abilities and allow them to reach maximum potential.

## Discrimination and Harassment

You must not harass, discriminate, or support others who harass and discriminate against colleagues, students or members of the community on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), marital status, disability, homosexuality or transgender.

Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977. All forms of harassment and discrimination may constitute a breach of the Occupational Health and Safety Act 1983 if a risk of physical or psychological injury results from the harassment or discrimination.

Tutors are to be watchful for any student being harassed by another and any such incidents are to be reported immediately to the co-ordinator.

## Performance of Teaching and Assessment Duties

Tutors are required to:

- Have prepared course documentation to be submitted to the College which should include an assessment plan and assessment tasks, lesson plans, handouts, overhead transparencies etc in relation to the details of the proposed course outcomes and resources.
- At the first session discuss the proposed course outcomes with the students, distribute and complete all necessary paperwork, and procedure with suggested welcome and introductions.

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- Discuss with the course co-ordinator any resources which are required for the course in sufficient time for such resources to be obtained.
- Be prepared for each class with adequate copies of notes and/or resources prior to class start time.
- Arrive at the class 10-15 minutes prior to the advertised time to ensure the room is ready for the class.
- Commence the class on time, because some students are late the rest should not miss out on scheduled time.
- Complete the class roll each session in the appropriate manner as described in the Tutor Handbook and sign and return it to the co-ordinator at the completion of the course.
- Make sure that confidential and sensitive information in any form (eg documents, computer files, student records) cannot be accessed by unauthorised persons and that sensitive material is securely stored.
- Wear clothing that is clean, tidy and appropriate for the type of course, including occupational health and safety requirements if necessary, and in keeping with the professional business image of the organisation.
- Smoking is not permitted during class time or on the premises.
- Do not sell, or allow for sale within the class time, raffle tickets or other fundraising activities.

## **Commercial Exploitation**

Port Macquarie Community College representatives may not solicit or accept remuneration for, or derive benefit from, their role within Port Macquarie Community College, other than through salary or other payments associated with their paid work for the organisation. All customer enquiries are to be directed back to the College.

## **Conflicts of Interest**

Conflicts of interest exist when it is likely that you could be influenced, or it could be perceived that you are influenced by a personal interest when carrying out your duties. Conflicts of interest that lead to biased decision making may constitute corrupt conduct.

A tutor must declare to the General Manager if a conflict of interest may exist and outline the nature of the conflict in accordance with the PMCC Conflict of Interest Policy.

Tutors must not sell or promote to the class related goods or services from which they stand to gain.

Tutors must not accept any gifts or benefits, the receipt or expectation of which might in any way tend to influence, or appear to influence, you in your duties.

## **Occupational Health and Safety**

It is the responsibility of all staff, tutors and Management Committee members to act in accordance with the occupational health and safety legislation and Port Macquarie

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Community College policies and use security and safety equipment provided. You are responsible for the safety in your work area by:

- following the safety and security directives of the General Manager, President of the Management Committee or Co-ordinator; and
- advising the General Manager as soon as possible verbally, and follow up in writing, any incidents and/or potential hazards that have occurred or could occur involving staff or students.

## Complaints and Grievances

In the event of an unresolved grievance with a student or colleague, advise the General Manager who will mediate the issue.

In the event of an unresolved grievance with the General Manager, the matter may be referred to the full Management Committee through the President.

All complaints will be dealt with in accordance with the Port Macquarie Community College's policy, *Responding to Suggestions, Complaints and Allegations*.

## Conduct of Former Tutors

Former tutors should not use, or take advantage of confidential information obtained in the course of their duties, that may lead to gain or profit, until it has either become publicly available or gained approval for use from the General Manager.

## Breach of the Code of Conduct and Ethics

You should note that breaches of certain sections of the Code of Conduct and Ethics may be punishable under legislation. Breaches of this Code of Conduct and Ethics may also lead to disciplinary action and/or dismissal.

I,....., have read, understood and agree to abide by the Port Macquarie Community College's Tutor Code of Conduct and Ethics.	
Signature:	Date:

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