

## PP76 ETHICAL BEHAVIOUR POLICY

### SCOPE

This policy applies to all staff employed full time, part time, casual as well as contractors and sub contractors of Southern Cross Education Institute.

### POLICY

This policy is designed to ensure protection of Southern Cross Education Institute's employed staff, students and the branding of the company.

### PROCEDURE

Southern Cross Education Institute conducts business to enable domestic and international students to enroll and complete courses that will allow a nationally recognized qualification that ultimately will allow them the opportunity of further qualification study and/or employment.

Southern Cross Education Institute is required to meet strict auditable Commonwealth and State Government guidelines and standards, and it is these guidelines and standards that the day to day management of the business is ruled by. Southern Cross Education Institute supports a culture that promotes proactive and consistent approach to the development of positive relationships between all stakeholders of the Institute. This must be encouraged and supported with co-operation, shared values and respect.

Apart from these guidelines and standards, management is working hard to ensure internal managing of all stakeholders is kept up to an acceptable standard that will not tarnish the day to day operations and branding of the company.

It is up to every individual to ensure that their personal and professional behaviour is of a standard acceptable in the workplace.

Some examples of expected behaviour include but not limited to:

- No unauthorized use of media, verbal statements or written statements that may be defamatory, disparaging, inappropriate, obscene, seen as harassment or rude in nature and are not work related. This includes but is not limited to; email, telephone, mobile applications, online social media; Facebook, Twitter etc.
- Not using confidential or other information for personal advantage or for the advantage of another
- No swearing or obscene gestures.
- No bribing or offering of incentives to prospective students for the purpose of a guaranteed enrolment.
- Not accepting gifts, benefits or hospitality in their nature and value may be seen as compromising your objectivity and influencing you in your job role and responsibilities.
- No spreading rumours or false opinions about another person or the business that can create negativity within staff members.
- No prejudicial comments, racially or otherwise, between staff members about another person.
- No judging openly of other people.
- No discrimination or disrespect of other people.

Southern Cross Education Institute wants positive behaviour by all stakeholders. This will allow the business to move forward enabling continued wellbeing and employment of staff.

Should damage to the brand and/or people associated with Southern Cross Education Institute occur through wreck-less behaviour and/or slandering statements made without supporting evidence, Southern Cross Education Institute Pty Ltd reserves the right to commence legal action against such persons as deemed necessary.

### Review

This Policy and Procedure will be reviewed annually in line with the SCEI Continuous Improvement Plan