



VILLANOVA COLLEGE

# CODE OF CONDUCT





## Preface from the Principal

At Villanova College, our mission is to form young people of character and compassion through a Catholic education grounded in the values of humility, interiority, community, the restless search for truth and ongoing conversion. This mission is sacred and transformative work, entrusted to each member of our staff as we walk together in the spirit of St Augustine - one in mind and heart on the way towards God.

As educators, support staff, and leaders within this community, we hold a profound responsibility to model Gospel values and contribute to a culture that fosters excellence, inclusion, care and respect. Our students look to us not only as professionals, but as role models. The example we set - through our words, decisions and relationships - shapes the learning environment and the development of each young person in our care.

This Code of Conduct sets out the professional standards and behaviours expected of all Villanova College employees. It reflects our commitment to providing a safe, respectful, and faith-filled environment where the dignity of every person is upheld and protected. It also ensures that we work consistently and ethically as we serve the mission of Catholic education and uphold the distinct Augustinian character of our College.

I trust that each member of staff will approach this Code with the seriousness and reflection it deserves. In doing so, we not only comply with policy but honour the values we share as a College community.

Thank you for your ongoing dedication to the mission of Villanova, for the profound difference you make in the lives of our students and for the strength you offer one another as colleagues. Together, let us continue to walk with purpose and unity, shaping a community where all can thrive.

Mr Paul Begg  
Principal - Villanova College

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# Introduction



# Introduction

## 1. Commitment

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- 1.1 Villanova College conducted in the tradition of the Order of St Augustine, is a Catholic school administered by The Corporation of The Trustees of the Roman Catholic Archdiocese of Brisbane. The College is dedicated to delivering a high-quality Catholic education that reflects the Gospel values and the Augustinian ethos of community, truth, and love.
- 1.2 Villanova College is unwavering in its commitment to upholding the dignity, self-worth, and integrity of every individual. This commitment is foundational to our mission and guides all relationships within the College community.
- 1.3 All employees of Villanova College are expected to demonstrate the highest standards of personal and professional conduct. They must adhere to the College's policies, procedures and this Code of Conduct, upholding the values and mission of Catholic education in every aspect of their work.

## 2. Purpose of the Code

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- 2.1 This Code sets out the responsibilities and standards of behaviour required of all employees of Villanova College, when at work.
- 2.2 The Code does not provide an exhaustive list of every aspect of work, but rather provides a broad framework to assist employees, including the Principal and Managers, to make appropriate and ethical decisions about their conduct.
- 2.3 This Code also satisfies Villanova College's obligations under the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* to have a code of conduct for interacting with children as part of Villanova College's Child and Youth Risk Management Strategy.

## 3. Definitions

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**Child Protection Legislation** includes relevant sections of the current Child Protection Act and Regulation (Qld), Education (General Provisions) Act and Regulation (Qld), Education (Accreditation of Non-State Schools) Act and Regulation (Qld) and Working with Children (Risk Management and Screening) Act and Regulation (Qld), as amended and replaced from time to time.

**Code** means this *Villanova College Code of Conduct*.

**Confidential Information** means all information concerning the affairs of Villanova College that has been made available to employees during the course of their employment with Villanova College, including Personal Information, but does not include information in the public domain (other than as a result of a breach of any duty of confidentiality).

**Conflict of Interest** is a situation or set of circumstances that has the potential to influence the impartiality of a person because of the possibility of a real or perceived link between the employee's private interests and their professional duties and responsibilities. The private interest can include, but is not limited to, financial gain, desire for professional advancement, potential to unfairly treat another person, or the desire to assist family and friends.

**Employee** is any person who is employed by Villanova College, on a temporary, casual, part-time, fixed term or continuing basis pursuant to a contract of employment.

**External Agencies** include Catholic Education Dioceses, Queensland Catholic Education Commission, church authorities, other Religious Institute schools, Government bodies and agencies, Queensland College of Teachers (QCT), universities and the Union.

**Intellectual Property** means all statutory and other proprietary rights in respect of copyright and neighbouring rights, in relation to inventions, patents, registered and unregistered trademarks, registered and unregistered designs, utility models, know-how, trade secrets and rights to require information to be kept confidential and all of the other rights arising from intellectual activity and rights to apply for the above.

**Personal information** is information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

**Principal** means an employee appointed to be the religious and educational leader of Villanova College; otherwise, a person who has the delegated authority to act in the position of Principal.

**QCT** means Queensland College of Teachers.

**Social Media** includes any form of online publication or presence that allows interactive communication, including social networking sites (e.g. Facebook, Twitter, LinkedIn, Snapchat), internal intranet social portals, video and photo sharing websites (e.g. Flickr, YouTube, Instagram, Pinterest), instant messaging (e.g. SMS, WhatsApp), geo-spacial tagging (e.g. Yelp), location based dating apps, blogs, micro-blogging, podcasts, gaming platforms, wikis and online collaborations and forums, discussion boards and groups.

**Student** is any person enrolled as such at Villanova College.

**Union** means the Independent Education Union - Queensland and Northern Territory Branch.

## 4. Vision, Mission and Values

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- 4.1 As a Catholic school in the Augustinian tradition, Villanova College is committed to forming young men of Gospel values through a holistic education that nurtures the spiritual, academic, emotional, and social development of each student. In partnership with the Archdiocese of Brisbane, we embrace our responsibility to promote a living faith, a love of learning, and a strong sense of service to others.
- 4.2 The Vision, Mission and Values of Villanova College shape the daily practices, culture, and decision-making of the College community. All employees are expected to support and model these principles in their professional conduct and relationships.

### Our Vision

*Striving for excellence in boys' education as an Augustinian community one in mind and heart on the way towards God.*

This vision inspires the College's commitment to academic excellence, spiritual growth, inclusive community, and the development of character in every student.

### Our Mission

Villanova College is a Catholic school for boys where education is the formation of the whole person within a faith community. We aim to develop young men of Gospel values who are committed to the common good.

Our staff, parents, students, and alumni work together to foster a community that:

- Forms character and fosters faith
- Promotes life-long learning
- Embraces a restless search for truth
- Encourages active service to others
- Supports each student in reaching their full potential

### Our Values

Villanova College is guided by five key Augustinian values—our Gateway Values—which inform our educational mission and define the expectations for conduct across all members of the College:

- Humility - The foundation of true charity; recognising and accepting oneself honestly, and appreciating our mutual need for one another and for God.
- Interiority - The inner life of reflection and discernment, through which we come to know and live the truth revealed by the “teacher within,” the presence of God.
- Community - The context in which learning and transformation occur; community is both the means and the end of our shared mission.
- Restless Search for Truth - A lifelong pursuit of not just intellectual knowledge, but personal integrity and faithful action in light of what is discovered.
- Ongoing Conversion - A process of continual growth, openness, and transformation that enables individuals and the community to better reflect the love and truth of God.

These values are essential to our identity and must be evident in the attitudes, actions, and relationships of all employees. They serve as the foundation for a respectful, compassionate, and faith-filled environment in which students are empowered to flourish.



## 5. When does this Code apply?

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- 5.1 This Code applies at all times to all Villanova College employees, who work for Villanova College.
- 5.2 This Code applies to all Villanova College employees at any location where the employee is performing work for, or representing, Villanova College.
- 5.3 In some cases, the Code will apply to the conduct of employees away from the workplace and outside of work hours.
- 5.4 Compliance with this Code by all employees is compulsory. Employees must complete all training in relation to this Code which is required by Villanova College.

This Code applies to employees at all times, including:

- while performing work for Villanova College, including outside normal working hours, for example, while supervising students on camps, excursions, sporting activities and extra-curricular activities approved by the college
- in connection with work, for example, when communicating or interacting with students, employees, the school community or public, including communications via media, social media, electronic communications and phones
- at activities away from the workplace and which are supported or approved by Villanova College, including excursions, training courses, social functions and other events.

## 6. What happens if there is a breach of the Code?

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- 6.1 Employees are accountable for their actions. Failure to comply with this Code will constitute a breach of this Code and may constitute a breach of employment or contractual obligations. Villanova College may take appropriate action, including action under relevant Villanova College policies, processes and procedures as published from time to time. In some circumstances, Villanova College may take action against an employee in relation to conduct in the employee's private capacity. In taking any action under Villanova College's policies, processes and procedures, Villanova College will afford the employee the fundamental principles of natural justice and procedural fairness.
- 6.2 Employees should report potential breaches of this Code by other employees to their Principal/Manager or by contacting Villanova College at [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au).
- 6.3 Under the *Villanova College Student Protection Processes* employees **must** report matters of inappropriate behaviour by an employee towards a student. This reporting obligation is required by law and/or by Villanova College as the employer and cannot be delegated or transferred to another person. Failure to comply may result in Villanova College taking appropriate action. See further section 18 of this Code.
- 6.4 Villanova College reserves its rights for the Principal/manager to issue a lawful and reasonable direction to comply with the Code in the circumstances where the Principal/Manager finds that an employee is in breach of the Code of Conduct.

## 7. Questions

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- 7.1 Questions, concerns or clarification in relation to any issue in this Code may be addressed by employees by consulting their Principal/Manager or emailing Villanova College at [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au).

# **Duties and Responsibilities of Employees**

# Duties and Responsibilities of Employees

## 8. Compliance with Laws, Standards and Villanova College Policies, Processes, Procedures and Regulations

- 8.1 Employees are responsible for knowing, understanding and complying with this Code and all relevant Villanova College policies, processes, procedures, guidelines and regulations as they are revised, reviewed or amended from time to time. Employees must complete all training and attend all briefings as required or requested by Villanova College in relation to Villanova College's policies, processes, procedures, guidelines and regulations. Policies, processes, procedures, guidelines and regulations are available on MyVilla and/or are provided to employees through induction and training programs.
- 8.2 All applicable laws, regulations, standards, industrial awards and agreements must be complied with by employees. If there is any conflict between this Code and applicable legislation, the legislation will take precedence.
- 8.3 If there is any change in the criminal history of an employee, the employee must immediately give all required notifications to their Principal/ Manager. Registered teachers must also notify the QCT, including when they are charged or convicted of an offence. All employees who are holders of Blue Cards or an Exemption Card must notify Blue Card Services of a change in their police information.
- 8.4 Employees must comply with the professional standards of relevant professional bodies, for example, the Australian Professional Standards for Teachers and the Australian Psychological Society Code of Ethics. Teachers are encouraged to abide by the *Code of Ethics* and *Professional Boundaries: A Guideline for Queensland Teachers* published by the QCT. Employees must complete all appropriate professional development and obtain and maintain at their cost, all relevant registration and accreditation applicable to their position with Villanova College.

Examples of the Villanova College policies, processes, procedures and regulations with which employees must comply include:

- Health and Safety Policies and Procedures
- Student Protection Processes
- Preventing Workplace Bullying, Sexual Harassment and Unlawful Discrimination Policy and the related procedure
- Staff Complaints Management Procedure
- Dress Standards Policy
- Information Collection Notice
- Privacy Policy
- Conditions of Use - ICT Resources
- Conflict of Interest Declaration Procedure
- Recruitment and Selection Policies and Procedures.



## 9. Professional Responsibilities

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- 9.1 Villanova College requires employees to act professionally and to be courteous and respectful.
- 9.2 Villanova College requires employees to carry out their duties in a professional, competent and conscientious manner. Employees are responsible for maintaining and developing their professional work practices and seeking appropriate opportunities to improve their knowledge and skills.
- 9.3 Employees must always conduct and present themselves appropriately to enhance their professional reputation and the reputation of Catholic education, including in their own private/ personal life.
- 9.4 Employees must not engage in any conduct that is contrary to the religious and social values and teachings of the Catholic Church.
- 9.5 Employees must be honest, trustworthy and accountable. Employees must not engage in illegal, disreputable or scandalous activities that may negatively impact on their personal reputation or the reputation of a Villanova College school, Villanova College or the Catholic Church.
- 9.6 Employees must comply with the lawful and reasonable directions/instructions of Villanova College and their Principal/ Manager.
- 9.7 In representing their qualifications and competencies, employees must be truthful. When responding to Villanova College's request for information or when making any application to Villanova College, employees must promptly provide Villanova College with all relevant information and materials.
- 9.8 If employees have a supervisory role, they must exercise responsible management, leadership and supervision.

Villanova College requires employees to act professionally and to be courteous and respectful to:

- students
- other employees
- volunteers
- parents/carers
- the school community
- external agencies
- priory personnel/ members of a religious order appointed to a role at Villanova College
- consultants and contractors who perform work at Villanova College

Principals and Managers are expected to:

- comply with all of Villanova College's policies, processes, procedures and regulations
- promote a collegial and collaborative workplace
- provide ongoing support and feedback to employees
- ensure employees who they supervise have a clear understanding of their duties and how they are expected to perform their duties
- exercise appropriate leadership in managing performance and development processes
- take appropriate action if an employee breaches the Code.



# Duties and Responsibilities of Employees

## Dress Standards

- 9.9 Villanova College respects the individuality of all employees. All Villanova College employees have a responsibility to dress and present themselves in a clean, tidy, professional and respectful manner that is appropriate for their role and responsibilities within the workplace.
- 9.10 All Villanova College employees need to ensure that they comply with their duty of care under the *Work Health and Safety Act 2011*, and the requirements of the Code, in that they do not wear clothing or footwear that could put their own workplace health and safety at risk.
- 9.11 Clothing, accessories or adornment must not cause offence or constitute any form of harassment, discrimination or bullying towards colleagues or other members of the Villanova College community.
- 9.12 Employees who wear a uniform, personal protective equipment (PPE) or other apparel identifying them as an employee of Villanova College, must ensure that their uniform, PPE or apparel is clean, complete and in good order. In addition, if an employee is wearing such a uniform, or is otherwise identifiable as a Villanova College employee while off duty, they are expected to avoid conduct which may adversely affect the image or reputation of Villanova College.

### Appropriate dress includes:

- Clothing that is appropriate for child related employment
- Clothing that reflects religious and cultural beliefs and practices
- Clothing for approved specialist activities such as camps, carnivals, celebrations, parent teacher nights.

### Inappropriate dress includes:

- Thongs, singlets or revealing clothing.

(The test: What would the reasonable professional in the circumstances consider to be professional dress?)

### Examples of clothing and footwear that reduces personal risk:

- Long sleeve shirts when working outdoors
- Broad brimmed hats
- Low broad-based heels
- Closed in shoes
- Footwear with good tread or a nonslip sole.

### Examples of offensive clothing, accessories or adornment include:

- Clothing or tattoos with offensive slogans or graphics.

## 10. Duty of Care and Risk Management

- 10.1 Employees have a duty to take reasonable care for the safety and welfare of students in their care. Employees must take all action reasonably practicable to protect students from reasonably foreseeable risks of harm.
- 10.2 Employees must take all reasonable care for their own health and safety and ensure they do not adversely affect the health and safety of others.
- 10.3 Employees must follow safe work practices, comply with reasonable directions/instructions and comply with Villanova College's policies and procedures for health and safety. Any hazards or unsafe work practices in the work environment must be reported by employees immediately to their Principal/Manager.
- 10.4 Employees may only assist students to take approved medicine in accordance with Villanova College's procedure for the administration of medication to students.
- 10.5 Villanova College has a Child and Youth Risk Management Strategy which outlines the policies and procedures that are in place to create a safe and supportive environment for students. Employees are required to comply with the relevant Child and Youth Risk Management Strategy and the reasonable directions of Villanova College and their Principal/Manager to ensure that reasonably foreseeable risks to students are identified and eliminated or minimised.

The employee's duty of care includes:

- ensuring that they do not attend the workplace or perform any duties for Villanova College when they are unfit
- providing adequate supervision of students and complying with arrangements for student supervision in the school
- taking all reasonable steps to ensure the Villanova College offices, school grounds, premises and equipment are safe for students and others to use
- reporting any bullying, harassment or discriminatory behaviour of students in accordance with the school's policies
- assessing the risks of any activity and taking preventative measures to minimise or where reasonably possible, eliminate reasonably foreseeable risks
- in performing playground duty, actively supervising designated areas in a vigilant, mobile and punctual manner
- providing appropriate medical assistance to students, other employees or a visitor, or seeking assistance from a medically trained person to care for a student, other employee or a visitor who is injured or ill at school or the Villanova College office
- addressing the personal care needs of a student in accordance with the school's requirements, procedures and any applicable plan, including the student's relevant management plan, which may include but is not limited to an individual education plan, safety plan and/or behaviour support plan
- complying with the school's requirements in relation to after school activities.

# Duties and Responsibilities of Employees

## 11. Social Media, Electronic Communications, Phones and Media Communications

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### General Responsibilities

- 11.1 Employees are personally responsible for the content that they publish on Social Media, electronic communications and phones. As a result, employees must exercise professional discretion and sound judgement in their use of Social Media, electronic communications and phones, even for personal communication.
- 11.2 Comments and posts on Social Media, electronic communication and phones can leave a permanent record. Employees should recognise the potential for negative consequences for themselves, Villanova College, colleagues, students, parents/carers and the school community through their personal use of Social Media, electronic communications and phones.
- 11.3 Employees must be familiar with and comply with Villanova College policies in relation to the use of Social Media, electronic communications and phones.
- 11.4 Only the Principal, or a delegate specifically appointed by the Principal, may make statements to the media on behalf of Villanova College or a school. Employees should, in general, avoid making comments to the media if they are identified, or may be identified, as employees of their school or Villanova College.

### Professional Boundaries with Students

- 11.5 Employees must respect appropriate professional boundaries with students in their use of Social Media, electronic communications and phones (and see further details on professional boundaries in section 16).
- 11.6 Any Social Media, email or phone communication by employees with students must form part of an approved school based process for communication. It should never be used for social or personal communication. Any official or school Social Media site or presence must have the prior approval of the Principal/Manager. Only employees approved by the Principal may post or comment as the school.
- 11.7 Employees must not interact with, respond to “Friend requests”, “like” a post or image or “follow” students on Social Media. Employees must take all reasonable steps to adjust their privacy settings to prevent or “block” students interacting with them on Social Media.
- 11.8 Employees must notify their Principal/Manager if a student attempts to interact with them on Social Media, personal email, personal mobile phone or home telephone. Employees must notify their Principal/Manager if they mistakenly communicate or interact with a student on Social Media, personal email, personal mobile or home telephone.



- 11.9 Employees must use professional discretion before communicating or accepting a “Friend” request on Social Media with a past student or parents/carers of current students.
- 11.10 Employees must always use the employee’s and students’ Villanova College email address for email communication with students and communication must only be for an appropriate educational reason. Employees must not communicate with students using either the employee’s personal email address or the student’s personal email address.
- 11.11 Employees must not provide their personal mobile or home telephone number to students. Communications by employees with students using the student’s personal mobile or home telephone may only occur in very limited circumstances, where there is a justifiable context and with the prior approval of the employee’s Principal/Manager.
- 11.12 Records of approvals must be kept by the Principal/Manager and parents/carers must be advised by the Principal/Manager of the approval, as appropriate.

When using Social Media, electronic communications and phones, including outside normal working hours, employees are required to:

- remember their responsibilities under the law, this Code and Villanova College policies, processes, procedures and regulations
- obtain the express permission of their Principal/Manager before posting any school/office information, material, photographs or video
- take care not to damage the reputation of Villanova College, the Catholic Church, students, colleagues or the school community
- respect the privacy and confidentiality of others and not disclose or use the private, personal or confidential information of students (including students’ academic work, records or results), colleagues or parents/carers
- not use their personal camera, personal mobile phone or personal video recorder to photograph or record images of students unless they have obtained the prior approval of the student’s parents/carers and the Principal and there is a reasonably justifiable and appropriate educational context. Any digital material captured **must** be transferred to a Villanova College digital place of storage as soon as reasonably possible and permanently deleted from the personal device.
- never post or comment on any material, images or comments in relation to students, including photographs and video
- not disclose or use Villanova College’s Confidential Information
- not infringe intellectual property rights and not disclose or use Villanova College’s Intellectual Property (including Villanova College’s or a school’s logo)
- take care to be polite and respectful and never use obscene or offensive language
- not imply that they are authorised to speak as a representative of Villanova College or the Catholic Church or give the impression that their views are those of Villanova College or the Catholic Church
- not post, “like” or respond to material or images that are offensive, obscene, pornographic, defamatory, derogatory, fraudulent, threatening, intimidating, harassing, bullying, discriminatory, hateful, racist, sexist or which incite violence against others.

# Duties and Responsibilities of Employees

## 12. Alcohol, Other Drugs and Smoking

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### General

- 12.1 Employees are responsible for ensuring that their capacity to perform their duties is not affected by the use of alcohol, drugs or any other substance. Employees must not put themselves or any other person's health and safety at risk due to their use of alcohol, drugs or any other substance.
- 12.2 If employees have concerns about the health, safety or welfare of themselves, students or other employees, they must report these concerns to their Principal/Manager. Principals/Managers must immediately report incidents involving illegal or restricted drug use by employees to the Principal or Director of Human Resources.
- 12.3 Villanova College is committed to ensuring the health, safety and welfare of all employees, students and others who visit our schools and offices and to the prevention and reduction of harm associated with employees being impaired by drugs and/or alcohol at work. To meet this commitment, employees are required to comply with any drug and/or alcohol policy implemented and amended by Villanova College from time to time.

### Alcohol

- 12.4 Employees must never purchase or provide students with alcohol or encourage or condone the consumption of alcohol by students, including any student over the age of 18.
- 12.5 Employees must never be under the influence of alcohol when employees are performing their work duties or in any other circumstances where they are responsible for the care or supervision of students, including at school, school functions, sporting fixtures, co-curricular activities, fund raising events, camps, excursions or study tours.
- 12.6 The Principal must approve the provision of alcohol at school or work events, or school or work social functions. Employees must ensure that they are not under the influence of alcohol at school or work events, or school or work social functions.
- 12.7 Alcohol that is present on school grounds for approved purposes must be contained in a secure location which is not accessible to students.

An employee would be considered to be “under the influence of alcohol” where the employee’s ability to exercise appropriate behaviour, judgement or discretion is impaired by their consumption of alcohol.



## Drugs

- 12.8 Employees must comply with the law and must not take, be under the influence of or be in the possession of illegal drugs.
- 12.9 Employees must never be under the influence of prescription drugs that might cause an impairment while they are at work or in any circumstances where they are responsible for the care and supervision of students. If an employee is using medication that may affect their performance at work, the employee must notify their Principal/Manager. Employees must not misuse prescription drugs and should only take prescription medication prescribed to them by a qualified medical practitioner.
- 12.10 Employees must never purchase illegal drugs or provide students or other employees with illegal drugs or prescription medication not prescribed for the student or other employee. Employees must not encourage or condone the use of illegal drugs, or misuse of prescription medication by students or other employees.

## Smoking

- 12.11 Employees must comply with all laws in relation to the use and supply of tobacco and smoking products (including without limitation, e-cigarettes or other vaping devices), including the *Tobacco and Other Smoking Products Act 1998 (Qld)*.
- 12.12 Employees are prohibited from smoking and/or vaping on a school facility and on land within a five-metre boundary of the school facility. A school facility includes any land on which the school provides educational instruction or activities (for example, sporting facilities located away from the school). These laws apply at all times, including during and after school hours, on weekends and during school holidays. Employees are also prohibited from smoking and/or vaping at or near an underage sporting event, at an outdoor swimming area, at or near children's playground equipment or any other place identified by the legislation.
- 12.13 Villanova College employees are not permitted to take additional smoking and/or vaping breaks during work hours; smoking and/or vaping is only allowed offsite as prescribed in 12.12 and during unpaid breaks (e.g., lunch). To support staff wellbeing, the College offers access to quit-smoking programs for those who wish to stop smoking and/or vaping—employees are encouraged to speak confidentially with Human Resources or their Manager for support.
- 12.14 Employees must never purchase or provide students with smoking products or encourage or condone the use of smoking products by students, including any student over the age of 18.

# Duties and Responsibilities of Employees

## 13. Privacy and Confidentiality

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- 13.1 Personal and Confidential Information (including students' Personal Information), which employees obtain through their employment with Villanova College, must always be handled confidentially and in accordance with applicable legislation, the *Villanova College Information Collection Notice* and the *Villanova College Privacy Policy*. Such information must not be disclosed, unless permitted to be disclosed under those documents or unless permitted by law. This obligation continues after an employee ceases to be employed by Villanova College.
- 13.2 Employees must only use Confidential Information for work related purposes. Employees should exercise caution and use sound judgement when discussing Confidential Information for legitimate work related reasons. Confidential Information should be treated with respect and never be a topic of gossip or spoken about freely with others.
- 13.3 Any Confidential Information obtained by employees through their employment must not be used for financial gain or other advantage.
- 13.4 Employees are required to report any privacy or data breach of Personal Information of which they become aware in accordance with Villanova College's processes and procedures, as implemented and amended from time to time.
- 13.5 If employees have any questions or concerns about whether information is a privacy or data breach or Confidential Information and whether it can be disclosed, they should contact their Principal/ Manager or Human Resources at [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au).

## 14. Managing Conflicts of Interest

- 14.1 Employees must be impartial and objective and ensure that their private interests or personal views do not conflict or interfere (or be seen to conflict or interfere) with their obligations to Villanova College and the proper performance of their duties.
- 14.2 Employees must ensure that they do not use their position as an employee of Villanova College or Villanova College's resources, equipment, information, Confidential Information or Intellectual Property to promote or benefit their private interests, including but not limited to, financial gain, desire for professional advancement, potential to unfairly treat someone, or the desire to assist family or friends.
- 14.3 If an employee has an actual, perceived or potential Conflict of Interest the employee must declare it to their Principal/Manager by using the *Villanova College Conflict of Interest Procedure*.
- 14.4 Principals/Managers must appropriately assess and manage actual, perceived or potential Conflicts of Interest for employees and provide guidance to employees to resolve any issues.
- 14.5 In some cases, employees may be able to engage in other employment while they are employed by Villanova College. However, employees must ensure that they continue to meet all their obligations under this Code, including Privacy and Confidentiality (section 13), Use of Villanova College Resources (section 15) and Professional Behaviour with Students (section 16). In many cases, employees engaged in other employment may have a real or perceived Conflict of Interest which they must declare to their Principal/Manager by using the *Villanova College Conflict of Interest Procedure*.

Examples of potential or actual conflicts of interest:

- an employee uses information gained at work, such as students' names, email addresses or academic results, for personal use (for example, emailing students to offer private tutoring)
- an employee has private part-time employment which conflicts with or compromises the employee's employment with Villanova College
- an employee tutors or coaches students from their class in return for payment
- an employee refers students to attend a private tutorial or coaching sessions in which a relative or close friend has a financial interest in the business
- an employee supervises a relative or close friend and/or is responsible for determining their promotions or salary increases
- an employee takes part in the selection or appointment process for a supplier or contractor who is a relative or close friend or who owns a company in which the employee has a financial interest
- an employee takes part in recruitment for Villanova College where a potential candidate is a relative or close friend
- an employee accepts a large personal gift from a parent/carer.



# Duties and Responsibilities of Employees

- 14.6 Employees may interact with a school in their capacity as a parent/carer. It is expected that such interactions will be in the capacity of a parent/carer only, however, such interactions must also be professional and consistent with obligations under this Code. Care must be taken not to interfere with teaching and learning. Any concerns regarding the child/ren of an employee need to be raised using the appropriate formal channels which have been put in place at the school and system level.
- 14.7 As a sign of gratitude, employees may be offered small gifts: for example, suppliers, parents/carers or students may give a small gift of thanks. However, in some circumstances receiving a gift may create a Conflict of Interest, a sense of obligation, undermine an employee's (or another employee's) impartiality or affect the reputation of Villanova College.  
Employees must ensure that the acceptance of a gift does not influence, or be seen to influence, their decision making. If an employee is unsure about accepting a gift, please email Human Resources on [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au).
- 14.8 Employees must never ask for money, gifts or benefits. If an employee is offered money or a bribe, the employee must immediately refuse the money or bribe, explain that it is not appropriate and inform their Principal/Manager.

## 15. Use of Villanova College Resources

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- 15.1 Employees must use all Villanova College resources, information and equipment responsibly and with due care, for legitimate, work-related purposes and in accordance with the law and Villanova College's policies, processes, procedures and regulations. Waste and extravagance must be avoided. The purchase and disposal of Villanova College resources and equipment must be done in accordance with Villanova College's policies and procedures.
- 15.2 All Villanova College property and resources must be returned to Villanova College before the employee ceases employment with Villanova College.
- 15.3 Employees must use Villanova College's ICT resources in accordance with Villanova College's policies, processes, procedures and regulations, including Villanova College's Acceptable Use Policy. Villanova College may carry out monitoring and surveillance on Villanova College's ICT resources (for example, an employee's Villanova College's email account) to monitor usage of these resources. This monitoring and surveillance includes investigating alleged: breaches of the law, non-compliance with this Code, non-compliance with Villanova College policies and procedures or misconduct.

# Professional Behaviour of Employees



# Professional Behaviour of Employees

## 16. Professional Behaviour with Students

16.1 Villanova College is committed to providing a positive learning environment that minimises the risk of harm and which supports students' wellbeing. Employees are expected to conduct themselves in a way that reflects this commitment and complies with the professional boundaries contained in this section 16. Employees must take action to keep students safe. Employees must report behaviour of other employees towards a student that may contravene this Code. Failure to report breaches of this Code by employees or ignoring behaviours may place a student or employee at risk of harm and may result in disciplinary action against the employee who fails to report.

16.2 Employees must act appropriately and professionally at all times in their interactions with students, including outside school hours, to ensure that they maintain professional boundaries and are a positive role model for students.

16.3 Villanova College expects employees to establish and maintain professional, positive relationships with students and show respect, courtesy and consideration to students.

16.4 Employees must use and develop effective, consistent and appropriate management strategies for their interactions with students as a preventative system of behaviour support. The strategies must be in accordance with the College Student Behaviour Support Plan. Where an individual behaviour support plan has been developed for a student, employees are required to act in accordance with that plan.

16.5 If an employee, after first complying with section 14 of this Code, (Managing Conflicts of Interest), provides any services to a student outside school hours (for example; coaching, tutoring, counselling, training), the employee's obligations in this Code will continue to apply to the employee's conduct with students in providing these services.

16.6 Employees working with students in Villanova College hold a special position of trust, care and authority with students. Employees must set clear professional boundaries in their interactions with students and ensure that they maintain appropriate physical, emotional and behavioural boundaries with students.

16.7 Where an employee has a close personal relationship with the parents/carers of a student or his/her family, the employee must report that conflict of interest to the Principal, who will manage this conflict.

The following self-assessment may assist employees in assessing and managing their professional boundaries.

- Am I dealing with a particular student in a different manner than with others?
- Would I do or say this if a colleague or parent/carer was present?
- Is my dress/availability/language different with a particular student?
- Are the consequences of my actions likely to have negative outcomes?
- Are my personal feelings translating into inappropriate actions?

## Physical Boundaries with Students

16.8 Corporal punishment is prohibited in Villanova College schools. Corporal punishment involves the application of physical force to punish or correct a student.

16.9 Employees may only make physical contact with a student if the physical contact is appropriate and reasonable for the behaviour, teaching, 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 must be consistent with any behaviour plan in place for the student. Where physical contact with a student is a necessary part of the learning or teaching experience, employees must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed.

16.10 Physical interventions by an employee with a student (including restraint or removal of a student) are only appropriate as a measure of last resort to ensure safety and protection. Acceptable instances of physical intervention are restricted to occasions when the student or other persons are being harmed or at risk of imminent harm (harm to property is not a relevant consideration for employees). The physical intervention and force used must be reasonable in the circumstances.

16.11 Employees must respect physical boundaries with students.

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

- assessing a student who is injured or ill where some touching may be required (employees should advise the student of what they intend to do and, where possible, seek the student's consent)
- teaching sport, music and other activities where touching a student may be required to demonstrate a particular action or skill
- guiding a student in a non-threatening manner
- comforting a distressed student in an appropriate manner, for example, by a pat on the arm or shoulder.

The following are examples of physical boundary violations with students:

- using force to manage or direct a student's behaviour (pushing, pulling, grabbing, poking, shoving, throwing)
- using force to correct or punish a student (hitting with an object, punching, kicking, pinching, shaking)
- refusing a student's biological necessities (disregarding or refusing a student's reasonable request to access food, drink or use a toilet)
- inappropriately touching or massaging a student (patting a student on his/her bottom, stroking a student's hair, massaging a student during a sports carnival)
- applying painful or noxious conditions to a student (exposing a student to protracted physical management techniques such as standing still for an unreasonable length of time, making a student pick up rubbish or reach into a rubbish bin without protective gear e.g. gloves).

# Professional Behaviour of Employees

## Emotional Boundaries with Students

- 16.12 Employees must respect the emotional needs, dignity and well-being of students and ensure that they do not violate appropriate emotional boundaries with students.

The following are examples of emotional boundary violations with students:

- shaming, embarrassing or humiliating students (teasing, sarcasm, belittling, derogatory remarks)
- using unprofessional criticism (comments that target the student rather than the behaviour)
- making overly familiar or personal commentary (comments about a student's personal appearance)
- intimidating behaviours (shouting at or in the presence of students, use of threats and fear)
- commenting on, or gossiping about a student's personal matters, for example, about a court case involving a student.

## Behavioural Boundaries with Students

- 16.13 Employees must respect behavioural boundaries with students. Employees must not develop a relationship with a student that is, or that could be seen to be, a personal rather than professional relationship. Employees must ensure that they treat all students consistently without inappropriate familiarity or spending 'special time' with a student.
- 16.14 Where a personal relationship exists between an employee and a student (such as a family relationship), the employee must declare that relationship to the Principal/Manager by using the *Villanova College Conflict of Interest Declaration Procedure*, at the earliest opportunity.
- 16.15 Villanova College's procedures in relation to transporting students must be complied with by employees. Employees must not drive a student in their vehicle unless they have first obtained the specific written permission of the parents/carers and the Principal.
- 16.16 Employees must not spend time alone or remain in a confined, isolated or secluded space with a student, which in the context of the program/activity/occasion, a reasonable person would consider inappropriate.
- 16.17 Employees must not use a personal device (e.g. personal camera, personal mobile phone, iPad, or personal video recorder, etc.) to take, record, or store any student information (e.g., phone number, email address, etc.) recordings, or images, unless they have obtained the prior approval of the student's parents/carers and their Principal and there is a reasonably justifiable and appropriate educational context. Any digital material captured should be transferred to a Villanova College digital place of storage as soon as reasonably possible and permanently deleted from the personal device.
- 16.18 Employees must ensure that they do not violate appropriate behavioural boundaries with students.



The following are examples of behavioural boundary violations with students:

- inappropriate use of Social Media in relation to a student e.g. accepting a “friend” request, “liking” a post or image, “following” or contacting students on or through Social Media
- personal emails, texts, phone calls or other forms of personal communication with a student
- gift giving or showing special favours
- disclosing inappropriate personal information to a student
- sharing personal belongings/materials and/or photographs/videos/other media with students without an appropriate professional reason
- sharing secrets with a student
- inappropriate questioning of a student about personal and private matters
- overly familiar social interactions with students including in staff offices, classrooms, on excursions, camps or at sporting activities
- addressing students in an overly familiar way (i.e. using pet names)
- providing a personal email address, residential address, mobile or home telephone number to students
- engaging in social activities with students (where there is no declared personal relationship) outside school
- driving students without appropriate authority
- visiting students at home without appropriate authority
- permitting students to use facilities and/or spaces designated for use by employees (for example, employee toilet and/or change facilities) without a reasonable explanation
- spending significant time alone with a student other than to perform an employee’s professional duties or without reasonable explanation.

Using unprofessional language:

- swearing at or in the presence of a student
- making inappropriate comments to or in the presence of a student.

Failing to follow Student Behaviour Support Policy and Procedures:

- using unreasonable, unfair and/or unjust disciplinary measures
- imposing manifestly unreasonable expectations or excessive demands on a student
- using inappropriate locations or social isolation outside of the school’s behaviour support guidelines as punishment.

Using a personal device or private email address to make contact with a student (unless there is an appropriate authority).

- recording, photographing, or videoing a student using a school device for a purpose other than an appropriate and professional educational reason. Recording, photographing or videoing a student on a personal device should not occur except as specified in 16.17.

Supplying substances to a student (e.g. unauthorised medication, tobacco, alcohol, illicit drugs).  
Exposing students to material that contains adult content, material that is contrary to the values and/or beliefs of the Catholic Church, or themes that are offensive or inappropriate for the age and/or maturity of the student.

# Professional Behaviour of Employees

## 17. Inappropriate Relationships and Sexual Misconduct with Students

- 17.1 Employees must not engage in an inappropriate relationship or sexual misconduct with a student.
- 17.2 Employees must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is lawful, consensual or condoned by parents/carers. An employee must immediately discourage and reject any romantic or sexual advances by a student and immediately report the matter to their Principal/Manager.
- 17.3 Only a professional relationship between employees and students is acceptable. Sexual abuse or likely sexual abuse of a student will be reported by Villanova College to the Queensland Police Service in accordance with the *Villanova College Student Protection Processes*. As a result of the relationship of trust between an employee and student, any reasonable suspicions or allegations of a sexual relationship between an employee and a student will be considered by Villanova College to be sexual abuse of a student. Allegations or reasonable suspicions of grooming behaviour between an employee and a student will be considered by Villanova College to be likely sexual abuse. It is inappropriate for an employee to have a romantic relationship with a student and Villanova College may also consider it to amount to likely sexual abuse of a student.

An employee must not engage in the following conduct with students:

- jokes of an inappropriate or sexual nature
- inappropriate touching
- undressing in front of students
- inappropriately communicating to students the sexual behaviour of others
- possession, distribution or display of pornography
- inappropriate conversations of a sexual nature including sharing information about sexual relationships and sexual preferences
- sexual exhibitionism
- communications that are sexually explicit or offensive
- personal communications about the employee's romantic or sexual feelings for the student or others
- holding conversations of a personal nature with a student where disclosures of private or personal information about themselves are made
- flirting with a student
- using obscene language or gestures of a sexual nature.



- 17.4 The obligation of an employee not to engage in a sexual relationship or inappropriate relationship with a student, does not cease when the student turns 18 years of age or leaves school or the employee ceases employment with Villanova College. The obligation continues to apply to an employee for a significant time after the employee/student relationship ceases. Employees should be very wary about entering into a romantic or sexual relationship with a former student, especially in the first few years after the cessation of the employee/student relationship. Employees should seek assistance or further clarification of their obligations by emailing Villanova College at [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au).
- 17.5 If an employee has a lawful sexual or romantic relationship with a student which existed before the employee commenced employment with Villanova College or any work in a school, the employee must immediately declare that relationship to their Principal/Manager by using the *Villanova College Conflict of Interest Declaration Procedure*. If an existing employee has a lawful relationship with a person who is not a student at a Villanova College school and then that person becomes a student at a Villanova College school, the employee must immediately declare that change in circumstance to their Principal/Manager by using the *Villanova College Conflict of Interest Declaration Procedure*.

# Professional Behaviour of Employees

## 18. Student Protection and Safeguarding

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- 18.1. Villanova College is committed to the safety and wellbeing of all students and the protection of students from harm and abuse. Protecting students must be at the heart of everything we do. Villanova College does not tolerate abuse or harm of students within Villanova College or the community. Employees must act immediately to prevent abuse and harm to students and respond appropriately to students who have been abused or harmed or are at risk of being abused or harmed.
- 18.2. Villanova College has set clear standards and boundaries which are contained in this Code for how each and every Villanova College employee should act with students. Villanova College is committed to upholding respectful behaviour towards students and all Villanova College employees are required by Villanova College to report behaviour towards students that may be contrary to this Code. This obligation to report cannot be delegated or transferred to another person. Employees must take action to keep students safe. Failure to report possible breaches of this Code or ignoring behaviours may place a student at risk of harm and may result in disciplinary action against the employee who fails to act.
- 18.3. Employees are required to familiarise themselves, and comply, with all Villanova College policies and procedures including the Child and Youth Risk Management Strategy.
- 18.4. The *Villanova College Student Protection Processes* provides a process for:
- responding to and reporting allegations or suspicions of sexual abuse or likely sexual abuse of students and harm or risk of harm from other causes to students; and
  - responding to allegations of inappropriate behaviour of an employee towards a student (including breach of a physical, emotional or behavioural boundary with a student by an employee).
- 18.5. All Villanova College employees **must** comply with the *Villanova College Student Protection Processes* (as amended and/ or replaced from time to time), including making all reports required under that process. An employee has an obligation which cannot be delegated or transferred to another person, to report student protection concerns as required by law and/or Villanova College as the employer. Failure to uphold obligations to report may result in:
- appropriate action being taken by Villanova College, which may include disciplinary action; and/or
  - the employee breaching relevant legislation, which may include penalty being issued or prosecution commenced by the relevant authority against the employee.
- 18.6. Employees must complete all training relevant to the *Villanova College Student Protection Processes* and Safeguarding requirements, as required by the Student Protection Training policy or as otherwise directed.

Any employees requiring assistance or who have a concern about Student Protection or Safeguarding requirements should email [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au)

## 19. Professional Behaviour with Parents/Carers

- 19.1 Employees must always engage with students' parents/carers in a professional and courteous manner.
- 19.2 Employees must endeavour to establish a relationship with students' parents/carers that is based on mutual trust and open communication.
- 19.3 Villanova College expects employees to respect parents'/carers' rights of enquiry, consultation and information in relation to their child. The characteristics and uniqueness of each student's family background and the values and perspectives of each student's family must be respected by employees.
- 19.4 Where there is any disagreement or conflict with parents/carers, employees must use their best endeavours to resolve the issues and employees must ensure that their behaviour is not derogatory, belittling, intimidating, rude or abusive.
- 19.5 Employees must not provide their personal email address, residential address, mobile or home telephone number to a student's parent/carer without appropriate professional reason. All written communications with parent/carer about students, the school and/or Villanova College are to be sent from the employee's Villanova College email account and are to be: professional, related to the student's learning and development or other school matter, and written in a way that promotes the reputation of Villanova College, the school and the employee.

Employees must, in their behaviour with parents/carers:

- be approachable, prompt and responsive
- treat parent/carers with consideration, respect and dignity
- respect cultural diversity
- be aware of and respect different family structures
- be tolerant of different opinions and perspectives
- exercise sound judgement and patience.

Employees can demonstrate their professional behaviour with parents/carers by:

- working collaboratively with parents/carers
- ensuring they are responsive to requests by parents/carers in relation to their child's education
- engaging parents/carers through developing effective partnerships
- using professional honesty and discretion with parents/carers in discussing the educational development of their child
- explaining to parents/carers the relevant rules, policies and procedures of the school which affect their child
- being cautious when interacting with parents/carers on social media platforms and at private functions to avoid an actual, potential or perceived Conflict of Interest
- not disclosing sensitive information from families unless it is for a legitimate purpose
- considering parents'/carers' perspectives regarding the education of their child
- negotiating constructively with parents/carers to achieve the best educational outcomes for their child.



# Professional Behaviour of Employees

## 20. Professional Behaviour Between Employees

- 20.1 All employees are expected to contribute to a workplace that is respectful, tolerant and co-operative. High standards of conduct by Villanova College employees can have a positive influence on the culture and atmosphere of the work environment. Employees are expected to conduct themselves in ways which are conducive to positive workplace relationships.
- 20.2 Employees must ensure that their behaviour towards other employees is not derogatory, rude, aggressive, abusive, belittling, threatening or intimidating.
- 20.3 Where there is any disagreement or conflict between employees, employees should try to use their best efforts to resolve the issues through the appropriate processes for managing grievances. Information can be found in the *Villanova College Staff Complaints Management Procedure* or employees can talk to their Principal/ Manager and/or Human Resources.
- 20.4 In ensuring professional conduct, employees are expected to uphold the principles of the *Villanova College Diversity, Equity and Inclusion Policy*. This includes fostering a workplace grounded in dignity, respect and belonging, recognising the value of diversity within the college community and promoting equitable access to work and learning.

Employees must, in their conduct with other employees:

- work collaboratively and consultatively
- be approachable, prompt, responsive and courteous
- treat others with consideration, respect and dignity
- foster unity, trust, harmony and co-operation
- encourage openness and tolerance among employees
- respect cultural diversity
- be tolerant of different opinions and perspectives
- recognise the potential, talents and skills of others, irrespective of race, gender, age or religion
- exercise sound judgement and patience.

Conduct that is **not** consistent with Villanova College's expectations for professional relationships, includes:

- gossip
- inappropriate personal remarks to another employee or other persons about another employee;
- forming alliances/cliques which exclude another employee
- offensive, hostile or discriminatory conduct and behaviour which may cause offence or isolation of another employee
- intentionally withholding information
- any behaviours that may amount to bullying, harassment or discrimination towards another employee.



## 21. Workplace Bullying, Sexual Harassment and Unlawful Discrimination

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- 21.1 All employees must promote dignity, courtesy and respect at work and avoid behaviour which is or might reasonably be perceived to amount to workplace bullying, sexual harassment, abuse or unlawful discrimination. Employees who believe that anyone in the workplace is being bullied, sexually harassed or discriminated against, should report the behaviour to their Principal/Manager or the supervisor of the Principal/Manager.
- 21.2 Employees must comply with the *Preventing Workplace Bullying, Sexual Harassment and Unlawful Discrimination Policy and associated Procedure*. Employees may seek assistance or further information by emailing Villanova College at [hr@vnc.qld.edu.au](mailto:hr@vnc.qld.edu.au).
- 21.3 Physical assault, threats of physical assault, sexual assault, indecent exposure and stalking are all criminal offences which should be reported by employees to the Queensland Police Service and their Principal/Manager.
- 21.4 Villanova College will take appropriate action if an employee is found to have bullied, unlawfully discriminated against, or sexually harassed another person as described in the *Preventing Workplace Bullying, Sexual Harassment and Unlawful Discrimination Policy*.

Except where exempted by law, 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.

**General**

## 22. Copyright and Intellectual Property

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- 22.1 Employees are required to comply with copyright legislation, regulations and any license arrangements. Any use of copyright material requires the permission of the copyright-holder consistent with copyright legislation and/or any license arrangement. Employees who do not comply with copyright legislation and/or any license arrangements risk disciplinary action.
- 22.2 Employees may use Villanova College's Intellectual Property in the course of their employment with Villanova College.
- 22.3 All material created by employees in the course of their employment with Villanova College is wholly owned by Villanova College. Employees are encouraged to freely share the material they create in the course of their employment with Villanova College with other Villanova College employees.
- 22.4 Employees must ensure that the Intellectual Property rights of others are not infringed and any third-party copyright or other intellectual property rights in the materials are appropriately acknowledged.
- 22.5 Employees cannot use Villanova College's Intellectual Property for any private purposes either during or after the employee's employment with Villanova College (for example, conducting a private business) without obtaining the written permission of Villanova College.

Examples of material which employees may create in the course of their employment:

- work programs
- teaching materials
- units of work
- assessment items
- precedent documents and forms
- music
- artwork
- websites or online digital resources
- multi media presentations
- camp and excursion programs
- risk assessment resources
- strategy/reports

## 23. Records, Notices and Approvals

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- 23.1 Employees are required to make and maintain all Villanova College records in accordance with Villanova College's Recordkeeping Policy and as otherwise required by any relevant legislation or regulation.
- 23.2 Records of all consents and approvals and declarations given to or by a Principal/Manager in relation to a Villanova College employee (for example, a Conflict of Interest Declaration or approval to transport students) must be kept on file by the Principal/Manager and the employee.
- 23.3 Where a Principal/Manager is required to notify or seek consent, the Principal/Manager is required to notify or seek the consent of his/her supervisor.
- 23.4 Employees must keep all Villanova College records in accordance with *Villanova College's Recordkeeping Policy* and not destroy any records without appropriate authority.



## **24. Employee Assistance Program**

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- 24.1 Villanova College provides an Employee Assistance Program to give free and confidential counselling to employees and their immediate families who require support or would like to discuss any work or personal issues. Employees are encouraged at any time to access the Employee Assistance Program or seek other counselling support. Employees may access the Employee Assistance Program via the details on MyVilla.

## **25. No Cause of Action**

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- 25.1 This Code of Conduct does not contractually or in any other way create or contribute to a legal cause of action against Villanova College.



VILLANOVA COLLEGE

Developing fine young men