



**SELMAR**  
INSTITUTE OF EDUCATION

# CODE OF CONDUCT



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 SELMAR INSTITUTE OF EDUCATION

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Go West!



# Welcome

On behalf of the team at SELMAR Institute of Education ('SELMAR') I would like to welcome you to SELMAR and wish you every success here.

We believe that each individual contributes directly to SELMAR's growth and success, and we hope you will take pride in being a member of our team.

This Handbook contains our Code of Conduct which was developed to outline some of the expectations we have of our staff members, apprentices, trainees and contractors. All individuals should familiarise themselves with the contents of this Handbook, along with your Contract of Employment (and Training Contract if an apprentice or trainee), as soon as possible, as it answers many questions about your employment with SELMAR. You should read, understand and comply with your Contract of Employment and this Handbook. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No policy can anticipate every circumstance or question that arises. As SELMAR continues to grow, the need to make changes may arise and SELMAR reserves the right to revise the Code of Conduct at anytime. Staff, apprentices, trainees and contractors will, of course, be notified of such changes to the Code as they occur.

We hope your experience here will be challenging, enjoyable and rewarding. Again, welcome to SELMAR.

Marcus Sellen  
CEO  
SELMAR Institute of Education

The logo for SELMAR Institute of Education features a stylized blue leaf-like graphic on the left. To its right, the word "SELMAR" is written in large, bold, dark blue capital letters. Below "SELMAR", the words "INSTITUTE OF EDUCATION" are written in a smaller, lighter blue, sans-serif font.

# SELMAR

## INSTITUTE OF EDUCATION

This Handbook explains in simple terms some of the laws and SELMAR policy that apply to you in the workplace. Read the Handbook carefully and understand the obligations and implications for yourself. SELMAR also has obligations to you. We need to ensure we have provided you with all the information you need to know as a staff member apprentice, trainee or contractor.

If you think you have read all this before, remember that all policies change over time as the law and general community standards change. Therefore, everyone needs to read this Handbook so that we are all informed of current policy and legislation.

## YOUR RESPONSIBILITY

The Code of Conduct applies to all staff members, apprentices, trainees and contractors. You are required to comply with the Code of Conduct as a condition of your employment and/or training contract.

Therefore you should:

- Read this Handbook carefully.
- Familiarise yourself with detailed policies where further understanding is required. These are available from Human Resources and available as a read only document on our website.
- Talk to your Manager, Field Officer or Human Resources (HR) if you have any questions or comments.
- Sign on the last page of this Handbook declaring that you have read, understood and agreed to comply with the Code of Conduct and return the signed page to the SELMAR HR Department at 3 Wellington Street, St Kilda, 3182.

Any person covered by this Code of Conduct who breaches the Code or fails to notify a known breach of the Code will face disciplinary action.

# CODE OF CONDUCT

## Our Policy

SELMAR is committed to the highest level of integrity and ethical standards in all business practices. You are required to behave in a manner consistent with current community and SELMAR standards, and in compliance with relevant legislation.

## Introduction

SELMAR's Code of Conduct sets standards on how we work together. It covers a range of issues relating to your professional behaviour as a staff member, apprentice, trainee and contractor and how you conduct SELMAR business.

The Code is important to all people who work in SELMAR and who do business with us. We all need to be able to trust that we have high standards in all our business practices.

The Code supports SELMAR's business reputation and corporate image with the community because it indicates that SELMAR cares how it operates.

The Code of Conduct applies to all staff (including permanent, fixed term, casual and sessional staff), apprentices and trainees and contractors of SELMAR.

A breach of the Code can lead to disciplinary action, including dismissal or termination of engagement.

# WHAT IS COVERED BY THE CODE OF CONDUCT?

## PERSONAL CONDUCT

### Equal Opportunity and Harassment

You are responsible for complying with the Equal Opportunity Policy and for treating other people fairly. All forms of unlawful discrimination and harassment are prohibited in the workplace.

### Health and Safety

You are required to follow all health, safety and environment policies, report any observed hazards or injuries, and participate in the management of health and safety risk.

### Smoking

Smoking is prohibited in the workplace. You must comply with the smoking policy applicable in each work location. You may only smoke in designated areas and at designated times.

### Drugs and Alcohol

You are not permitted to:

- use or possess illegal drugs at any SELMAR work site (including Host Employer work site) or work function.
- attend work suffering from the effects of drugs or alcohol.
- consume alcohol at work/study or while on SELMAR business.
- If you are taking prescription medication that may affect your work/study you must notify your Manager/Field Officer.

### Violence and Weapons

SELMAR will not tolerate violent behaviour in the workplace. This includes acts of physical violence, aggressive behaviour, bullying, verbal threats or abuse directed at another employee or to / from a customer or visitor.

You are not permitted to carry or bring any dangerous weapons into SELMAR premises or SELMAR vehicles. This includes knives and firearms of any description.

### Standards of Dress

SELMAR sets standards of dress. You must comply with standards of dress code and personal presentation appropriate to your role, as specified by SELMAR. This includes complying with any safety requirements e.g. safety boots.

### Software

You should only use approved SELMAR software at work/study. You should not duplicate SELMAR software for business or personal use.

### Email and Internet

You should use SELMAR's electronic mail system (email) and internet for business/study purposes only, except for incidental and occasional personal use.

### Privacy

You must comply with privacy laws and any relevant policy when handling personal information about customers, clients, contractors and job applicants. Privacy principles govern collection, use, disclosure, access, correction, storage and destruction of personal information.

# BUSINESS CONDUCT

## SELMAR Reputation

You should not act in any way that could cause harm to the reputation or market position of SELMAR during and after your employment/apprenticeship/traineeship. You have a duty to act in all matters in a manner that merits the continued trust and confidence of the public.

## Media Statements

You should not speak to the media about SELMAR. Any requests for information relating to the SELMAR should be referred to Senior Management.

## Gifts and Entertainment

You may not accept or provide gifts or entertainment that will obligate or appear to obligate the recipient. You may only use occasional gifts and entertainment to develop appropriate business relationships.

## Trade Practices

You are responsible for abiding by the rules of the Trade Practices Act in Australia and equivalent legislation in other countries in which the Company does business. Among other things, you may not enter any formal or informal agreement or arrangement that could substantially lessen competition.

## Continuous Disclosure

You have an obligation to contact Senior Management immediately if you become aware of any information that is not generally available and which is likely to have a financial or reputational impact on the Company. You are also responsible for the integrity of the information, reports, and records under your control.

# PROFESSIONAL CONDUCT

## Conflict of Interest

You should conduct all business transactions in the best interests of SELMAR and avoid situations where your personal interests could conflict with the interests of SELMAR. If you are in a potential conflict of interest situation you must disclose this to the Chief Operating Officer.

## Confidential Information

You must not disclose (or use in any manner) confidential information about SELMAR, its customers, or its affairs, that you acquire during your employment, apprenticeship or traineeship with SELMAR unless the information is already in the public domain. This obligation extends after you leave the Company.

## Intellectual Property

You are required to take steps to ensure SELMAR's intellectual property rights are protected and preserved. All designs, copyright materials, inventions, discoveries, computer software and improvements made by you during your employment with SELMAR are owned by SELMAR.

## Honesty

You are responsible for any assets under your control including information, cash and financial assets, plant, equipment, inventory and supplies. SELMAR will not tolerate the unauthorised removal or theft of products, money or property. Fraudulent activity, the improper use of SELMAR assets, or willful or reckless damage to SELMAR property will also not be tolerated. You must not use SELMAR assets for personal purposes without prior approval e.g. laptops, mobile phones and

# TRADE PRACTICES LAW

You must abide by the rules of the Trade Practices Act and equivalent legislation. This forms part of our Code of Conduct.

Trade Practices Laws have been written to ensure that businesses remain competitive. Almost all businesses are affected by Trade Practices Laws or other similar legislation. It guards against unfair practices and ensures that we operate in a marketplace that is open and fair. It is also designed to keep our business honest and provides a set of standards to protect consumers.

Naturally we must continue to strive for sales and profit – as long as we compete within the law.

## EQUAL OPPORTUNITY POLICY

SELMAR is committed to the principles of Equal Opportunity. This forms part of our Code of Conduct. This includes treating all employees, students, apprentices and trainees equally and providing an open, friendly work/study environment that is free from all forms of:

- unlawful discrimination
- sexual harassment
- victimisation
- bullying
- any other unlawful harassment

This policy is incorporated into all aspects of SELMAR's relations with its staff, students, apprentices and trainees, contractors, customers, suppliers and visitors.

SELMAR has a legal responsibility to ensure that all reasonable steps have been taken to prevent unlawful discrimination and harassment occurring in the workplace.

**You are entitled to a work/study place free of harassment, discrimination and victimisation.**

## OTHER HUMAN RESOURCES POLICIES

The Code of Conduct summarises a number of Human Resources policies that apply to your employment/engagement with SELMAR.

All policies are available from Human Resources. These include, but are not limited to, the:

Access & Equity Policy

Electronic Communication Policy

Compliant Handling Policy

Occupational Health and Safety Policy

Confidential Information

Drug and Alcohol Policy

Privacy Policy

Standards of Dress Code

Finance Management Policy

Conflict of Interest





# ACKNOWLEDGEMENT

The SELMAR Code of Conduct applies to all staff, apprentices, trainees and contractors. You are required to comply with the Code as a condition of your employment. Please complete this form and return to Human Resources. It will be kept on your personnel file as indication that you have received, read and understood the Code of Conduct in this Handbook.

I \_\_\_\_\_ **Date:**  
(Name)

hereby acknowledge that I have read and understood the Code of Conduct in this Handbook and the obligations it places on me. I understand that if I breach SELMAR's policies or fail to notify a known breach of the Code, I may be counselled, disciplined or dismissed.

**Signature:**

**Date:**







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Phone: 03 9516 6600  
Email: [humanresources@selmar.edu.au](mailto:humanresources@selmar.edu.au)  
Website [www.selmar.edu.au](http://www.selmar.edu.au)



SELMAR Institute of Education is a Registered Training Organisation (RTO).  
We are registered with NARA to issue national qualifications and  
statements of attainment in over 40 qualifications.

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