

STAFF CODE

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1. PURPOSE

The Staff Code provides a statement of:

- 1.1 The values and principles that shape Morling College (MC).
- 1.2 MC's commitments to staff with respect to providing a welcoming, supportive, and safe environment.
- 1.3 The obligations, responsibilities, and expectations of staff in respect to appropriate professional behaviour. Staff must meet all these standards of behaviour as they participate in MC activities.

2. DEFINITIONS

The following definitions apply for the purpose of this code:

Key Term or Acronym	Definition
Benefit	A non-tangible item of value (eg new job or promotion, preferential treatment or access to confidential information) that one person or organization confers on another
Bullying	Repeated and unreasonable behaviour by an individual or group directed towards an individual or group where that behaviour creates a real or reasonably perceived risk to

	health and safety. Bullying does not include practical action in the course of management of MC carried out in a reasonable manner. Bullying includes, but is not limited to, conduct via the internet, email or other electronic means.
Conflict of interest	A situation where there is a likelihood that staff possessing a particular interest could be improperly influenced, or appear to be improperly influenced, in the performance of their duties. The conflict can be perceived, potential or actual.
Gift	An item of value which one person or organization offers of presents to another. Gifts may be ceremonial, gifts of gratitude, in appreciation for performance of a specific task or exemplary performance of duties eg gifts to staff who speak at official functions; token gifts offered in business situation.
Harassment	Any type of behaviour, explicit or implicit, verbal or non-verbal, that is reasonably received as unwelcome, offensive, abusive, belittling or threatening.
ICT	Information and Communication Technology including computer, phone and other internet-enabled communication devices.
MC	Morling College
Morling Cohort	Relates to MC students and staff.
Morling Community	Relates to MC students and staff, MRC and Morling Village residents, and all others engaging with MC, including visitors, contractors and volunteers.
Public Comment	Comments and opinions made about the directions, operation, strategies and financial position of MC, including in response to a media request for comment, whether or not they are intended as comment on behalf of MC.
Staff	This includes academic, administrative, MRC and maintenance staff on permanent, fixed term, casual, sessional, or visiting appointments. This policy also extends to non-staff volunteers and guests.
Vulnerable adults	Those 18 years or older who is or may be unable to take care of themselves against harm, exploitation or discrimination by reason of age, illness, trauma or disability or any other reason, including disadvantage due to social or financial hardship or power imbalance in their circumstances.
WHS	Work, health and safety

3. SCOPE

This code applies to all staff, volunteers, guests, and visiting appointees. It does not extend to charitable donations to Morling College or its Foundation or to approved sponsorships.

4. STATEMENT

Morling College staff are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with MC. Staff are expected to conduct the business of the institution and to perform their duties with efficiency, economy, fairness, honesty, impartiality, and in accordance with the appropriate biblical standards and the principles of this code.

MC staff are to see their roles as opportunities to serve God and others and to use their gifts for the furtherance of the vision and mission of MC.

All staff are accountable through the Principal to the MC Board. MC staff have all the normal rights of employees under statute and common law.

This code is to be read in conjunction with other relevant documents and policies.

5. GUIDING VALUES AND PRINCIPLES

- 5.1 MC's vision, mission, values, curriculum, and community life are formed by a firm commitment to the person and work of Jesus Christ as declared in the Bible. This identity and allegiance shape the educational community of staff and the Morling Cohort.
- 5.2 MC is rooted in the evangelical Baptist tradition, with a commitment to pursue truth and excellence with grace and diligence, treating people and ideas with love and respect, thinking critically and constructively about complex issues, and willingly responding to the world's most profound needs and greatest opportunities.
- 5.3 Being a part of the Morling Cohort involves a commitment to embody attitudes and to practise actions identified in the Bible as good, and to avoid those which are not. Such a distinctly Christian way of living finds its fullest expression in Christian love, which was exemplified fully by Jesus Christ, and is characterised by humility, self-sacrifice, mercy and justice, and mutual submission for the good of others. Members of the Morling Cohort, therefore, commit themselves to:
 - 5.3.1 Cultivate Christian virtues, such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, compassion, humility, forgiveness, peacemaking, mercy and justice.
 - 5.3.2 Live lives characterised by honesty, civility, truthfulness, generosity, and integrity.
 - 5.3.3 Communicate in ways that build others up, according to their needs, for the benefit of all.
 - 5.3.4 Treat all persons with respect and dignity and uphold their God-given worth from conception to death.
 - 5.3.5 Be above reproach in the area of sexual relationships; where the Bible upholds sexual intimacy between a male and female only, within marriage.

- 5.3.6 Be responsible citizens both locally and globally who respect authorities, submit to the laws of this country insofar as conscious permits, and contribute to the welfare of creation and society.
- 5.3.7 Exercise careful judgement in all lifestyle choices within the context of Christian discipleship and take responsibility for personal choices and their impacts on others.
- 5.3.8 Encourage and support others in their pursuit of these values and ideals, while extending forgiveness and healing to one another.
- 5.4 Members of the Morling Cohort place ourselves under obligations to one another. We enter into an agreement and a relational bond whereby we accept reciprocal benefits and mutual responsibilities, identifying particular Christian standards and recognising degrees of latitude for individual freedom.
- 5.5 A heightened level of discernment and sensitivity is appropriate within a Christian educational community such as MC. We acknowledge, in particular, that people face significant challenges in practising biblical sexual morality within a highly sexualised culture. A biblical view of sexual morality holds that a person's decisions regarding his or her body are physically, spiritually, and emotionally inseparable. Such decisions affect a person's ability to live out God's intention for wholeness in relationship to God, to others, and to oneself.

6. MC'S COMMITMENT TO STAFF

Staff can expect:

Community

- 6.1 Treatment that is characterised by respect, dignity, honesty, impartiality, and courtesy, irrespective of gender, race, disability, medical condition, cultural background, family responsibilities, age, etc.
- 6.2 Respectful and purposeful unity that aims for the advancement of all, recognising the diversity of viewpoints, life journeys, stages of maturity, and roles within the Morling Cohort.
- 6.3 Fairness and justice in accordance with the principles of natural justice in all dealings with MC.

Management

- 6.4 Clear and fair terms of employment.
- 6.5 Clean, healthy and safe working conditions.
- 6.6 Remuneration that is fair and clearly stated.
- 6.7 Clearly stated job descriptions and expectations for work.
- 6.8 Access to professional development.
- 6.9 Accurate, accessible, complete, and timely feedback from managers when requested.

6.10 Compliance in relation to employment laws and regulations.

Records and support

6.11 Support services which consider the requirements of all staff.

6.12 Appropriate concern and attention to staffs' physical, social, emotional, and psychological wellbeing.

6.13 Accurate, accessible, complete, and timely information about grievance policy and procedures.

6.14 Accurate, accessible, complete, and timely information about all issues related to their work and ready access to all relevant policies, procedures and advice.

6.15 Confidentiality, integrity, and security of staff records.

7. STAFF OBLIGATIONS AND RESPONSIBILITIES

Staff have the following obligations and responsibilities:

Behave, personally and with the MC community, in a way that adheres to and reflects MC values and principles

7.1 Behave in a Christ-like manner; respectfully, ethically, responsibly, showing love, care and respect, at all times.

7.2 Treat all members of the Morling Community with respect, dignity, honesty, impartiality, and courtesy, irrespective of gender, race, disability, medical condition, cultural background, age, etc.

7.3 Communicate with all members of the Morling Community with consideration and courtesy, regardless of mode of communication.

7.4 Not act in a manner that is, or may reasonably be perceived as being, threatening, harassing, bullying, discriminatory, victimising, vilifying, defamatory, intimidating or sexually exploitative; or likely to adversely affect the safety, health, wellbeing, or reputation of others.

7.5 Take all reasonable care for the health, safety and wellbeing of others and comply with health and safety regulations. Report hazards, incidents, accidents and risk of harm or injury to a member of staff.

7.6 Respect and protect the interests of vulnerable people.

Conduct work duties diligently, with integrity and equity

7.7 Perform duties diligently, in a professional and responsible manner.

7.8 Comply with MC policies, leadership or direct supervisor's directions, relevant legislative, industrial, and administrative requirements.

7.9 Implement policies and decisions in an impartial manner, ensuring that decisions and actions are reasonable, fair and appropriate to the circumstances, based on a consideration of all the relevant facts, and supported by adequate documentation and in accordance with MC policies.

- 7.10 Act honestly and fairly in relationships with external partners and contractors.
- 7.11 Deal with issues, grievances or complaints consistently, promptly and fairly, in accordance with approved MC procedures, and the principles of natural justice.
- 7.12 Use discretionary powers wisely, taking all relevant facts into consideration, including mitigating circumstances, having regard to the particular merits of each case and disregarding irrelevant matters or circumstances.
- 7.13 Provide a relevant and responsive service to students, other staff members and members of the public, providing all necessary and appropriate assistance.
- 7.14 Provide information that is timely, clear, accurate, current and in an appropriate format.

Maintain a safe and healthy workplace

- 7.15 Comply with work, health and safety (WHS) legislation and MC WHS policies and procedures.
- 7.16 Ensure that best practice WHS procedures are adopted in all MC activities.
- 7.17 Advise the Principal and/or MC's WHS Officer of any physical or intellectual impediment, permanent and/or temporary, that may potentially endanger themselves, other staff members, students or visitors whilst the staff member is carrying out his/her normal duties.

Act in the public interest and in the interest of MC

- 7.18 Always act in the public interest.
- 7.19 Promote confidence in MC.
- 7.20 Protect the reputation of MC.
- 7.21 Not engage in activities at work or outside work that would bring MC into disrepute.

Communicate professionally

- 7.22 Communicate with consideration and courtesy, regardless of mode of communication whether within MC or in public.
- 7.23 Ensure transparency, accuracy, humility, and honesty in all communication.
- 7.24 Be aware of copyright and intellectual property rights of others and of MC before publishing material.
- 7.25 Unless authorised, not make public comment (either spoken or written) about MC on any issue, without the express permission of the Principal.
- 7.26 Be aware of the potential for all communication (including on social media) becoming public and therefore being regarded as public comment.
- 7.27 Request permission from the Principal for any use of the MC logo or other MC images before using on external media or social media.

- 7.28 Engage in social media other social networking platforms:
- 7.28.1 Focused on areas that are related to areas of expertise, MC's activities and/or the fulfilment of workplace responsibilities.
 - 7.28.2 Distinguishing personal views or opinions with an appropriate disclaimer, either as part of a static page or included in communication, such as "this is not necessarily the view of Morling College" or "The views expressed are my own and do not necessarily represent the official views of Morling College or its affiliates and partners."
 - 7.28.3 Note: that such a general disclaimer will not prevent actions arising from social media use that damages MC reputation or stands in contrast to MC's values and ethics.

Avoid conflicts of interest

- 7.29 Ensure that there is no conflict (perceived, potential, or actual) between personal interests and the exercise of MC duties and responsibilities.
- 7.30 Take responsibility for declaring their own conflicts with the relevant manager, committee chair, or with the Principal.
- 7.31 Any disputes over alleged conflicts of interests are to be resolved through MC's grievance procedures.

Undertake outside employment only within the terms of this code

- 7.32 any employment outside of MC is:
 - 7.32.1 to be performed outside their normal working hours.
 - 7.32.2 not to conflict with MC work.
 - 7.32.3 not to adversely affect a staff member's MC work performance.
 - 7.32.4 not to involve the use of MC resources without prior written consent.

Not receive gifts or benefits without the knowledge of their supervisor

- 7.33 Not to request or to accept gifts or benefits which might in any way, either directly or indirectly, compromise or influence professional integrity.
- 7.34 Where the acceptance poses no compromise in the integrity of the recipient or MC, accept unsolicited gifts or benefits of a nominal value, up to \$150, attached to social and cultural events, promotional activities or visits.
- 7.35 Any ceremonial or institutional gifts accepted on behalf of MC to be passed to the Principal to determine placement.
- 7.36 Immediately declare in writing to the Principal any gifts or benefits that are received above \$150 in value. The Principal will work with the Chief Operating Officer to determine what is done with the gift.

Maintain security and confidentiality of MC records and information

- 7.37 Maintain the security, integrity, confidentiality and privacy of MC records and information according to relevant policies.
- 7.38 Not disclose, or offer to supply, confidential or private MC information except when authorised to do so as a part of their normal duties, or when required or permitted to do so by MC policy, State or Commonwealth law, court order or other legal instrument.
- 7.39 Ensure that confidential information, in any form, cannot be accessed by unauthorised people and that sensitive information is only discussed or otherwise communicated with people, either within or outside MC, who are authorised to have access to it.
- 7.40 Passwords are to be appropriate and kept securely.

Use MC resources wisely

- 7.41 Use MC property and resources including ICT resources cooperatively, responsibly, legally, sustainably, ethically, and appropriately as authorised.
- 7.42 Use MC's ICT systems, email and Internet gateway primarily for work related communication.
- 7.43 Respond to requests regarding ICT system security, usage, and maintenance in a timely manner.
- 7.44 Personal use of MC's ICT systems, email and Internet gateway by staff is acceptable, provided it:
 - 7.44.1 is lawful
 - 7.44.2 does not interfere with the performance of their duties or those of other MC staff
 - 7.44.3 does not interfere with the use of the systems for MC's business purposes
 - 7.44.4 is not used to operate any business activity other than that of MC
 - 7.44.5 is not used for political or similar promotional activities
 - 7.44.6 is not used to subscribe to non-work related newsletters, bulletins, email groups or websites
 - 7.44.7 does not expose them or MC to any potential liability or claims which could bring them or MC into disrepute
 - 7.44.8 it does not result in undue expense for MC.
- 7.45 Under no circumstances are staff to use MC ICT or communication systems to the detriment of MC's reputation or business activities.

8. COMMITMENT TO THE STAFF CODE

- 8.1 Staff are to read and consider this code during their onboarding process, ahead of contract signing, and ongoing employment. A condition of ongoing employment is for all staff members to affirm the Guiding Values and Principles in this Code and adhere to its obligations and responsibilities. A

record of their affirmation of these values and principles and agreement to adhere to this code is included in a staff member's contract and in subsequent management/review processes.

- 8.2 Staff should ensure that additional information or comment regarding this code is added to their staff file.

9. BREACH OF THIS CODE

- 9.1 This code is designed to promote and enhance the ethical behaviour of MC staff in the workplace. A failure to comply with this code will be viewed seriously and may result in disciplinary action, including termination of employment.
- 9.2 Factors considered in responding, include:
- 9.2.1 The seriousness of the breach.
 - 9.2.2 The likelihood of the breach occurring again.
 - 9.2.3 Whether the staff member has committed the breach more than once.
 - 9.2.4 The risk the breach poses to staff, students or any others, and whether the breach would be serious enough to warrant formal disciplinary action or termination.
- 9.3 Staff must report any breaches of this code to their delegated senior manager who is responsible for their department, faculty or administrative area.
- 9.4 MC will use its utmost endeavours to protect staff who in good faith and with good grounds report breaches.
- 9.5 If it is found that a reported breach of this code is untrue, and was made with malicious, frivolous or mischievous intent, the report may in itself constitute misconduct and a breach of this code, warranting the possible commencement of disciplinary action.

10. RELATED DOCUMENTS AND LEGISLATION

Internal

- Academic Freedom Policy
- Conflict of Interest Policy
- Equal Employment Opportunity Policy
- Grievance Policy EDU CCSC MRC
- Privacy Policy
- Psychosocial Health and Safety Policy
- Recruitment and Selection Policy
- Record Management Policy
- Sexual Assault and Sexual Harassment (SASH) Prevention and Response Policy
- Staff Grievance Policy
- Termination of Employment Policy

- Underperformance and Misconduct Policy
- Vulnerable People Policy
- Whistleblower Policy
- Work Health and Safety Policy

External

- Age Discrimination Act 2004
- Anti-Discrimination Act 1977 (NSW)
- Copyright Act 1968
- Cybercrime Act 2001
- Defamation Act 2005 (NSW)
- Defamation Act 2005 (WA)
- Disability Discrimination Act 1992
- Equal Opportunity Act 1984 (WA)
- Racial Discrimination Act 1975
- Privacy Act 2014
- Privacy and Personal Information Act 1998 (NSW)
- Sex Discrimination Act 1984
- Spam Act 2003

11. REFERENCES

- Avondale Staff Code of Conduct
- Macquarie University Staff Code of Conduct
- <https://www.employmentlawhandbook.com.au/what-is-the-difference-between-workplace-bullying-and-harassment/>
- Australian Baptist Ministries [Working with Children Policy](#)

12. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.00	MC Board	20 November 2023	20 November 2023	Merged the Staff Code of Conduct, Community Code and Communication Policy (Staff) into a single code.

Download this document anew with each use, as it may have changed.