



# **CANBERRA VALLEY INSTITUTE**

**Document:** Staff Code of Conduct Policy and Procedure

*(Aligned to RTO Standards 2025)*

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**Staff Code of Conduct Policy and Procedure**

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### **Staff Code of Conduct Policy and Procedure**



## 1. Overview

This policy states that Canberra Valley Institute (CVI) is dedicated to ensuring all staff behave in a lawful, ethical, and respectful way. This Staff Code of Conduct defines the expected standards of behaviour for staff and describes actions that may be taken if these standards are not met.

This policy primarily aligns with **Standard 4 – Governance, Accountability and Compliance** under the **RTO Standards 2025**, and is consistent with obligations under the **ESOS Act 2000** and the **National Code 2018**.

## 2. Scope

This policy applies to all **management and academic staff** at Canberra Valley Institute (CVI).

## 3. Definitions

For this policy document, Canberra Valley Institute (CVI) has identified the necessity to define the following expressions:

**Bullying** is repeated and unreasonable behavior aimed at an individual or group that risks their health and safety.

**Discrimination** is any distinction, exclusion, or preference based on race, color, age, medical or criminal history, sex, religion, marital status, sexual orientation, impairment, mental or physical disability, political opinion, parental status, national origin, or social background that negatively impacts equal opportunity or treatment.

**Harassment** is repeated behavior directed at an individual or group of staff or students that is offensive, humiliating, intimidating, or threatening. It can be sexual in nature or based on attributes such as gender, race, disability, or sexual orientation.

**Sexual** harassment refers to any unwelcome conduct of a sexual nature that a reasonable person might expect to cause offense, humiliation, or intimidation.

## 4. Policy and Procedure

Canberra Valley Institute (CVI) provides a safe, supportive, and respectful environment for both learning and work. All staff and students have the right to be always treated with dignity and respect.

Staff are required to:

- Take reasonable care for their own health, safety, and wellbeing, and that of others

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- Comply with workplace health and safety obligations.
- Act with integrity in all professional and scholarly activities.

Breaches of academic integrity include, but are not limited to:

- Misappropriation of intellectual work.
- Misrepresentation of performance.
- Fraud or dishonesty.
- Improper access to academic resources.
- Obstructing others in their academic pursuits.

All intellectual property developed during employment remains the property of Canberra Valley Institute (CVI) unless explicitly stated otherwise in the staff member's Contract of Employment.

All confidential information regarding staff, students, and institute operations must be protected and clearly marked CONFIDENTIAL.

Staff must follow the Financial Management Procedure when managing institute finances, including petty cash and corporate credit cards. Any theft, fraud, corruption, or improper conduct, such as accepting gifts over \$100 that could influence decisions, must be reported promptly and confidentially to senior management. No retaliation will be taken against staff who report misconduct in good faith.

#### 4.1 Suspected Breach of the Staff Code of Conduct

- **Staff vs Staff:** This Staff Code of Conduct applies
- **Staff vs Student:** Student Code of Conduct applies to the student
- **Student vs Staff:** Student Grievance, Complaint, and Appeal Procedure apply to the student; this Code applies to the staff member
- **Student vs Student:** Student Code of Conduct applies

In exceptional circumstances where immediate action is required, senior staff may remove the respondent staff member from the environment to ensure safety. Be treated fairly, respectfully, and without discrimination by staff and peers.

#### 4.2 Informal Action

Informal action may be taken where immediate corrective action is appropriate, and a formal investigation is not required.

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**Step 1:** A complaint is lodged or a breach is observed. Wherever possible, complaints should be made within five (5) days of the incident.

**Step 2:** A senior staff member directs the respondent to cease the behavior.

**Step 3:** If the behavior continues, the respondent may be asked to leave the area. Security may be engaged if necessary.

**Step 4:** The CEO or Dean is notified in writing.

**Step 5:** Further actions may include counselling, warnings, or escalation to Formal Action. All informal actions are documented.

#### 4.3 Formal Action

**Step 1:** A suspected breach is identified or a complaint is lodged.

**Step 2:** The CEO/Dean appoints an independent breach investigator.

**Step 3:** Within five (5) business days, the investigator contacts both parties to schedule separate meetings.

**Step 4:** The respondent may provide a statement. A support person may attend but may not speak on behalf of the party.

**Step 5:** A draft determination is sent to the respondent within five (5) working days. The respondent then has seven (7) days to reply.

**Step 6:** The CEO makes a final determination following the response period.

#### 4.4 Possible Outcomes

Where a breach is substantiated, actions may include:

- Verbal warning and counselling
- Training or additional support
- Written warning
- Behavioral monitoring
- Written warning outlining disciplinary consequences
- Suspension or termination of employment for serious breaches
- Referral to external authorities
- No further action where appropriate

#### 4.5 Support, Confidentiality, and Natural Justice

- Both parties will be supported throughout the process
- Natural justice applies at all stages
- All matters are treated confidentially
- Actions comply with the Educational Services (Post-Secondary Education) Award

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- Records are retained securely and accessible upon written request

Vexatious or malicious complaints may result in action against the complainant.

#### 4.6 Conflict of Interest

Staff must disclose any actual, potential, or perceived conflict of interest to their supervisor as soon as it arises. Where the supervisor has a conflict, disclosure must be made to the next level of authority.

Conflicts of interest will be:

- Recorded and managed appropriately
- Stored in the staff member's personnel file
- Reviewed and updated as required

Staff unsure about a potential conflict must seek advice from their supervisor or Human Resources.

### 5. Responsible person

- Human Resources Manager
- Chief Executive Officer (CEO)

### 6. Review of Policy

Canberra Valley Institute (CVI) will review the *Staff Code of Conduct Policy and Procedure* annually or as needs basis (whichever occurs first).