

NEW COLLEGE COMMUNITIES

STAFF CODE OF CONDUCT

Responsible Officer	Master
Review Date	19 April 2024

1. College Mission

It is the mission of New College and New College Postgraduate Village to cultivate outstanding university campus communities of academic excellence and pastoral care, shaped by Christian faith and values, where every student can flourish.

2. Core Activities (Constitution Schedule 1)

The college exists to provide within UNSW a witness to the Christian gospel of reconciliation with God through the death and resurrection of Jesus Christ and to the centrality of the person of Jesus Christ in human life and experience.

It does this from within a collegiate life in the University by:

- The provision of accommodation, pastoral care and academic support and development
- The encouragement of and provision for both personal growth in and corporate expression of the Christian faith
- The development of Christian scholarship and academic excellence

The college seeks to serve not only its own resident members but others who may benefit from association with the College without compromising its primary focus towards UNSW.

While being publicly and actively Christian, the college imposes no test of religious belief or practice for its resident members. To facilitate its aims and goals it retains the right to apply such tests to those it employs and appoints as its representatives.

3. Purpose

This code outlines the college's expectations of its staff and affiliates with respect to their professional and personal conduct with New College and New College Postgraduate Village, UNSW

and the wider public so that the College may freely continue to uphold its mission and core activities as it has since 1969.

4. Application

This code applies to all college employees, including resident advisers and senior residents, academic tutors.

5. The Code

All workers listed above are required to:

- a. Adhere to and support this code, all government laws, UNSW requirements for on-campus activities, college policies and contracts.
- b. Make themselves familiar with all college policies relevant to their duties and responsibilities.
- c. Perform their duties diligently in a professional and responsible manner within their area of expertise.
- d. Treat everyone consistently with respect, impartiality, courtesy and sensitivity with proper regard for their rights and obligations, regardless of background, belief and culture.
- e. Always act in the public interest and the interest of the college.
- f. Promote confidence and protect the reputation of the college.
- g. Provide a relevant and responsive service to the communities, with all necessary and appropriate assistance and clear, accurate and current information.
- h. Ensure decisions and actions are honest, fair, reasonable and appropriate to the circumstances, based on a consideration of all relevant facts and supporting documents.
- i. Follow any reasonable request made by senior staff.
- j. Maintain a co-operative and collaborative approach to working relationships.
- k. Use polite, constructive and affirming language.
- l. Ensure all conduct may not be perceived as intimidating, bullying, harassment or discriminative.
- m. Take reasonable care and act in a safe and healthy manner towards all staff and the communities we serve.
- n. Respect and protect the interests of children and vulnerable adults. No staff member is to be alone with an under 18-year-old student. If you need to speak to an under 18-year-old person it should be in a public space or with another staff member present.
- o. Not allow personal relationships to affect professional relationships.
- p. Deal with issues, grievances, or complaints consistently, promptly and fairly.
- q. Be on time to work or provide advance notice for being late or absent as soon as possible.
- r. Maintain a professional approach in their manner of dress, appearance, grooming and personal hygiene.

- s. Consume or supply alcohol on college premises only when explicit authorisation is given.
- t. Not smoke or vape on college premises or within 4 metres of college premises.
- u. Have no involvement in the supply and consumption of illicit substances on the premises, nor consume prior to work where it could impact duties.
- v. Use college resources, including information communication and technological resources, for college purposes only, in an efficient and effective manner.
- w. Not solicit or accept gifts or benefits for themselves or for another person that might in any way compromise duties or the integrity of the college.
- x. Maintain an individual's right to privacy.
- y. Take reasonable precautions to prevent unauthorised use or disclosure of confidential or personal information.
- z. Keep records in accordance with college privacy policy.
- aa. Inform senior staff when any perceived conflicts of interest may arise.
- bb. Ensure that any external activities or responsibilities do not impede work duties.
- cc. Avoid undertaking any activity that could potentially compromise their duties.
- dd. Not make any public comment on behalf of the college.
- ee. Be mindful that the use of social media is always respectful towards the college community and any member.
- ff. Report immediately to senior staff any inappropriate (especially relating to minors) or unlawful behaviour or activity inside or outside the College.

6. Notification of Wrongdoing

Any person, whether they are a member of the college community or not, who on reasonable grounds believe that college staff and its affiliates may be guilty of wrongdoing needs to report to the employee's supervisor or if it be the Master, to the college board.

Such reports could include:

- Harassment, discrimination, bullying, intimidation, violence, vilification or criminal activities
- Derogative or inflammatory language
- Unsafe or breach of safe working conditions
- Suspected corrupt, criminal, unethical conduct, or waste of college money
- Actual, potential or perceived conflict of interests
- Any allegations of child mistreatment and abuse
- Personal use of college resources which interferes with college work
- Unauthorised disclosure of confidential information
- Breach of this Code or other college policies



College staff who wish to disclose any sensitive matter may raise their concerns with senior staff in accordance with the Whistleblower Policy.

Any report found to be untrue or made with malicious, frivolous or mischievous intent will be regarded as a breach of this Code of Conduct.

7. Breaching the Code

Any breach of this code may result in disciplinary action in conjunction with other relevant policies and procedures, including counselling, warnings and in serious cases, termination of employment or contract.

8. Variation

The college reserves the right to vary, replace or terminate this Code of Conduct.

9. Employee Acknowledgement

I acknowledge:

- *That I have received the Staff Code of Conduct.*
- *That I will comply with and support the Code; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.*

Employee name:

Signed:

Date:

10. Review and History

Superseded Documents		New College Communities Staff Code of Conduct		
Associated Documents				
Version	Authorised By	Sections Modified	Approval Date	Effective Date
1		All		