

Good Samaritan Education

GSE 6.4

Personal Conduct Protocol

Purpose

A high standard of personal conduct contributes to a good work environment for all as well as enhancing the reputation of *Good Samaritan Education* in the community and thereby contributing to its effectiveness in pursuing its mission. *Good Samaritan Education* expects its employees to maintain a high standard of conduct and work performance at all times.

References

Scope

This protocol applies to the Governing Council, the Executive Director and all staff.

Protocol

1. General Personal Conduct

This requires all employees to:

- a) treat colleagues and others with courtesy and respect
- b) treat all persons they come in contact with in the course of their work in a professional manner
- c) dress in a neat, clean and professional manner for the activity being undertaken
- d) observe all *Good Samaritan Education* policies, protocols and procedures
- e) work safely at all times

2. Use of Email

- a) Email facilities are provided for formal business correspondence and care must be taken to maintain the confidentiality of sensitive information.
- b) Management reserves the right to access incoming and outgoing email messages to ensure compliance with this policy if required
- c) All emails sent must include the approved business disclaimer.
- d) Email must not contain material that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of *Good Samaritan Education* in the community or to its relationship with other organisations
- e) Email must not contain material that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others.
- f) When using email a person must not pretend to be another person or use another person's computer without permission.
- g) Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
- h) Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

3. Use of Internet

- a) The internet when provided to an employee by *Good Samaritan Education* is for business use. Limited private use is permitted if this use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.
- b) Where the internet is provided to an employee through an arrangement between *Good Samaritan Education* and a third party eg a school, the policies of the third party with regard to internet use must also be followed.

- c) Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be aware that some forms of internet conduct may lead to criminal prosecution.

4. *Use of Social Media*

- a) Written approval to engage in Social Media as a representative or on behalf of *Good Samaritan Education* must be obtained from the Executive Director and if so authorized, the employee is required to act in a professional manner at all times and in the best interests of *Good Samaritan Education*.
- b) *Good Samaritan Education* acknowledges the right of its employees to contribute content to public communications on websites, blogs and business or social networking sites not operated by *Good Samaritan Education*. However, employees must agree to not publish any material, in any form, which identifies themselves as being associated with *Good Samaritan Education* or organisations with which it interacts.

5. *Smoking, Alcohol and Illicit Drugs*

- a) Smoking is not permitted at *Good Samaritan Education* activities
- b) There is a zero tolerance policy with regard to the use of illicit drugs on any premises where *Good Samaritan Education* is conducting any work or activity. Contravention may lead to instant dismissal.
- c) *Good Samaritan Education* does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal
- d) Alcohol may at times be made available to staff over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee.

Review History

GSE 6.4 Version 1.0 July 2012