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## SGSCC Code of Conduct

The SGSCC Code of Conduct is the standard required for everyone on campus: all staff, all trainers, all tutors, and all college students.

The purpose of this Code of Conduct is to help us aspire to the highest standards of ethical conduct and to ensure the College's expectations in relation to how we conduct ourselves towards each other, engage with our studies and work, are understood, promoted, and upheld.

### Professionalism and Integrity:

- Everyone must uphold the highest standards of professionalism and integrity in all interactions with all students, colleagues, and staff.
- Everyone must adhere to college policies, procedures, and guidelines at all times.
- Everyone should demonstrate respect, courtesy, and professionalism in their communication and conduct.

### Equal Opportunity and Inclusivity:

- Everyone must promote equal opportunity and inclusivity by treating everyone, regardless of race, ethnicity, gender, sexual orientation, religion, age, ability, disability, or any other characteristic, with fairness, respect, and dignity.
- Discrimination, prejudice, or bias of any kind is strictly prohibited.

### Harassment and Bullying:

- Everyone must maintain a working and learning environment free from harassment, bullying, or intimidation of any kind.
- Everyone is responsible for promptly reporting any incidents of harassment or bullying and following College procedures for addressing such behaviors.
- Everyone must refrain from any form of harassment or bullying, including but not limited to verbal, physical, or online harassment, including all social media,

### Examples of harassment may include:

- Unwelcome physical contact
- Repeated unwelcome invitations to go on dates, sexual requests, and sexually explicit communications, including sexual innuendo.
- Insulting or threatening language or gestures and swearing
- Yelling, berating, offensive gestures, and accusations
- Unjustified comments about someone's work or study and their capacity to work or study.
- Idle gossip and the spreading of rumours about another person within the College
- Jokes and, or comments about someone's ethnicity, colour, race, gender, etc.
- Pictures, posters, graffiti, and electronic images which are offensive, illegal, obscene, or objectionable.
- Comments regarding people's dress style, personal appearance, body image and weight

**Professional Conduct:**

- Everyone should conduct themselves in a manner that enhances the reputation and integrity of the College.
- Everyone must maintain confidentiality and respect the privacy of students, colleagues, and staff in all situations. In summary, you must not share information about another person.
- Everyone should avoid conflicts of interest and refrain from engaging in any activities that may compromise their professional responsibilities or the College's interests.
- Everyone must adhere to professional boundaries and maintain appropriate relationships, avoiding any behaviors that could be perceived as inappropriate or unethical.
- The possession, consumption, and being under the influence of alcohol/drugs on the college premises may result in disciplinary action, which may result in expulsion from the College and legal action. Smoking cigarettes and vapes is confined to the dedicated smoking area in the back car park only.
- All complaints are to be handled calmly and respectfully by your department manager and the People and Culture manager. The complaints form can be found on our website.

**Continuous Professional Development:**

- Everyone is encouraged to engage in continuous professional development to enhance their skills and knowledge.
- Everyone should participate in relevant training, workshops, and professional development opportunities provided by the College.
- Everyone must stay informed about best practices in regard to Health, well-being, Work, Health Safety, and Discrimination.
- Compliance:
- Everyone is expected to comply with all local, state, and federal laws, as well as college policies and procedures.
- All staff should familiarise themselves with and understand the relevant regulations and requirements related to their roles within the varying departments.

**Reporting and Accountability:**

- Everyone has a responsibility to report any breaches of this code of conduct or any concerns about the behaviors of colleagues or students to their direct manager or the People and Culture manager. All complaints are to be handled calmly and respectfully by your department manager and the People and Culture manager. The Complaints, Disputes & Grievances form is located on our website.
- Everyone must cooperate fully with any investigations into alleged misconduct and adhere to the principles of due process and fairness.

Failure to comply with the SGSCC Code of Conduct may be subject to consequences, which may include:

- formal counselling
- disciplinary action under your staff or student contract, including verbal or written warnings
- termination of your employment or student engagement with SGSCC

Your commitment to this Code of Conduct demonstrates your commitment to professionalism, integrity, inclusivity, and the highest standards of ethical behaviors in your roles within our community college environment.