



## Conduct Policy

### 1. Purpose

A Team Tuition Australia Pty Ltd (ATTA) upholds a strong belief in the responsible social and ethical behaviour of all employees aligned with our company INSPIRE values of Integrity, Nurture, Service, Passion, Innovation, Resilience and Empowerment. This policy serves to clarify the behavioural standards that ATTA expects from all employees. We recognise that our employees play a crucial role in our organisation's success and that of our clients. ATTA is committed to ensuring that every employee's basic human rights are protected and that we strictly adhere to the principles of our INSPIRE values.

### 2. Scope

This policy applies to all employees of ATTA.

### 3. Responsibility and Integrity

Our employees have an obligation to the business, our clients, and themselves to maintain high standards of integrity and ensure we are always living and breathing our INSPIRE values. Unlawful and unethical business practices undermine trust, both among employees and with our clients.

### 4. Code of Conduct Principles

Our Code of Conduct policy applies to all employees and provides a framework of principles for conducting business, interacting with other employees, clients, and suppliers. It is important to note that the Code of Conduct does not supersede legislation; if any part of it conflicts with legislation, the law takes precedence.

The Code of Conduct is based on the following principles:

- **Integrity and Professionalism:** Act and always maintain a high standard of integrity and professionalism. This means all employees will use their resources for the best educational outcomes of our students.
- **Responsible Use of Resources:** Be responsible and scrupulous in the proper use of company information, funds, equipment, and facilities.
- **Respect and Consideration:** Be considerate and respectful of the environment and others. Exercise fairness, equality, courtesy, consideration, and sensitivity in dealings with other

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employees, clients, and suppliers. ATTA has a zero-tolerance policy of the use of derogatory or discriminative language towards or any acts of bullying towards other staff.

- **Personal Hygiene:** All employees are expected to maintain a high personal hygiene and cleanliness standard. This is to ensure all employees and clientele can work together in a clean and healthy environment.
- **Conflict of Interests and Client Theft:** Prevent any situations that may give rise to conflicts of interest and immediately report to ATTA management any circumstances that could potentially lead to a conflict of interest. ATTA employees are obligated to promptly notify management whenever a customer offers to provide external compensation, outside of their ATTA agreement, to the employee. Any violations in this regard will be regarded as theft and will be addressed with the utmost seriousness.
- **Promotion of Interests:** Always Promote the best interests of ATTA.
- **Duties with Skill, Honesty, Care, and Diligence:** Perform duties with skill, honesty, care, and diligence.
- **Adherence to Policies and Legal Directions:** Abide by policies, procedures, and lawful directions related to your employment with ATTA and/or our clients.
- **Gifts and Money:** Avoid creating the perception that any business transaction may be influenced by offering or accepting gifts. Under no circumstances may employees offer or accept money.
- **Workplace Health and Safety:** Adhere to the Workplace Health and Safety Policy and the Child and Youth Risk Management Strategy, attached to this document.
- **Personal Phones:** Personal phones are not to be used during tutoring sessions. Personal phones are to be kept out of sight or in an allocated bag throughout sessions. The only exception here is if the staff member's phone is needed to complete their job when accessing resources or the ATTA App.
- **Child Supervision: A parent or guardian must be home at all times during tutoring sessions.** In accordance with the Australian Tutoring Association's Code of Conduct, it is not permitted to conduct any sessions in a student's personal bedroom or without the presence of an adult aged 18 years or older. All tutoring sessions are required to be held in a communal space, such as a dining room or study area.

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## **5. Reporting and Non-Retaliation**

Any employee who, in good faith, raises a complaint or discloses an alleged breach of the code while following correct reporting procedures, will not face disadvantages or prejudice. All reports will be handled in a timely and confidential manner.

## **6. Compliance with the Australian Tutoring Association Code of Conduct**

A Team Tuition Pty Ltd agrees to comply with the Australian Tutoring Association Code of Conduct and extends this code to all employees. To access this code of conduct, visit the following link:

<https://ata.edu.au/wp-content/uploads/2019/11/ATA-Code-of-Conduct.pdf>.

## **7. Disciplinary Action**

Any employee found in breach of this policy may be subject to disciplinary action, including termination. If an employee has any doubts about any aspect of the Code of Conduct, they must seek immediate clarification from management.

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