



Mount Alvernia College  
*"Educating young women in the Franciscan tradition"*

# **CODE OF CONDUCT**

## **for Employees of MOUNT ALVERNIA COLLEGE**

<b>College Policy</b>	
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Page 1 of 11	

## **I.0 INTRODUCTION**

### **I.1 Purpose**

This Code of Conduct (the Code) clarifies and affirms the standards of behaviour that are expected of employees of Mount Alvernia College in the performance of their duties.

In the light of advice arising from recent industrial case law and best employment practices, the Code aims to help all employees understand and fulfil their legal and professional responsibilities in achieving a safe and supportive workplace environment.

This Code of Conduct (the Code) is also designed to meet Mount Alvernia College's legal obligation to provide a Code of Conduct for all employees under the Student Protection Risk Management Strategy as detailed in the *Commission for Children and Young People & Child Guardian Act 2005* and to comply with the relevant provisions the *Education (Accreditation of Non-State Schools) Act 2001*.

### **I.2 Applicability**

This Code of Conduct applies to all Mount Alvernia College employees contracted on a temporary, casual, fixed term, or continuing basis. Volunteers and Students should refer to the Volunteer Code of Conduct and Student Code of Conduct respectively.

#### **I.2.1 When Does the Code Apply?**

The Code of Conduct applies to all employees:

- a) in the performance of their duties
- b) during College activities and at College related events (whether convened at the College or not and whether convened during usual College hours or not)
- c) when their association with the College is identifiable (for example, while using Facebook from a personal computer in personal time if the College is listed on Facebook as the staff member's employer).

### **I.3 Context**

Mount Alvernia College unequivocally commits to fostering the dignity, self-esteem and integrity of every person. To meet this commitment this Code of Conduct has been developed in consultation with relevant parties. The provision of a safe and supportive environment is essential to ensure employees and the young people entrusted to our care are affirmed in their dignity and worth as persons.

Mount Alvernia College believes that young people should develop skills in building positive relationships based on those modelled by our employees. Mount Alvernia College fully endorses the view that a large part of what young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, they require suitable role models. This Code of Conduct establishes the basis on which all employees can be such role models for them.

It is expected that all Mount Alvernia College employees adhere to principles and practices of student protection as a fundamental responsibility.

### **I.4 Vision**

Embracing the Archdiocesan Vision of Jesus Communion Mission, each Catholic community, organisation and individual collaboratively engaged in the educational ministry of the Church in the Archdiocese of Brisbane is called to:

#### *Teach*

We promote faith in Jesus Christ, teaching and learning about Jesus, the gospel and the faith of the Catholic Christian community. Learning is lifelong, life-giving and engages the whole person.

#### *Challenge*

Inspired by the Holy Spirit, we challenge those we educate to live in communion with God, others and the whole of creation in prayerful, sacramental, just, peaceful, inclusive and reconciling communities.

#### *Transform*

We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and the marginalized.

### **1.5 Clarification of the Code**

If there is any conflict between this Code and applicable legislation, the legislation will prevail. If an employee is in doubt about the interpretation of this Code, then the matter should be discussed with the Principal.

### **1.6 Breaches of the Code**

This Code is not intended to be, and must not be, used to intimidate, coerce or threaten employees.

Mount Alvernia College employees hold special positions of trust, and therefore must be accountable for their actions. Conduct which is contrary to this Code may amount to professional misconduct.

Mount Alvernia College is committed to the principles of fairness and natural justice. Action taken in relation to a substantiated breach of the Code by an employee is determined by an examination of all the circumstances, including the explanation of the employee for the breach and the nature and seriousness of the breach.

Should an employee have any concerns about possible breaches of this Code, s/he should, in the first instance, speak with the Principal.

### **1.7 Review of the Code**

To maintain the currency and value of this Code it will be reviewed and updated as necessary.

## **2.0 OVERVIEW OF GENERAL COMMITMENTS**

All employees will demonstrate, to a reasonable professional level, a commitment to Mount Alvernia College through:

- being committed and loyal to the educational, religious and social values of the College;
- carrying out all required duties in a professional and conscientious manner;
- behaving honestly and with integrity in the course of their employment;
- acting with care, compassion and diligence in the course of their employment;
- behaving and dressing appropriately (see Mount Alvernia College Dress Standards Policy) for their professional role;
- complying with all applicable Australian Laws. For this purpose, Australian Law means:
  - a) any Act or any instrument made under an Act; or
  - b) any law of a State or Territory, including any instrument made under such a law including:
    - mandatory reporting of sexual abuse or suspected sexual abuse of a current student by a current employee (Education (General Provisions) Act 2006 (s.366A)
    - mandatory reporting by teachers to the Queensland College of Teachers if they are charged with, or convicted of, a criminal offence. (Education (Queensland College of Teachers) Act 2005
- actively engaging in appropriate and required professional development;
- ensuring that matters of duty of care are afforded the highest attention (including punctuality to classes, supervision and yard duty);
- ensuring that personal use of alcohol and prescribed drugs does not interfere with the proper performance of the employee's duties. There is a zero tolerance for the consumption of, or attendance under the influence of, illicit drugs and alcohol while on duty;
- adhering to other relevant professional Codes of Conduct where applicable (including those published by the Queensland College of Teachers and other relevant professional bodies);
- avoiding any form of unlawful discrimination, for example, on grounds such as gender, race, and religion.

## **3.0 PROFESSIONAL RESPONSIBILITIES OF EMPLOYEES**

In performing their duties, it is expected that all employees will support the core values of Mount Alvernia College, as outlined in the document titled Statement of Principles for Employment in Catholic Schools. In doing so, they will avoid by word or action, any influence upon students that is contrary to the teachings and values expressed by the Catholic Church in whose name they act.

Employees have a responsibility to meet the high standards of professional and ethical behaviour required by the employer when interacting with students, their families and the Catholic and wider community.

Employees undertake their responsibilities within the framework of the law and lawful and reasonable instructions from their employer. Employees must comply with legislative and industrial requirements, with this Code and any policies and procedures that are implemented by Mount Alvernia College.

Employees owe a duty of care to students. This duty of care is to take reasonable steps to protect students from a reasonably foreseeable risk of injury. This duty applies equally to College-based activities and out of College activities involving the College.

#### **4.0 RESPONSIBILITIES OF EMPLOYEES TO THE EMPLOYER**

In relation to their employer, employees have a responsibility to:

- comply with the Statement of Principles for Employment in Catholic Schools and the Principles and Standards for Staff at Mount Alvernia College (in College Staff Handbook);
- act with integrity at all times;
- be truthful when making statements about qualifications and competencies;
- disclose all relevant information and materials when making an application to an employer;
- comply with any lawful and reasonable direction given by someone at Mount Alvernia College who has authority to give the direction;
- maintain appropriate confidentiality about dealings that the employee has in the scope of their work for Mount Alvernia College;
- use all Mount Alvernia College resources and equipment in a proper manner and for legitimate organisational purposes;
- refrain from providing false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment in Mount Alvernia College;
- comply with any other conduct requirements that are prescribed within other policies, procedures and regulations of Mount Alvernia College including-
  - Mount Alvernia College's Use of Electronic Facilities Policy
  - Mount Alvernia College's Dress Standards Policy
  - Mount Alvernia College's Workplace Well-Being Policy
  - Mount Alvernia College's Workplace Health and Safety Policy
  - Mount Alvernia College's Student Protection Policy

All these policies are detailed in the College Staff Handbook.

- ensure that private affairs and/or interests are not in conflict with professional duties and responsibilities or result in a perception that a conflict of interest exists and are appropriately disclosed to the employer. In order to ensure the above, employees should refer to the Conflict of Interest Disclosure Procedure;
- observe contractual commitments;
- respect the proper administrative authority of Mount Alvernia College;
- ensure criticism or complaints are made through the correct grievance mechanisms;
- not act as a delegate of the College unless they have prior approval of the Principal.

#### **5.0 RESPONSIBILITIES TO PARENTS/GUARDIANS AND FAMILIES OF STUDENTS**

In relation to parents/guardians and families, Mount Alvernia College employees have a responsibility to:

1. Establish a relationship based on courtesy, mutual trust and open communication -
  - negotiate constructively to achieve the best possible outcome for students;
  - engage parents through developing effective partnerships;
  - consider parents' perspectives regarding the education of their children;
  - ensure parents understand relevant rules, regulations, and procedures that affect their children and themselves.
2. Respect family privacy and treat information with an appropriate level of confidentiality -
  - maintain confidentiality of information unless disclosure serves a compelling professional purpose or is required by law, or unless the personal safety of a student or employee is at risk.
  - If you are unsure about the appropriate level of confidentiality in any situation please do not hesitate to contact the Principal.

3. Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children -
  - use professional honesty and discretion in presenting facts regarding the educational development of their children
  - share general knowledge of child development
  - be sensitive to legal implications of differing family structures.
4. Respect the characteristics and uniqueness of each student's family background -
  - respect cultural diversity;
  - consider the family perspective;
  - respect family values and opinions while enabling students to examine a variety of viewpoints.

## **6.0 PROFESSIONAL RELATIONSHIPS**

### **6.1 Interactions with students**

It is expected that employees will be caring, compassionate adults who take an interest in their students and who set appropriate boundaries within those employee-student relationships.

Employees must be aware that their interactions with students are based on the employee being in a position of trust arising from the nature of the work, and that those relationships are open to scrutiny.

Employees must always treat students with respect. There is no place for sarcasm, derogatory remarks, offensive comments or any other inappropriate conduct that may result in emotional distress or psychological harm to a student.

Employees, in discussions with students should be aware of appropriate use of personal stories or experiences and such stories should be of a general nature.

Behaviour that may cause psychological harm to a student includes:

- targeted and sustained criticism, belittling or teasing;
- excessive or unreasonable demands;
- hostility, verbal abuse, rejection or scape-goating;
- using inappropriate locations or social isolation, outside of the school's behaviour support policy, as punishment.

Employees must always treat students in a consistent manner without inappropriate familiarity or spending 'special time' with a student.

Some indicative behaviours that may suggest a student is not being treated in a consistent manner could include:

- giving gifts to a child (for example, giving a birthday gift to a particular student when this is not the practice with other students, or asking the student to keep the gift a secret from others);
- showing special favours;
- allowing a student to over-step rules, except where it is clearly articulated in a student's Individual Education Plan or Individual Behaviour Management Plan;
- sharing secrets with a student;
- inconsistent consequences or allowances.

Employees must be conscious that their position places extra obligations on them and they should exercise discretion and caution if and when engaging in social activities with students outside of school. Employees are to seek guidance from the Principal if a personal relationship exists with a student's family. Where there are many relationships between employees and students' families, the Principal may wish to give a general directive to employees at the beginning of each school year.

Examples of situations when employees are to seek guidance from the Principal include:

- visiting students at their home;
- inviting students to visit the employee's home;
- making telephone calls of a personal nature to students;
- sending emails of a personal nature to students;
- sending SMS (text) messages to students.

When congratulating a student, a consistent approach should be used in line with school practice. Employees must be conscious that their actions, particularly physical gestures, are open to scrutiny by others. Employees are required to develop and exercise prudent judgment and sensitivity regarding appropriate physical interactions with students.

Employees should, whenever possible, endeavour not to drive a student in their car unless they have specific permission from the parent/guardian and Principal, and do so in accordance with College policy. In the event of an emergency, employees should attempt to obtain parental consent and also report the matter to the Principal, where possible prior to the journey commencing. For further information employees should familiarise themselves with the Driving Safety Management Policy.

Employees may only engage in tutoring or coaching students outside of College hours only in accordance with College policy. Employees should be aware that student protection issues may arise in these circumstances and should continue to follow their obligations under this Code.

Employees should avoid, as far as possible, situations where they are alone with a student. In the conduct of their professional duties, some employees may be required to work in a one to one situation with a student. In such situations employees must follow the College's policy and procedure.

When responsible for a single student, an employee should:

- have previously discussed arrangements with the Principal;
- maintain visibility into a room;
- where possible, interact with the student in an area open to observation.

Employees must not, under any circumstances, engage in intimate and/or sexual relationships with a student or engage in any conduct of a sexual nature with a student. It is irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents or caregivers. The age of the students or the employees involved is also irrelevant.

Improper conduct of a sexual nature by an employee with a student includes sexual intercourse and any other form of sexual misconduct.

Sexual misconduct includes:

- obscene language of a sexual nature;
- suggestive remarks or actions;
- jokes of a sexual nature;
- obscene gestures;
- unwarranted and inappropriate touching;
- sexual exhibitionism;
- undressing in front of students;
- personal correspondence with students in respect of the employee's sexual feelings for the student;
- deliberate exposure of students to sexual behaviour of others, other than in the case of prescribed curriculum materials in which sexual themes are contextual;
- possession, distribution or display of pornography;
- electronic transmission of messages or files which are sexually explicit, offensive or contain inappropriate jokes;
- sending SMS (text) messages which are sexually explicit, offensive or contain inappropriate jokes.

Employees in their pastoral care role must be cautious of the content and context of their discussions with students.

Employees must exercise caution when:

- making personal comments about a student;
- asking questions that probe a student's sexuality or personal relationships;
- discussing personal details of lifestyle of self or others;
- disclosing their personal contact details to students.

Employees must not:

- discuss with a student matters of a sexual nature relating to themselves or any other person.

Should any student engage, or attempt to engage, in inappropriate behaviour of a sexual nature with an employee, then immediate steps must be taken to discourage the student and the matter should be immediately reported to the Principal.

Employees must notify the Principal immediately should they suspect a situation involving any form of risk of harm to students. Employees must also be aware of individual mandatory reporting requirements under the Education (General Provisions) Act 2006. It is not the responsibility of employees to investigate allegations or suspicions of a student protection nature.

#### **6.1.1 Maintaining professional boundaries**

The following self-assessment may assist employees in assessing their application of professional boundaries:

- Am I dealing with a particular student in a different manner from others under the same circumstances?
- Would I do or say this if a colleague was present?
- Is my dress/availability/language different from the normal with a particular student(s)?
- Are the consequences of my actions likely to have negative outcomes?
- Are my personal feelings translating into inappropriate actions?
- Could my conduct with a student be perceived as demeaning or belittling?

Any employee who has concerns or questions about perceived or actual contraventions of any of these boundaries set out in this Code, whether by themselves or colleagues, should not hesitate to speak to the Principal or other appropriate College Leadership Team personnel for guidance. Notification of any possible contraventions is essential given the duty of care owed to students within the school environment. In addition, all employees are to notify any allegation of student harm of which they become aware in accordance with current legislation and Mount Alvernia College Student Protection Policy.

#### **6.1.2 Student management**

Student behaviour support practices at Mount Alvernia College aim to facilitate the development and experience of responsible self-discipline amongst students and to promote the wellbeing, safety and effective management of the school community.

It is the responsibility of each employee to develop effective, consistent and appropriate management strategies in day to day interactions with students as a preventative system of behaviour support. These strategies should include a clear, consistent and graded method of dealing with inappropriate behaviours and should be developed in accordance with the College's student behaviour support policy. It is the responsibility of each employee to be familiar with these policies.

As a general rule, employees will use their own management strategies in their initial dealings with students. However, students who display recurrent challenging behaviours, particularly unsafe behaviours should be referred to the appropriate person in accordance with the Mount Alvernia College's policy and procedures. Where a student's behaviour is unable to be managed by the implementation of the Mount Alvernia College procedures, an individual behaviour plan should be developed for that student. All employees should be made aware of this individual behaviour plan and act in accordance with the procedures documented in this plan.

All employees should be aware that corporal punishment is prohibited. Corporal punishment involves the application of physical force to punish or correct a student unless that physical contact is reasonable and necessary for the protection of any person.

The following practices are unacceptable:

- any form of corporal punishment;
- using an object, such as a ruler, book, duster, chalk or whiteboard marker to gain a child's attention in a hostile or an inappropriate physical manner;
- restraining a student for any purpose other than a student's actions causing imminent harm to self or others;
- hitting or kicking a student;
- holding a student (other than for the circumstances outlined in Section 6.1.3);
- pushing, pulling, shoving, grabbing, pinching or poking a student;
- shaking or throwing a student;
- intimidating a student;
- swearing at a student;

- using sarcasm to humiliate;
- locking a student in a confined space;
- refusing biological necessities as a means of punishment;
- applying painful or noxious conditions;
- criticising a student rather than the student's actions;
- using fear or practices which instil fear as a means of controlling a student;
- practices which cause a student to feel alienated
- exposing a student to material that contains adult concepts or themes that are inappropriate to the student's age or curriculum expectations;
- the use of psychotropic medication to manage a student's behaviour, as opposed to treatment for a diagnosed condition.

### **6.1.3 Physical contact with students**

When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed.

Examples of situations in which physical contact with a student may be appropriate include:

- assessing a student who is injured or ill may necessitate touching. An employee should advise the student of what they intend to do and, where possible, seek the student's consent;
- teaching PE, sport, music and other activities may require the physical handling of a student to demonstrate a particular action or skill;
- comforting a distressed student;
- guiding a student in a non-threatening manner;
- tapping a student on the shoulder to gain his/her attention after verbal requests were unsuccessful; and
- protecting a student from imminent danger to herself or to others.

The physical contact referred to above is acceptable only if the contact was reasonable for the purpose of behaviour support, management or care of the student. The contact must also be appropriate given the age, maturity, health or other characteristics of the student. Physical contact with a student should be consistent with any behaviour plan in place for that student.

Physical interventions (including physical restraints, removals or escorts) to contain and/or control the behaviour of students should only be employed as measures of last resort to ensure safety and protection. The use of physical intervention is restricted to occasions when the student, other students, employees or others are being harmed or are in imminent danger of being harmed. Only such force as is reasonably necessary in the circumstance is permitted.

Some examples of when it may be appropriate to use physical intervention as a last resort include:

- a student attacking an employee;
- a student attacking another student;
- students physically fighting;
- a student causing, or at risk of causing, injury to self or others;
- a student misusing dangerous materials, substances or objects where it is likely that this will cause imminent harm.

As any physical intervention involves some risk of injury to the student or employee, employees must weigh this risk against the risks involved in failing to physically intervene when it may be warranted. All employees using physical interventions are responsible and accountable for the manner in which they exercise that authority.

## **6.2 Interactions with colleagues**

In relation to colleagues, employees have a responsibility to:

- build an atmosphere of collaboration, trust, mutual respect and candour;
- recognise and respect the individual potential and talents of colleagues irrespective of race, gender, age, religion, etc.;
- encourage openness and tolerance among colleagues;
- use constructive methods of resolving any conflict which may arise;
- observe the principles of justice in dealing with any complaints against colleagues;
- avoid behaviours which might reasonably be perceived as abuse, harm, harassment, bullying or intimidation;
- foster unity, harmony and cooperation in working relationships;

- respect the ethical professional practice of colleagues in other settings;
- engage in conflict mediation processes if directed to do so by the Principal.

In accordance with Mount Alvernia College's Workplace Well-Being Policy, employees are reminded that sexual harassment is considered to be an unacceptable form of behaviour.

## **7.0 DUTY OF CARE**

Mount Alvernia College owes a duty of care to its employees and students. It is expected that all employees contribute towards the fulfilment of this legal duty. Such a duty includes providing and maintaining a safe and healthy work environment; ensuring safe systems of work; and providing information, instruction, training and supervision to ensure health and safety.

Employees will exercise with diligence, the duty of care that they owe to students. In addition to this, employees are expected to take all reasonable steps to protect students from risk of harm. This may require making formal notifications/reports to government agencies as well as referring matters of concern to relevant personnel within the College.

Employees are expected to cooperate with the directions of the management of Mount Alvernia College to maintain a workplace environment that is positive, open and healthy for members of the school community. Each employee has a significant role to play in achieving and maintaining this objective. It is expected that any matters that threaten the fulfilment of this objective are reported to the employee's direct supervisor.

The supervisory role of employees in relation to students is aimed at enhancing a student's educational opportunities, building self-esteem, and ensuring students are safe and supported. Whilst in a supervisory role, the employee has an obligation to fulfil duty of care requirements.

Employees must comply with the arrangements for student supervision put in place by the College for all activities where the student is under the care and control of an employee. Playground and bus supervision are integral parts of this responsibility. Employees must actively supervise their designated areas, be vigilant and constantly mobile. Punctuality is an essential element of this compliance.

Employees should be alert to bullying or any other form of harassment or discriminatory behaviour, and act on and report incidents in accordance with College anti-bullying policy. Ill or injured students should be attended to by the supervising employee. Should additional assistance be required, employees should contact the first aid officer.

Attention to the personal care needs of a student should be undertaken in accordance with the College's policy and procedure and individual management plan, if one exists. Employees should remain with students at after school activities until they are assured the student has safe transport home.

## **8.0 RISK MANAGEMENT**

All employees should be aware of risks that arise in the workplace and where possible to take reasonable steps to eliminate the risk and, if this is not possible, to then minimise the risk. Employees also need to appreciate that Mount Alvernia College, in exercising its duty of care for students and employees, requires an employee to conduct a risk assessment for all College activities conducted at the College or not and this risk assessment is to be submitted on the appropriate form and in a timely manner to the College Deputy.

## **9.0 DRUGS, ALCOHOL AND TOBACCO**

### **9.1 General**

Employees experiencing difficulties in relation to alcohol, tobacco or other drugs are encouraged to access the Employee Assistance Program (ACCESS) or other personnel for assistance.

Employees with concerns about the health and welfare of colleagues or the safety of others should take their concerns to the Principal or other appropriate senior staff member.

## **9.2 Drugs**

Employees must not give or otherwise provide students or other staff with drugs that are illegal to possess or distribute. Employees should not encourage or condone the use of such drugs.

During work hours and/or at the workplace, employees must not consume or be under the influence of or in the possession of drugs that are illegal to possess or distribute. This applies during College activities and at College related events (whether convened at the College or not and whether convened during usual College hours or not).

Employees should only assist students to take dispensed medicine (prescription medication) in accordance with First Aid Policy Implementation.

## **9.3 Alcohol**

Employees must not give or otherwise provide students with alcohol. Employees must not encourage or condone the use of alcohol by students.

Employees must not consume or be under the influence of alcohol in any circumstance where they are responsible for students. This applies during College activities and at College related events (whether convened at the College or not and whether convened during usual College hours or not). This includes outside school hours supervision of students on field trips, camps or excursions and other College organised activities.

All alcohol present on school grounds must be contained within a secure location which is not accessible to students. Such a location should be lockable and accessible only to authorised personnel.

## **9.4 Tobacco**

Employees must not give or otherwise provide students with tobacco or tobacco products. Employees must not encourage or condone the use of tobacco or tobacco products by students.

Employees are not permitted to smoke in Mount Alvernia College grounds.

# **10.0 DISCRIMINATION, HARASSMENT AND BULLYING**

## **10.1 Sexual harassment**

Sexual harassment is unlawful and will not be condoned within Mount Alvernia College. Employees shall not engage in sexual harassment. Employees should familiarise themselves with Mount Alvernia College's Policy on Workplace Well-Being.

## **10.2 Bullying & Harassment**

All staff, students and anyone else involved with the Mount Alvernia College has the right to partake in an environment that is free from intimidation, threat, humiliation and workplace harassment. Employees should familiarise themselves with Mount Alvernia College's Policy on Workplace Well-Being.

Offensive, abusive, bullying, belittling or threatening behaviour towards individuals or groups of people, performed in the course of one's work duties does not demonstrate respect for other people and amounts to a breach of this Code.

## **10.3 Discrimination**

Employees must not unlawfully discriminate against any person. Except where exempted by law (refer to the Anti-Discrimination Act 1991), it is unlawful to directly or indirectly discriminate against a person on the basis of the following attributes:

- gender
- relationship status
- pregnancy
- parental status
- breastfeeding
- age
- race
- impairment
- religious belief or religious activity

- political belief or activity
- trade union activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities
- association with, or relation to, a person identified on the basis of any of the above attributes.

## **11.0 MAINTAINING KNOWLEDGE**

Mount Alvernia College employees should strive to maintain a current understanding of the law, professional ethics, delegations, policies and procedures and other codes of practice to a standard that enables them to competently perform their work duties. The law will prevail over a policy to the extent of any conflict.

Mount Alvernia College employees must take responsibility for developing their skills and knowledge, remaining abreast of advances and changes within their work area, and fields of expertise. The College Leadership Team of Mount Alvernia College must provide fair and equitable access to training for employees and assist them in meeting these objectives.

(Acknowledgment: This document is based on the Archdiocese of Brisbane Catholic Education *Code of Conduct* for employees contracted on a temporary, casual, fixed term or continuing basis.)