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<b>POLICY AND PROCEDURE NAME:</b>	<b>Code of Conduct</b>
<b>DATE ENDORSED:</b>	12 <sup>th</sup> April 2017
<b>REVIEW DATE:</b>	12 <sup>th</sup> April 2019

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## Preamble / Context

MACE is committed to maintaining, developing and respecting the Statement of Purpose and Values which guide it. This Code of Conduct will be the foundation for staff, volunteers, contractors and for mutually respectful relationships in all dealings with each other and the wider community.

## Policy Statement

This policy aims to clarify and elaborate for all staff, trainers, volunteers, contractors and the values which guide MACE and the conduct expected of them in the performance of their duties.

This Code is to ensure that:

- the values underpinning MACE are upheld
- public trust in MACE is assured
- there is confidence in the integrity and professionalism of the services offered by MACE

## Scope

The policy applies to all staff, volunteers and contractors within the "workplace" or participating in MACE-related activities across various sites.

## Purpose

The purpose of this Policy is to articulate MACE's commitment to provide a safe working and learning environment, and enhancing the well-being of all MACE staff, trainers, volunteers, contractors, and wider MACE community.

The Code cannot address all possible issues which individuals may face in their employment at MACE. Therefore, if there is any doubt as to the applicability of the Code, or as to the appropriate course of action to be adopted in particular circumstances, the staff member regardless of level (non-supervisory or supervisory), must promptly discuss the matter with the appropriate person (their supervisor).

## Personal and Professional Behaviour

In its commitment to high standards of personal and professional behaviour, MACE is guided by a fundamental concern for respect and equity; that staff, volunteers and contractors co-operatively exercise the highest levels of personal and professional behaviour in their daily work and all dealings with MACE.

In performing their duties all staff must:

- uphold the Statement of Purpose, Values and procedures adopted by MACE, including this Code
- act equitably, fairly and reasonably
- comply with all applicable statutory and industrial requirements applying to the operation of MACE and to relation to specific roles
- respect the confidentiality of information entrusted to them in the course of their employment

- maintain appropriate standards of conduct and behave in a way that upholds the reputation and name of MACE
- treat students, other staff members and members of the public with respect, impartiality, courtesy, compassion and sensitivity with due regard for their needs, dignity, and aspirations
- maintain knowledge and understanding of their area of expertise for the efficient performance of their duties
- exercise their best professional and ethical judgement, making decisions fairly, objectively and without bias, using factual information available, and where appropriate documenting those decisions
- maintain a co-operative and collaborative approach to all working relationships
- exercise positional and supervisory power and responsibility properly, respecting the dignity, rights and entitlements of both students and all individuals
- ensure efficient and effective use of MACE resources
- be accessible to their students and/or colleagues for meetings and consultations so facilitating a constructive learning environment, the effective teaching of students and the effective operation of MACE
- act responsibly by becoming aware of possible unethical behaviour or wrongdoing perpetrated by another staff member. Responsible action may include making a report to a delegated senior MACE manager in accordance with the MACE Protected Disclosures Policy

## **Responsibilities of Managers and Nominated Supervisors**

MACE managers and nominated supervisors exercise their responsibilities ethically and fairly, observing individual and collective responsibility and in accord with MACE policies and procedures.

Managers and nominated supervisors have management responsibility for the smooth functioning of MACE's operations and for the implementation and application of MACE policies within their area of responsibility.

In discharging their responsibilities, managers and nominated supervisors must:

- uphold the standards of Personal and Professional Behaviour as set out in the Personal and Professional Behaviour section of this Code
- apply procedurally fair practices in their dealings with staff under their supervision, students, and members of the public
- deal with any conflicts that arise between staff members or between a staff member and a student ethically, professionally and carefully, recognising that situations of this nature can be serious
- resolve any such conflicts reasonably, promptly, as close to source as feasible and where possible, to the satisfaction of all parties, such that the effective functioning of their area of responsibility is not impaired
- familiarise themselves with and ensure they understand MACE's equal opportunity principles, privacy obligations, and occupational health and safety requirements and model, apply and uphold them in the workplace.

## **Authorisation**

*Executive Officer*  
MACE Incorporated

## Definitions

As identified in the chart below.

Item	Definition
Code	means this Code of Conduct.
OHS Act 2004	While the duty of care of employers under the 2004 OHS Act is more or less the same as what it was under the 1985 Act, the definition of health was amended. The definition of 'health' is now as follows: "health" includes psychological health. This means that the employer must address workplace hazards such as bullying, stress and fatigue. So while there are no regulations, WorkSafe Victoria has guidance on bullying, which is an acknowledged, and serious, hazard in workplaces.
Officer	People who can makes decisions, or participate in making decisions that affect the whole, or a substantial part, of a business or undertaking. It is a requirement of Health and Safety legislation that any officer of an organisation must exercise due diligence to ensure that the organisation complies with its health and safety duties. This means they must ensure that the organisation has appropriate systems of work in place and they must actively monitor and evaluate health and safety management within the organisation.
Statement of Purpose	Means Statement of Purpose as set out in the MACE Strategic Plan and Business Plan.
Values	Means Values as set out in the MACE Strategic Plan and Business Plan.
"Workplace"	A place where work is carried out for a business undertaking, and includes any place where a worker goes, or is likely to be, while at work. Health and safety legislation applies to all of these locations.

## Related Documents

- Bullying and Harassment Policy PP025.6
- Protected Disclosures Policy PP083.1
- Privacy Policy PPO26.6
- Occupational Health and Safety Policy PPO58.4
- Occupational Health and Safety Act 2004 Victoria
- Incident/Hazard Report Form PP022
- MACE Strategic/Business Plan (*Statement of Purpose and Values*)