

# Staff Code of Conduct

(updated March 2020)

We expect all staff employed by Elac to conduct themselves in a way that will reflect well on our organisation.

Invariably, this is the case, and we recognise that our staff are a great advertisement for our organisation. Nonetheless, it is important that we are absolutely clear about what is expected from staff. This list does not try to define all of the positive actions that take place, but just highlights some unacceptable behaviours and promotes a few useful ones.

## **Drugs, Alcohol, Smoking**

Our staff will not possess, use or be under the influence of drugs while in our employment. Staff will not consume alcohol while on duty, nor will they be under the influence of alcohol while on duty. It is also unacceptable to come to work suffering from the effects of alcohol – the students deserve better. Staff will observe the laws regarding smoking on site. Staff will not smoke while engaged in activities with the students.

## **Relationships**

A staff/staff relationship is your own affair, except where it has a negative impact on your performance of your job, or where it reflects badly on our organisation. Discretion is required.

Obviously a relationship between staff/student is unacceptable, even where it is not illegal. Generally in relating to students, staff have to exercise caution, without distancing themselves entirely. As a general principle:

- Avoid situations where you are alone with a student. If the situation is unavoidable try to ensure that the door is not closed and that you don't position yourself between the student and a door – these are all to protect you!
- Avoid unnecessary or inappropriate physical contact;
- If you are concerned in anyway about the nature of a relationship with a student talk about it with the student welfare officer.

## **HOWEVER**

- Do take an interest in the students;
- Do join them in activities and events;
- Do speak with them as often as possible outside the class as well as inside.

## **Professional Duties**

We expect you to fulfil your duties to the best of your ability and to be professional in all you do. This includes the details: being on time, learning the students' names, dressing appropriately. It also includes being polite and respectful towards your colleagues and the group leaders accompanying the students.

## **Absences**

We understand that from time to time staff may be unwell and unable to teach. They may also have an important commitment that prevents them from teaching. We will be very supportive of all genuine absences. However, we need as much notice as possible. If it is an appointment then we would expect at least a week's notice, or if a longstanding arrangement, then notice of your unavailability prior to the course. In cases of sickness, we would ask you to use your discretion: if you are affected by something that others may catch then you must not come in to work; if it is something less serious (a headache or cold), please discuss with the Director of Studies.

I have read and agree to abide by the Code of Conduct:

Signed \_\_\_\_\_ Date \_\_\_\_\_