

1. Organisational

1.2. RCM Code of Conduct Policy

This policy must be read in conjunction with Riverina Conservatorium of Music (RCM) Organisational Policies General Outline, Definitions and Relevant Legislations.

1. Purpose

- a. All the people associated with the RCM have a right and an expectation that service from all RCM personnel be delivered in a manner that reflects fairness, integrity and professional ethics. The teaching of children, especially in the field of music, carries with it a responsibility to maintain public confidence by properly following a relevant code of conduct.
- b. This Code of Conduct complements other RCM policies. It will outline the RCM's position regarding professional conduct and will cover:
 - i. Additional Definitions
 - ii. Roles and responsibilities
 - iii. Acceptable professional conduct of RCM personnel
- c. RCM Personnel are required to fulfil their obligations and meet standards within the guidelines of the law and this policy. RCM personnel need to be aware that in some cases, breach of RCM policy, legislation or contractual and ethical obligations may lead to disciplinary action ranging from formal warnings to dismissal and possible criminal charges.

2. Additional Definitions

- a. **WHS:** Workplace Health and Safety.
- b. **New South Wales Public Health Orders:** Directions given by the Health Minister which are designed to protect residents from health risks.
- c. **Child Protection:** Preventing and responding to violence, exploitation, abuse, neglect and harmful practices against children.
- d. **Discipline:** The rules and strategies applied to remedy actions that are deemed inappropriate.

3. Application of Policy

3.1 Roles and Responsibilities

- a. **All RCM Personnel, Board and Members**
All RCM Personnel, Board and Members are required to adhere to this code of conduct. Any breach of this policy may result in disciplinary action or where appropriate, cessation of employment.

b. RCM Director (CEO)

The RCM Director (CEO) will oversee all matters detailed within this policy. The RCM Director (CEO) is responsible for ensuring all Personnel are conducting themselves in a professional and dignified manner.

c. RCM Associate Director

The RCM Associate Director will manage all matters relating to policy when the RCM Director (CEO) is absent.

d. RCM Chairman of the Board of Management

The RCM Chairman will manage all aspects of this policy in relation to risk management and strategic management matters. The RCM Chairman will manage all matters raised in relation to this policy regarding conduct of the RCM Director (CEO) or Associate Director.

e. RCM Deputy Chairman of the Board of Management

The Deputy Chair of the RCM will manage all matters raised in relation to this policy regarding conduct of the RCM Chairman.

4. Details

4.1 Acceptable Professional Conduct of RCM Personnel

a. Equal Opportunities:

All people have the right to feel free to be a part of and interact with the RCM community without fear of racial, sexual, physical or other discrimination or abuse, as per the RCM Anti Discrimination and Equal Employment Opportunity Policy. RCM employees are to treat all people in a fair and courteous manner.

b. NSW Government Public Health Orders:

- i. All RCM employees, including all volunteer, temporary and contract staff, must comply with any NSW Public Health Orders that are applicable to the RCM.
- ii. The relevance of a NSW Public Health Order to the RCM will be determined by the RCM Director (CEO), after seeking expert advice from independent legal teams, relevant industry advisors or the Association NSW Regional Conservatoriums.
- iii. Unless the requirements as outlined by the Public Health Order have been met within any given required time period(s), then no RCM staff will be permitted to enter RCM premises, except, unless otherwise indicated by the Public Health Order, they are entering as a member of the public and/or as a student.

c. Professional Conduct:

- i. Personnel will perform duties in a manner that displays a high level of professional principle. All RCM Personnel should perform any duties associated with their positions diligently, impartially and conscientiously to the best of their ability.

ii. In the performance of their duties all RCM personnel should:

1. Maintain their professional proficiency through study and/or performance.
2. Be punctual for all lessons, meetings and other professional appointments.
3. Conduct themselves in lessons with dignity and professionalism.
4. Not use telephones or computers of any sort during lessons. Exceptions will apply where the legitimate use of computing equipment is integral to the teaching of the lesson.

iii. All RCM employees will work to ensure that the good reputation of the RCM and its employees is well maintained.

d. Child Protection, Anti-Discrimination & Equal Employment Opportunities, Bullying & Harassment and Sexual Harassment:

All RCM Personnel must make themselves familiar and conduct themselves in line with all RCM Policies relating to Child Protection, Anti-Discrimination & Equal Employment Opportunities, Bullying & Harassment and Sexual Harassment.

e. Activities conducted for personal gain:

- i. The RCM does not permit any employee of the organisation to utilise the private information of RCM clients for private personal gain. This includes:
 1. Solicitation or acceptance of an RCM student for private teaching
 2. Solicitation or acceptance of an RCM student for private accompaniment activities.
 3. Solicitation of RCM students for any other private commercial activities.
- ii. The RCM does not permit the conducting of any private commercial activities on any of its sites. Teachers wishing to operate as commercial agents for instrument retailers/ suppliers must do so off site.

f. Intellectual property protection:

All RCM personnel will respect the intellectual property of others. Photocopying of copyright material is illegal and not condoned by the RCM.

g. Confidentiality:

All personnel are to maintain confidentiality in all private matters they are privy to regarding other members of the RCM or wider community during their employment and after termination of employment.

h. Dress Standards of RCM Personnel:

Neat and modest attire should be worn at all times. Hair should be neat and tidy. Facial hair to be neatly trimmed. All personnel are expected to wear clothing appropriate for the workplace and demonstrate a high level of personal hygiene at all times.

i. Acceptance of gifts or benefits:

While RCM staff may accept gifts from students, RCM personnel should not accept a gift or benefit if the gift is intended or is likely to cause the staff member to do his or her job in a particular way, or deviate from the proper course of duty.

j. Communications with Student and Parents/Guardians by RCM Personnel:

i. General Communication with Students, Parents/ Guardians

1. Students and their parents/ guardians are the clients of the RCM and must always be treated with respect and courtesy.
2. It is advised, in the interests of best practice, that teachers log times, dates and details of all RCM related communication with students/parents/guardians.

ii. Discipline of Students by RCM Personnel

From time to time, RCM personnel will be required to maintain the discipline of students. Accordingly, the following conduct should be maintained:-

1. The RCM regards any behaviour that may; be offensive to others; risks damaging property; threaten or injure other people; or to be generally disruptive as requiring discipline.
2. Unless the situation is one that is likely to result in the damage of property; or injury of others, a RCM staff member should not engage in disciplinary measures where:-
 - a. a student is without the parent/guardian being present,
 - b. their own safety is at risk.
3. Where a staff member experiences difficulties with a student/parent/guardian, they should maintain a level of professional composure while dealing directly with the situation and seek support and guidance wherever possible from their HOD and/or the Executive team member(s)
4. Parents/guardians of applicable students must be consulted immediately regarding any disciplinary issues.

k. Use of RCM Equipment and Property:

All RCM personnel will respect the property and equipment owned by the RCM. All equipment and property must be handled with care and returned to the RCM in reasonable condition, normal wear accepted.

5. Variations

- a. If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the Executive Team Member(s).
- b. *The RCM reserves the right to vary, replace or terminate this policy from time to time.*

Policy version and revision information

Policy Devised and Written in 2003 by Hamish Tait
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