



Staff Code of Conduct

1. Purpose and Scope

KOI recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from staff and their dealings with co-workers, management, students and the general public.

KOI expects all staff to observe the standards set out in this Code. Compliance with this Code of Conduct is expected, and non-compliance may result in disciplinary action up to and including the termination of employment.

This Code applies to all staff. It also includes those who may not be directly employed by KOI, but who work inside our workplace including 3rd party service providers and contractors.

This policy does not form part of a staff's contract of employment; nor does it form part of any other workplace participant's contract for services.

2. Code of Conduct

2.1 Requirements

All staff and students are expected to observe the highest standards of ethics, integrity and behaviour at KOI. KOI staff and students must ensure that provisions of academic freedom are maintained, specifically relating to Higher Education Standards Framework (HESF) Standard 6.1.4:

"The governing body takes steps to develop and maintain an institutional environment in which freedom of speech and academic freedom are upheld and protected, students and staff are treated equitably, the wellbeing of students and staff is fostered, informed decision making by students is supported and students have opportunities to participate in the deliberative and decision making processes of the higher education provider."

This Code provides an overview of KOI's fundamental business values. It is by no means exhaustive, but summarises some of KOI's most important policies, which are based on business ethics and professional integrity.

2.2 General

Staff are expected to:

- behave ethically, honestly and with integrity;
- not engage in conduct that is unprofessional, which could bring discredit to KOI;
- ensure that academic integrity is maintained to a high standard;
- value and promote academic freedom and freedom of speech;
- comply with all applicable local, state and federal laws;
- comply with any lawful and reasonable direction given by someone who has authority to give the direction;
- disclose and take reasonable steps to avoid any conflict of interest (real or apparent);
- use KOI's resources in an appropriate manner (including not removing any property of KOI's from the premises without permission and ensuring the company logo is only used in performing the course of your duties)
- not provide any false or misleading information in response to a request for information that is made in connection with employment;
- not make improper use of:
 - inside information; or
 - the staff members duties, status, power or authority; in order to gain, or seek to gain, a benefit or advantage for the staff member or for any other person;



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- keep their office, desk and working area as tidy as possible, with materials, papers and files put away. Laptops, mobile phones and tablets should not be left overnight on desks. All confidential material should be locked in desks or filing cabinets

2.3 Dealing with students and stakeholders

Staff are expected at all times to be professional in their dealings with other staff members, students and the wider community. Staff must remember when they are dealing with these groups that they are representing KOI and should behave appropriately.

2.4 Workplace conduct

Staff may have access to confidential and commercially valuable information as part of their duties. This information remains the property of KOI and it is improper to disclose it or allow it to be disclosed to other parties, groups or individuals, unless that disclosure has been authorised.

All staff have the right to privacy of any personal information.

Staff have the right to expect that the KOI workplace will be harmonious and free from disputes, that staff will treat each other with respect, civility and normal courtesy. Staff should also be aware of Federal and State laws prohibiting bullying, harassment and discrimination.

Staff have a duty to take reasonable care of their own health and safety, and to ensure that their actions do not cause risks to the health and safety of others in the workplace. Staff are expected to comply with their obligations under health and safety laws, and to comply with instructions from KOI regarding safety matters.

Staff members are expected at all times to comply with all KOI's policies and procedures.

3. Breaches of this policy

You must report any breaches or potential breaches of KOI's commitment to this policy, legal compliance or ethics that you become aware of (whether they relate yourself, direct reports or others – including managers and those more senior than you) with your manager or the Human Resources Manager. KOI takes every concern raised seriously and aim to investigate and act promptly and consistently.

These include:

- breaches or potential breaches of this Code;
- breaches or potential breaches of relevant laws and regulations;
- any instance of financial malpractice, deception or theft;
- any other unethical conduct.

If in doubt about whether to speak up, ask yourself:

- is it legal?
- does it comply with the Code of Conduct?
- does it feel right?

It may seem easier to keep silent or look the other way, but our commitment to integrity means we must never ignore a legal or ethical issue.

A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

4. Associated Information

Australian Human Rights Commission Act 1986
Fair Work Act 2009
Sex Discrimination Act 1984
Workplace Gender Equality Act 2012
Age Discrimination Act 2004



Disability Discrimination Act 1992
Racial Discrimination Act 1975
Human Rights and Equal Opportunity Act 1986
Anti-Discrimination Act (NSW) 1975
Work Health and Safety Act (NSW) 2011

5. Variations

KOI reserves the right to vary, replace or terminate the policy from time to time.

Document control

Policy title	Staff Code of Conduct
Policy owner	Human Resources Manager
Policy version date	24 October 2023 Version 1.0
Policy approver	Council on the recommendation of the Audit & Risk Committee
Date of approval	24 November 2023
Date of implementation	1 December 2023
Date of next review	1 July 2026 for implementation on 1 July 2027
Changes in this version	New Policy

KOI amends its policies periodically and printed copies of this document, either in part or whole, are considered as uncontrolled and should not be relied upon as the most current document. It is the responsibility of individuals printing the document to always refer to the KOI website for the current version.

*****END OF POLICY*****