LATROBE COLLEGE OF ART AND DESIGN

POLICY

STAFF CODE OF CONDUCT

1. Purpose and scope
This Code establishes the standards of professional, ethical and safe conduct expected of LCAD employees, teachers, coordinators, managers and other personnel acting on behalf of the College. It supports public trust, a respectful learning and working environment, and the fair treatment of students and colleagues.
The Code applies to conduct at the College premises, off-site activities, online classes, College-managed digital channels and work-related communications. It is read alongside employment agreements, position descriptions, the Staff Handbook and relevant LCAD policies. It does not displace applicable legislation, industrial instruments or contractual rights.

2. Core standards of conduct
- Perform duties with care, skill, fairness, diligence, honesty and professional integrity.
- Treat students, colleagues, visitors and members of the public with courtesy, dignity and respect; support equal opportunity, accessibility and inclusion.
- Make teaching, assessment, administrative and disciplinary decisions objectively and consistently, without improper favouritism.
- Provide students with appropriate access to consultation, timely feedback and clear information within the requirements of their roles.
- Respect academic and intellectual freedom while recognising professional responsibilities, student rights and lawful College requirements.
- Follow lawful and reasonable directions and applicable College policies and procedures.

3. Safe, inclusive and respectful environment
Staff must not engage in bullying, harassment, sexual harassment, discrimination, intimidation, threats, victimisation or other abusive behaviour, whether in person or online. Staff must take reasonable steps within their role to prevent and address risks to students and colleagues, including promptly referring safety and wellbeing concerns to the appropriate coordinator or CEO.
Staff must comply with applicable work health and safety requirements, report hazards and incidents, use equipment safely and ensure alcohol, drugs or other substances do not impair their work or create risks. Escalate emergency or immediate safety concerns without delay.

4. Professional boundaries and student safeguarding
- Maintain appropriate teacher–student and staff–student boundaries, including in private messaging, social media, online meetings and College Discord or other channels.
- Do not exploit a position of authority, seek personal or financial advantage from students, or enter into arrangements that compromise impartial teaching or assessment.
- Do not provide paid private tuition or consultancy to current or former LCAD students where it creates an actual or perceived conflict without prior written approval from the coordinator or CEO.
- Use approved communication channels where practicable, avoid unnecessary sharing of personal contact information, and do not share students' images, work or private communications without appropriate authority or consent.
- Report suspected abuse, exploitation, serious boundary violations or other safeguarding concerns promptly under applicable College procedures and legal obligations.

5. Privacy, confidentiality and records
Staff must protect student, employee and College information obtained through their duties; access it only for legitimate work purposes; store it securely; and disclose it only where authorised or legally required.
Staff must not misuse confidential, personal or commercially sensitive information, including after their employment ends.
Records of student decisions, assessment, incidents and communications must be accurate, objective and entered into approved College systems in accordance with applicable retention and privacy requirements.

6. Conflicts of interest, gifts and outside work
Staff must disclose actual, potential or perceived conflicts of interest to their coordinator or the CEO as soon as identified. They must not assess, supervise or make decisions involving a person with whom they have a relationship that could compromise impartiality unless an appropriate management arrangement has been approved.
Staff must not solicit gifts or benefits. Gifts or offers that could influence, or appear to influence, College decisions must be declined or disclosed in accordance with College requirements. Outside employment, consultancy and private teaching must not conflict with College duties or misuse College resources or information.

7. Communications, public comment and online conduct
Staff may participate in public debate and express personal opinions in a private capacity, consistent with applicable law and their professional obligations. Staff must not present personal views as official College positions or make statements on behalf of LCAD without authority.
Online conduct connected with work must be professional and respectful. Staff must not engage in online harassment, disclose confidential material, publish student work or recordings without authority, or use College channels for inappropriate personal contact.

8. College property and intellectual property
College facilities, equipment, software, accounts and other resources must be used carefully and for authorised purposes. Access by non-staff or non-students requires approval. Staff must respect copyright, licensing, intellectual property and College rules governing the use and publication of learning materials and student work.

9. Reporting and managing alleged breaches

Step 1 — Raise or report a concern
A staff member who observes or experiences a possible breach should report it promptly to the college coordinator or the CEO. Where the concern involves that person, it may be reported to another appropriate senior officer or the College Governance Board. Immediate safety concerns may require urgent protective action.

Step 2 — Preliminary assessment
The College will assess the seriousness of the concern, any immediate risk, whether informal resolution is appropriate and whether a formal investigation or external referral is required. Serious misconduct, harassment, safeguarding matters or potential criminal conduct should not be handled solely through informal resolution.

Step 3 — Fair investigation
Where a formal process is required, the staff member will be informed of the substance of the allegations and given a reasonable opportunity to respond before findings are made. The decision-maker must be impartial, consider relevant evidence and maintain confidentiality as far as reasonably practicable. A support person may be permitted where appropriate.

Step 4 — Outcome and action
Outcomes may include no further action, guidance, training, a management direction, a warning or other proportionate disciplinary action, up to termination where lawful and justified. Any action must comply with applicable employment law, the Fair Work Act 2009, the National Employment Standards, any applicable modern award or enterprise agreement, and the staff member’s employment contract. No outcome is automatic.

Step 5 — Review and records
Staff may raise concerns about procedural fairness or seek review through the applicable grievance or employment process. LCAD will retain a secure, appropriately restricted record of allegations, evidence, decisions and actions in accordance with its records retention requirements. Retaliation against a person raising a concern in good faith is prohibited.

10. Related documents and review
Related documents: Staff Handbook; employment agreements and position descriptions; Privacy Policy; WHS procedures; Conflict of Interest Policy; Complaints and Appeals or staff grievance arrangements; relevant student support and assessment policies.
The CEO is responsible for implementation and periodic review. Staff must be informed of the Code and material amendments during induction and as required thereafter.