
Anti-Discrimination Policy

Rationale

Teacher Relief Services Pty Ltd is committed to providing an employment environment that supports the anti-discrimination legislation and recognises and positively promotes a discrimination free workplace. This Policy should be read in conjunction with the Bullying and Harassment Policy.

Teacher Relief Services Pty Ltd seeks to:

- create a working environment free from discrimination where each person is treated with courtesy, dignity and respect;
- have employment practices which ensure that individuals or members of a particular group are not discriminated against because of their attributes;
- promote appropriate standards of conduct;
- promptly resolve issues when they occur and resolve complaints in a fair and timely manner.

Scope

This policy applies to all employees and contractors of Teacher Relief Services Pty Ltd.

Definition

The Federal Human Rights and Equal Opportunity Commission administer five federal laws covering age, disability, race and sex discrimination. In addition to these, state laws apply in all Australian States and Territories.

These laws make it unlawful to discriminate on the basis of:

- Race, ethnic background and nationality
- Marital status
- Mental or physical disability
- Gender/Gender identity
- Sexuality and sexual preference
- Sexual orientation
- Intersex status
- Pregnancy or potential pregnancy
- Age
- Breastfeeding
- Medical condition
- Religion
- Physical features
- Relationship status
- Family/carer responsibilities
- Political membership or opinion
- Trade union membership or involvement

- Irrelevant or spent criminal convictions
- Irrelevant medical record
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes

Direct discrimination occurs if a person treats, or proposes to treat, someone with an attribute less favourably than the person treats or would treat someone without that attribute, or with a different attribute, in the same or similar circumstances.

(e.g. An employer advises an employee that they will not be trained to use new software because they are too old to learn new skills)

Indirect discrimination may occur when there is a requirement or condition that is the same for everyone but the requirement has an unfair effect on a particular group of people.

(e.g. An advertisement for a job as a cleaner requires an applicant to speak and read English fluently. This may disadvantage a person on the basis of their race. The requirement may not be reasonable if speaking and reading English fluently is not necessary to perform the job.)

Procedure

All employees are expected to:

- Respect cultural, social physical differences among colleagues and students;
- Inform anyone observed behaving in an unwelcome or unacceptable manner that their behaviour is offensive. If you're not comfortable doing this, then speak to the Principal and ensure they are aware of the situation;
- Not act in a manner which encourages an environment in which discrimination is likely to occur;
- Seek advice from Teacher Relief Services Pty Ltd Director on the appropriate action to take if you believe you have been discriminated against.

The Management of Teacher Relief Services Pty Ltd will:

- Comply with and ensure the implementation of the Company's Anti-Discrimination Policy;
- Ensure all employees are treated fairly and equitably;
- Ensure the work environment is free from all forms of discrimination;
- Investigate complaints brought to their attention, treating complaints seriously and in the strictest confidence;
- Ensure anyone who makes a complaint and any witnesses are supported and not victimised in any way for making a complaint.

Social Media Policy

Rationale

Teacher Relief Services Pty Ltd recognises that social networks are one of the fastest growing areas in modern communications and are an effective way to encourage communication with business stakeholders and allow users to share and upload media content such as photographs, videos and comments to the Internet quickly and easily.

Teacher Relief Service Pty Ltd recognises that social networks are also a key platform for personal communications.

Scope

This policy governs the publication of and commentary on social media by all employees and contractors of Teacher Relief Services.

Definition

Social media and networking sites includes a range of platforms. The following list is not exhaustive but provides examples of the social media and online communities this policy refers to:

- Networking sites e.g. Facebook, Google+, LinkedIn
- Video and photo sharing sites, e.g. Instagram, Snapchat and YouTube
- Micro-blogs such as Twitter
- Weblogs such as Wordpress and Blogger
- Forums and discussion boards, e.g. Google groups, LinkedIn, Facebook Groups
- Online Encyclopaedias, e.g. Wikipedia
- Virtual worlds, e.g. Second Life
- Online gaming or gambling sites and applications

Procedure

There are two capacities in which staff might use social networking sites; for official Company or School use, and within personal pages which they have created and administer themselves.

Employees are required to make themselves familiar with the Social Media Policy of any schools within which they are placed.

Personal Use of Social Media

Employees are not permitted to use Company or School networks for personal use of social media sites.

During working hours (other than designated breaks), employees are not permitted to use any functionality provided by their personal mobile phone or other personal device for accessing the internet. This includes, but is not limited to: accessing social media; surfing the internet; sending personal emails; playing music; downloading material or taking photographs or video recordings.

Staff must not:

- Use Social networking sites as a platform for learning activities with students;

- Accept students as 'friends' on their own social network sites or interact with students on social networking sites;
- Discuss students or co-workers or publicly criticise school policies or personnel on social networking sites;
- Post images that include students on social networking sites.
- Post content that disparages Teacher Relief those who are employed by the Company or any related parties;
- Use social networking sites at any time (whether during or outside work hours) to discriminate, harass, bully or victimise employees, clients or contractors of Teacher Relief. Employees must also make sure that they have read and understood any other Company policies that may relate to these behaviours;
- Make a social media profile impersonating a student, staff member, parent or other person;
- Post photos and videos without permission of colleagues
- Post any information relating to Teacher Relief its clients or employees, without permission

Teaching Staff are advised to use professional discretion before accepting ex-students or parents of current students as friends.

Use of Social Media for Company Business

All use of social media on behalf of Teacher Relief must be authorised.

Use of Online Community Sites for Learning

Staff must familiarise themselves and adhere to the relevant individual school policies before engaging in online learning activities with students.

Some guiding principles for this are:

- The use of online community sites must be authorised by the Principal or his/her delegate;
- Students must not be asked to falsify their age or identity to register on any site for educational purposes;
- Staff must ensure that they prepare students to act in accordance with School Policy before using online community sites for learning;
- When using online community sites with students, consideration must always be given to the age and developmental level of the students;
- Parental/carer permission must be obtained for students to register with online learning communities;
- Staff must respect student's rights to privacy in academic work, records and results when posting online. The learning activity must not be linked back to student's own personal social network pages.

Social Media Tips – Maintaining Professional Standards

- Weigh whether a particular posting could put your effectiveness as a teacher at risk
- Discuss with personal friends the need for discretion when they post images or information about you on their own social network pages. Explain to them that once material is posted and identifiable, it is impossible to control its rapid sharing into school communities
- Be aware that people online may mask their real identity

- The speed of being able to publish your thoughts is both a great feature and great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post or if something does not feel right, either let it sit and look at it again before publishing it
- Respect your audience and your colleagues. Do not post defamatory or offensive comments or personal slurs
- Be honest – do not blog anonymously or say anything that is untrue or misleading
- Understand how to set your privacy settings and preferences
- Do not identify yourself as an Teacher Relief employee

Breach of Policy

This policy applies both at the workplace and outside the workplace at all times. That is, employees must not use social networking sites at any time (whether during or outside work hours) to discriminate, harass, bully or victimise employees, clients or contractors of Teacher Relief. Employees must also make sure that they have read and understand any other policies of Teacher Relief that may relate to these behaviours.

Employees are responsible for exercising good judgement regarding the use of social media. Inappropriate personal use or unauthorised use of Company or School networks to access social media will be considered a breach of this policy and employees may be subject to disciplinary action up to and including termination of employment.

Bullying & Harassment Policy

Rationale

Teacher Relief Services Pty Ltd is committed to providing its employees with a safe work environment that is free from inappropriate behaviour. The Company's policy is that no form of harassment or bullying will be tolerated.

Disciplinary action up to and including dismissal may be taken against any employee who:

- participates in harassing, discriminatory or bullying behaviour; or
- victimises or retaliates against an employee who has lodged a complaint about harassment, discrimination or workplace bullying;
- does not comply with the School Bullying policies and procedures set out by the schools in which they are working.

Teacher Relief Services Pty Ltd has a responsibility under workplace health and safety legislation to ensure the health, safety and welfare of employees and others in the workplace. Individual employees may also be liable to prosecution under the health and safety legislation should harassment or bullying result in injury to staff.

This policy covers:

- any behaviour or series of behaviours that unfairly or unreasonably offends, humiliates, intimidates, belittles, undermines, scares, excludes, or embarrasses anyone it is directed at, or anyone who sees or overhears it;
- any behaviour or series of behaviours which may constitute any form of discrimination.

Scope

All employees and contractors have a duty to comply with this policy and to treat their colleagues and students with respect and dignity, as well as have a duty of care to provide a safe and supportive environment both in schools and learning environments.

Defining Bullying

For the purposes of this policy:

Bullying is characterised by persistent and repeated negative behaviour directed toward a worker or group of workers that creates a risk to health and safety.

Bullying may occur face-to-face, via phone, email, instant messaging or social networking applications, and may involve different forms of obvious (direct) or subtle (indirect) unreasonable behaviour.

Bullying may be intentional where the actions are intended to humiliate, offend, intimidate or distress, whether or not the behaviour did have that effect. Bullying may also be unintentional where actions which, although not intended to humiliate, offend, intimidate or distress, cause and should reasonably have been expected to cause those effects.

Examples of bullying could include (not limited to):

- Abusive, insulting or offensive language;
- Spreading misinformation or malicious rumours;
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling or screaming;
- Displaying offensive material;
- Inappropriate comments about a person's appearance, lifestyle, or their family;
- Teasing or making someone the brunt of pranks or practical jokes;
- Interfering with a person's personal property or work equipment;
- Unreasonably overloading a person with work or not providing enough work;
- Setting timelines that are difficult to achieve or constantly changing deadlines;
- Setting tasks that are unreasonably below or beyond a person's skill level;
- Deliberately excluding, isolating or marginalising a person from normal work activities;
- Withholding information that is vital for effective work performance;
- Deliberately denying access to information, consultation or resources;
- Deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers;
- Unfair treatment in relation to accessing workplace entitlements, such as leave or training;
- Cyber bullying including sharing embarrassing photos of a person online, posting derogatory or humiliating comments about a person online, setting up fake profiles pretending to be another person, or making harassing calls, texts or emails.

Defining Harassment

For the purposes of this policy:

Harassment is defined as unwanted conduct, including failure to act, by an individual or group of employee(s) directed towards a fellow employee (or group of employees) which creates a work environment that is intimidating, hostile or offensive. It is most typically associated with sex, race, ethnic background or disability and is an offence under discrimination and workplace legislation.

Harassment can be physical, verbal or written. It can include words, pictures or statements. It may be transmitted by post, phone, fax, video, e-mail, mobile phone text messages, posters or photographs, computer servers, screensavers and an array of other mediums.

Examples of Harassment may include (not limited to):

- Unwelcome physical contact;
- Unwelcome verbal or non-verbal conduct including offensive personal remarks or bad language;
- Verbal abuse – yelling, screaming, offensive language;
- The reciting of sexist or other discriminatory jokes;
- Racist or religious vilification including making or sending emails, jokes, notes or graffiti that incites hatred toward a person or group on the basis of race or religion or threatening to harm a person of a particular religion because of their religious dress;
- Intimidating behaviours;
- Threatening;
- Victimisation;
- Humiliation;
- Excluding or isolating employees, contractors, volunteers or students; and

- Sexual harassment (unwanted, unwelcome or uninvited behaviour of a sexual nature, which makes a person feel humiliated, intimidated or offended), e.g.
 - making unwelcome comments or insinuations about a person’s sex life or physical appearance;
 - engaging in suggestive behaviour or unnecessary physical intimacy;
 - displaying or transmitting sexually offensive email messages or screensavers;
 - making sexual propositions, or continued requests for dates;
 - physical touching, fondling, stalking, indecent assault or rape (which are also criminal offences);
 - unwelcome sexual or physical contact such as touching, deliberately brushing up against another person, massages, kisses or embraces;
 - persistent questions or insinuations about a person’s private life;
 - sexually explicit conversations or jokes;
 - wolf whistles, leering, staring, sexual offensive gestures;
 - display or communications of sexually offensive material including posters, pin-ups, voicemail messages, electronic mail messages, VDU displays or objects;
 - unwanted sexual advances such as invitations, telephone calls, notes, gifts;
 - indecent exposure (which is also a criminal offence).

Sexual interaction that is based on mutual attraction, friendship and respect does not constitute sexual harassment because it is not unwelcome. If the behaviour is invited, consensual and reciprocated, it is not unlawful. Sexual relationships between staff and students are strictly prohibited and are unlawful. Staff must be mindful of their obligations under the Company’s Code of Conduct, Child Protection Policy and applicable legislation.

Occupational Violence

“Occupational violence” can be defined as any incident where an employee is physically attacked or threatened in the workplace.

Incidents of occupational violence may, in fact, constitute criminal assault and therefore Teacher Relief Services Pty Ltd may report any such instances to the relevant authorities.

What is not Harassment & Bullying

It is important for employees to be aware that workplace harassment and bullying does not include

- the legitimate exercise of authority by a Manager to direct and control how an employee performs their duties whilst at work;
- reasonable and appropriate feedback and management of an employee’s poor workplace performance or behaviour;
- Conflict or fights between equals or single incidents are not defined as bullying.

Reasonable management actions carried out in a fair way are not bullying. Reasonable management actions include (but are not limited to):

- setting performance goals, standards and deadlines
- allocating work to an employee

- rostering and allocating work hours
- transferring an employee
- informing an employee of unsatisfactory work performance
- informing an employee of inappropriate behaviour
- implementing organisational changes
- applying performance management processes
- providing constructive feedback

Teacher Relief Services Pty Ltd has the right to supervise, direct and control work and they have the responsibility to monitor workflow and gauge performance. We are entitled to set reasonable goals and standards including KPIs and deadlines which will be balanced against the responsibility to look after the health, safety and welfare of our workforce.

Procedure

Teacher Relief Services Pty Ltd recognises that workplace harassment and bullying may involve comments and behaviours that offend some people and not others. Teacher Relief Services Pty Ltd management acknowledges that individuals may react differently to comments and behaviour and therefore expects its employees to maintain a standard of behaviour that is respectful of everyone at all times.

Our employees working in schools have a responsibility to:

- respect and support students;
- model and promote appropriate behaviour;
- have knowledge of school and departmental policies relating to bullying behaviour and the school's bullying prevention policy;
- respond in a timely manner to incidents of bullying according to the school's bullying prevention policy

Teacher Relief Services Pty Ltd will take all reasonable steps to minimise any form of workplace harassment or bullying. In the event that bullying or harassment does occur, the Company will deal with complaints in a timely, sensitive and confidential manner and will adopt appropriate measures to ensure that it does not re-occur.

Employees found guilty of bullying or harassment may be subject to disciplinary measures. In serious cases this may lead to dismissal.

Teacher Relief Services recognises the rights of the person accused of workplace harassment or bullying to be treated with natural justice. This includes the right to know full details of allegations against them, a right of reply to those allegations, a presumption of innocence until evidence against them shows otherwise and the benefit of any reasonable doubt.

Teacher Relief Services will treat all complaints of workplace harassment and bullying seriously and take immediate action to investigate and resolve any complaint quickly, fairly and confidentially. Employees are expected to avoid idle gossip about complaints to prevent a lowering of morale as well as potential defamatory proceedings being taken against them.

Allegations and incidents of workplace harassment and bullying are often most effectively resolved if they are dealt with at an early stage, rather than left until the matter has become serious and attitudes

entrenched. Teacher Relief Services encourages all employees to report all instances of workplace harassment or bullying as soon as they occur.

Informal Resolution Process

Using the informal resolution process, the complainant, may approach the individual who is the subject of the complaint and request that the offending behaviour stop. Alternatively, a Manager/Supervisor who observes unacceptable conduct occurring may take independent action even though no complaint has been made.

If the complainant consents, a mediation meeting may be organised where an independent party will assist to resolve the issue(s).

The basic principles behind the informal resolution process are that:

- participation is voluntary;
- both parties are required to be committed to resolving the issue;
- the focus is placed on the behaviour that is of concern rather than on the individual or parties responsible for the behaviour;
- a non-blaming approach is used which attempts to change the behaviour rather than disciplining the individual or parties responsible;
- the individuals are responsible for their own behaviour and discussing how the situation may be resolved.

Where an issue is resolved informally, no written records will be kept on file and no disciplinary action will be taken against the alleged harasser/bully.

Formal Resolution Process

If informal attempts have been unsuccessful or if the behaviour is too serious to be dealt with using the informal resolution process, an employee may lodge a formal complaint.

On receipt of a written formal complaint Teacher Relief Services Pty Ltd will conduct an impartial and confidential investigation of the complaint to establish the facts. The usual sequence of events is as follows:

- the complainant is interviewed
- the allegations are conveyed to the alleged perpetrator in full
- the alleged perpetrator is given the opportunity to respond to the allegations
- statements from any witnesses and other relevant evidence are gathered
- a finding is made as to whether the complaint has substance
- a report documenting the investigation process, the evidence, the finding and recommended outcome(s) is submitted to the senior management
- Teacher Relief Services Pty Ltd implements the recommended outcome/s or decides on an alternative course of action

During any meetings or discussions, all parties will have the right to be supported or accompanied by a person of their choosing such as a family member or friend.

Following the investigation, the employee who has made the complaint will be informed of what action (if any) is going to be taken by Teacher Relief Services Pty Ltd and the reasons for such action or lack of action being taken.

Outcomes can include any combination of the following:

- counselling;
- disciplinary action (demotion, transfer, suspension, dismissal);
- formal apology;
- conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;
- re-crediting any leave taken as a result of the discrimination or harassment;
- official warnings that are noted on the perpetrator's personnel file;
- disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious.

Outcomes will depend on factors such as:

- the severity and frequency of the bullying or harassment;
- the weight of the evidence;
- whether the harasser could have been expected to know that such behaviour was a breach of policy;
- whether there have been any prior incidents or warnings.

If there is insufficient proof to decide whether or not bullying or harassment occurred, employees will be reminded of expected standards of conduct.

All employees are expected to:

- respect cultural and social differences among colleagues and clients;
- inform anyone observed behaving in an unwelcome or unacceptable manner that their behaviour is offensive. If you're not comfortable doing this, then speak to your manager and ensure they are aware of the situation;
- not act in a manner which encourages an environment in which bullying or harassment is likely to occur.

Child Protection Policy

Rationale

Teach Relief Services Pty Ltd is committed to playing a role in providing learning environments that are free from physical, sexual, psychological and/or emotional abuse or neglect of any child. Victorian schools have a key responsibility under the *Children, Youth and Families Act 2005* (VIC) to prevent and report incidences of child abuse and neglect in schools.

Teacher Relief Services Pty Ltd will comply with these requirements by ensuring its education professionals are aware of their roles and responsibilities in protecting the safety and wellbeing of children and young people and are able to:

- understand their various legal obligations to report and take other reasonable steps to discharge the duty of care that may be owed to the child or young person
- identify indicators that a child or young person has been, is being, or is at risk of being abused
- make a report about a child or young person who has been, is being, or is at risk of being abused.

Scope

This policy applies to all employees and contractors of Teacher Relief Services Pty Ltd. All staff employed have a duty of care and responsibility to support and protect the welfare and wellbeing of their students.

Definitions

Child or Young Person

In Victoria, under the *Children, Youth and Families Act 2005* (VIC), a child or young person is defined as a person under seventeen (17) years of age.

Child Abuse

Child abuse is defined as an act that endangers a child or young person's physical or emotional health or development. It includes:

- (a) Any act committed against a child involving –
 - i. A sexual offence; or
 - ii. An offence under section 49B(2) of the *Crimes Act 1958* (VIC) (grooming); and
- (b) The infliction, on a child, of –
 - i. Physical violence; or
 - ii. Serious emotional or psychological harm; and
- (c) Serious neglect of a child.

Child abuse can be a single incident, but usually takes place over time.

Child-Connected Work

Child-connected work refers to work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Procedure

Screening

Every Victorian school environment has an obligation to take reasonable efforts to gather, verify and record information about all of its employees engaging or potentially to engage in child-connected work. This information includes:

- Working with Children Check status, or similar check;
- National Criminal History Record Check conducted by the Victorian Institute of Teaching;
- Proof of personal identity and any professional or other qualifications;
- The person's history of work involving children; and
- References that address the person's suitability for the job and working with children.

Teacher Relief Services Pty Ltd equally commits to gathering and verifying this information as far as is practicable to doubly ensure that all Teacher Relief Services Pty Ltd employees are fit to work with children so as to minimise and prevent incidences of child abuse and/or neglect by any Teacher Relief Services Pty Ltd employee.

Mitigating Risk

Employees of Teacher Relief Services Pty Ltd working in school environments must mitigate the risks of child abuse by observing protocols for child protection at all times. In particular, teachers must ensure that they are not alone with children where other staff or students, or other responsible adults cannot observe their interaction with children.

All employees must ensure that they meet their obligations set under the *Children, Youth and Families Act 2005* and other relevant legislation.

Reporting Obligations

Employees of Teacher Relief Services Pty Ltd working in school environments must be aware that there is a legal obligation in Victoria to report incidences or disclosures of child abuse to authorities such as the Victorian Police, the Department of Human Services, or family services such as Child FIRST or Child Protection.

Employees of Teacher Relief Services Pty Ltd working in school environments also have an obligation to notify protective services if they form a belief, based on reasonable grounds, that a child has suffered, or is likely to suffer significant harm as a result of physical injury or sexual abuse, or if the child's parents or guardians have not protected or are unlikely to protect the child from harm of that type.

Employees who report child abuse or neglect must take care not to make a judgment about the truth of the allegation or make records in relation to an allegation or disclosure of child abuse or neglect. Employees must

also ensure that disclosure of child abuse or neglect by a child is managed appropriately and that statements are not made that imply or state that the victim is at fault or that it is the victim's responsibility to report it.

Compliance with School Procedures

Teacher Relief Services Pty Ltd employees working in school environments must take care to follow the specific procedures laid out by their respective school when reporting or managing incidences or suspicions of child abuse or neglect.

It is the employee's responsibility to source out the child safety practices, policies and codes of conduct particular to their place of work.

Breach

Where Teacher Relief Services Pty Ltd believes the requirements of this policy or the School's Child Protection Policy are not met, the employee will be subject to disciplinary action up to and including termination of employment.

Code of Conduct

Rationale

The intention of this policy is to ensure that all employees understand the commitment to operating our company with integrity and in accordance with the highest ethical standards. Teacher Relief Services Pty Ltd expects all employees to achieve and maintain a high standard of conduct and work performance.

Scope

This policy applies to all employees and contractors of Teacher Relief Services Pty Ltd.

Procedure

Teacher Relief Services Pty Ltd expects that its employees will act with respect and dignity and set an example among their personal and professional acquaintances by their conduct.

All employees are to:

- Observe and obey the law and act honestly and ethically;
- Maintain competent performance standards;
- Carry out all reasonable instructions and comply with all Company Policies and Procedures;
- Maintain a professional approach and appearance befitting 'the face of Teacher Relief Services Pty Ltd' to clients and the wider community;
- Protect all Company assets personally entrusted to them and assist in protecting Company assets in general;
- Actively maintain the Company's intellectual property rights and confidentiality agreements pertaining to their employment contract;
- Foster a safe, fair and equitable work environment and not behave in an unsafe, discriminatory or harassing way to other employees or clients;
- Actively avoid behaviour that constitutes conflict of interest such as receiving inappropriate bribes or gifts; marketing products/services in competition with Teacher Relief Services Pty Ltd; using 'inside information' to gain or maintain a financial interest in any organisation the Company does business with.
- Free to be personally involved in political activities in their own time. However, the impression must not be created that that this activity represents the Company.

For staff working in schools

It is expected that that teachers will:

- Be positive role models at school and in the community;
- Respect the rule of law and provide a positive example in the performance of civil obligations;
- Not exploit their position for personal or financial gain;
- Ensure that their personal or financial interests do not interfere with the performance of their duties;
- Act with discretion and maintain confidentiality when discussing workplace issues.

Teachers must be cognisant of their legal responsibilities in relation to:

- Discrimination, harassment and vilification
- Negligence
- Mandatory reporting
- Privacy
- Occupational health and safety
- Teacher registration

Teachers must demonstrate integrity by:

- Acting in the best interest of students
- Maintaining a professional relationship with students, parents, colleagues and the community
- Behaving in ways that respect and advance the profession.

Teachers must demonstrate respect by:

- Acting with care and compassion
- Treating students fairly and impartially
- Holding our colleagues in high regard
- Recognising that their students come from a diverse range of cultural contexts and seek to work collaboratively with students' families and communities within those contexts.
- Acknowledging parents as partners in the education of their children.

Teachers must demonstrate responsibility by:

- Providing quality teaching
- Maintaining and developing our professional practice
- Working cooperatively with colleagues in the best interest of students.

The teacher's professional standing will be compromised and the Company's Code of Conduct will be breached, if the teacher:

- Has a sexual relationship with a student
- Uses sexual innuendo or inappropriate language and/or material with students
- Touches a student without a valid reason
- Holds conversations of a personal nature or has contact with a student via written or electronic means including email, letters, telephone, text messages or chat lines, without a valid context
- Accepts gifts, which could be reasonably perceived as being used to influence them, from students or their parents.
- Attends parties or socialises with students
- Invites a student or students to their home especially if no one else is present

Any employee found to have breached this policy will be subject to disciplinary action, up to and including termination of employment.

Compassionate Leave Policy

Rationale

Compassionate Leave is available for an employee to deal with a member of the employee's immediate family or household who has sustained a life-threatening illness or injury.

Compassionate leave may also be taken after the death of a member of the employee's immediate family or household.

Scope

This policy applies to all employees of Teacher Relief Services Pty Ltd.

Definition

'**Immediate family**' is defined as an employee's:

- spouse
- de facto partner
- child
- parent
- grandparent
- grandchild
- sibling, or a child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner

A '**household member**' is any person who lives with the employee.

Procedure

Entitlement

All permanent full time and part time employees of Teacher Relief Services Pty Ltd are entitled to two (2) days of *paid* compassionate leave per occasion.

A casual employee is also able to take two (2) days of Compassionate Leave per occasion, however this is **unpaid** leave.

Process

An employee may take compassionate leave for each occasion as:

- a single continuous two day period; or
- two separate periods of one day each; or
- any separate periods to which the employee and his or her manager agree.

Notice and Evidence Requirements

For all periods of compassionate leave, an employee must give his or her manager notice of the taking of such leave. The notice must be given as soon as practicable and must advise of the period or expected period of the leave.

Evidence that would substantiate the reason for leave such as a medical certificate or statutory declaration is required. Failure to provide notice or, if required, evidence that would satisfy a reasonable person to substantiate the reasons for the leave, means the employee may not be entitled to the leave.

Dress Standards and Grooming Policy

Rationale

As representatives of Teacher Relief Services Pty Ltd all employees are required to project a professional image when interacting with fellow employees and students in both manner and appearance. You are expected to be neatly groomed and appropriately dressed for a teaching environment reflecting the quality of service we provide.

Scope

All employees and contractors are covered by the requirements of this policy.

Definition

Standard Staff Dress Code

This is the standard dress code for teachers and must be comfortable, modest, and presentable. Appropriate clothing includes a collared shirt or blouse, dress, jumper or jacket and slacks or skirt. Footwear must be clean and presentable and must be fully enclosed due to WorkCover requirements. Hats are to be worn at all times whilst in the sun.

Appropriate

- Tailored pants/trousers
- Collared shirt/polo shirt
- Shirts and blouses
- Skirts/Dresses
- Jumpers and cardigans
- Clean appropriate footwear
- Long pants/jeans
- Long shorts

Inappropriate

- Clothing with logos, sayings and graphics
- Frayed, faded, soiled or torn clothing
- Tight/transparent or revealing clothing
- Tank tops/halter tops/crop tops
- Sports/gym attire (with the exception of during Physical Education)
- Sweat tops/tracksuits
- Thong style shoes of any description

Female Specific

- Necklines should be modest and skirts/dresses should be of appropriate length (at least knee length).
- All shoes worn must be enclosed and be of a sensible heel height.

Male Specific

- Polo, long or short sleeved shirts are deemed as appropriate.

Grooming

Beards, moustaches and hair must be clean, neat and tidy. Excessively spiked, unnaturally coloured, heavily greased, or disproportionately cut hair are examples of inappropriate hairstyles. Small unobtrusive earrings or studs are acceptable and small piercings are permitted. No visible tattoos are allowed.

Procedure

All representatives of Teacher Relief must adhere to the Standard Staff Dress Code defined above.

In order to be clear on what attire is appropriate and inappropriate refer to the examples above for reference (remember if in doubt, don't wear it).

Individual schools may have a specific dress and grooming policy which will be communicated to you before placement at the school.

Drug & Alcohol Policy

Rationale

Teacher Relief Services Pty Ltd is committed to a safe, healthy, and productive workplace for employees. Teacher Relief recognises that alcohol or other substance misuse may impair the ability to perform properly and can have serious adverse effects on the safety of other employees, students and on the reputation and integrity of Teacher Relief.

Scope

All persons in the Company, employees and contractors are covered by this policy.

Definition

Drugs and alcohol, even in very low doses, can affect the capacity of an employee to carry out their duties safely.

This policy seeks to facilitate the health, safety and welfare of all Teacher Relief employees, and contractors by:

- promoting personal responsibility in relation to the consumption of alcohol
- prohibiting the use of illicit drugs by all employees
- promoting responsible and lawful use of prescribed and over the counter medication.

Teacher Relief will provide resources for the provision of related education and support.

Procedure

Employees must not be under the influence of drugs or alcohol whilst at work.

All employees are expected to present themselves for work without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance. Whilst this applies to any activity, it is critical where employees are required to operate vehicles or equipment, or work within the proximity of operating vehicles or machinery.

Where an employee is on prescribed medication, which may impair their judgement or performance, they must notify their supervisor and may be required to take sick leave.

During work hours, no employee shall ingest, inhale or inject alcohol or any other drug (except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition).

Teacher Relief strictly prohibits the use of, unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on any company property.

The Director shall have the discretion to permit limited alcohol consumption by employees for events and functions approved by him/her or Teacher Relief.

Assistance & Rehabilitation

Teacher Relief recognises the fact that a certain percentage of any population may develop the disease of chemical dependence. The Company also recognises that dependency on alcohol and/or drugs can be successfully treated and encourages team members with drug or alcohol dependencies to assume ownership of gaining control over their dependency.

Employees are expected to recognise that problems related to alcohol and drug use or dependency are not an excuse for poor or unsafe performance. Employees who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and to follow appropriate treatment promptly. Employees who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

Management and Staff Responsibilities

It is the responsibility of Company management to identify situations in which they have concerns about an individual's immediate ability to perform their job. If an employee or contractor arrives on Company or School property and there is reasonable cause to suspect that the individual is under the influence of alcohol or drugs, he or she shall be immediately removed him/her from the work environment.

If an employee believes a fellow employee to be in breach of this policy, they are expected to notify the Director of the Teacher Relief Services.

Occupational Health & Safety Policy

Rationale

Teacher Relief Services Pty Ltd recognises its responsibility to provide a safe and healthy work environment as far as is practicable for its employees, other persons at work and members of the public. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

Scope

This policy is applicable to all “workers” engaged by Teacher Relief and to its operations and functions, including situations requiring workers to work off site.

Definition

For Company purposes a worker can be full-time, part-time or casual. A worker may be a person:

- who is deemed to be working under a contract of service
- who is deemed to be an employee
- pupil attending a school who is employed under a work experience arrangement

Procedure

Management will be responsible for:

- ensuring, as far as reasonably practicable, that the workplace and the means of entering and leaving are safe and without risks to health and/or safety
- undertaking regular inspections of the workplace/s
- having a way of identifying and managing health and safety risks
- monitoring employees' health, safety and welfare
- having a sound knowledge of the Company's risk management system, which may require obtaining appropriate advice
- understanding the OH&S regulatory requirements for hazards and risk that impact on the organisation's operations.

A worker must:

- observe and practice safe work practices
- ensure their actions do not jeopardize the health, safety & welfare of other people
- cooperate with respect to any action taken by the Company to comply with the state *Occupational Health & Safety Act 2004* (Vic)
- report any injuries or workplace hazards immediately
- not interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.

Consultation

Teacher Relief will consult with its workers, in accordance with the requirements of OH&S legislation, so as to enable employees to contribute to the making of decisions affecting their health and safety at work.

Hazard and Risk Identification

Workers should report any hazards or risks in their work environment to their designated school contact or the Teacher Relief Director (Nicky Ostrom) as soon as possible after identifying the risk.

The following items will then be considered and addressed:

1. whether the hazard or risk can be isolated
2. the number and location of workers affected by the risk or hazard
3. whether temporary measures can be implemented and are appropriate
4. the time that may elapse before the hazard is permanently corrected
5. who to assign responsibility for overseeing and performing the removal of the hazard.

As soon as possible after the resolution of the matter, where deemed necessary, details of the matter and its manner of resolution:

- will be brought to the attention of all workers, and
- may be forwarded by the parties to any relevant organisation of the workers or employer.

Where an employee or group of employees are exposed to a serious or unavoidable danger, they may be directed to cease work. During any period of cessation of employees' standard work for health and safety reasons, employees may be assigned suitable alternative duties.

Reporting Incidents or Accidents

Any worker involved in, or who witnesses an incident or accident causing damage to property and/or injury to persons must complete an Incident/Accident Report Form.

Emergency Evacuation

When starting at a new work location, make sure to familiarise yourself with the relevant school's emergency evacuation procedure. Employees are required to follow the procedures and directions of the appointed fire wardens for the school in the event of an emergency.

Workers located on Company premises must familiarise themselves with the buildings evacuation plan.

First Aid

When starting at a new work location, make sure to familiarise yourself with the first aid facilities of the school you are working at. Workers located on Company premises must familiarise themselves with the location of the first aid kit.

All employees have a duty of care to provide assistance if a person requires immediate attention and no staff member trained in first aid is available. Employees are to use common sense which dictates that in an emergency, while they should not act beyond their capabilities and qualifications, they are expected to do what they can to prevent the condition worsening while awaiting medical services.

All Accidents and injuries must be reported to your manager.

Workers' Compensation

All Teacher Relief workers are covered by Victorian State workers' compensation legislation. Each incident of injury and illness is assessed by the insurer to determine entitlement to workers' compensation.

Workers' compensation is available if work related injury/illness is sustained. If you are injured at work or develop a work related illness, you must report the injury or illness to your school contact and to the Teacher Relief Director (Nicky Ostrom) as soon as possible, even if at the time of the injury or illness you do not think you need medical attention. You will be asked to complete a form recording the illness/accident. The Office Manager will assist you to manage any claim for compensation or medical bills that may arise from the illness/accident and any subsequent rehabilitation.

Occupational Rehabilitation

Teacher Relief will assist employees to remain at work, or return to work, if injured or ill as a result of their work. In support of this the company will:

- ensure you commence an occupational rehabilitation program as soon as possible after the illness/injury;
- provide appropriate return-to-work responsibilities, where practicable, as an integral part of the rehabilitation process;
- consult with you to ensure rehabilitation programs are effective;
- ensure participation in rehabilitation programs will not, in itself, prejudice you;
- maintain confidentiality of your information during any rehabilitation program.

Non-Smoking Work Environment

Smoking is not permitted at any time in Teacher Relief office or on school grounds.

Attachment A: Accident/Incident Form

Injured / ill worker's details

| | | | | | |
|--------------------------------|--|-------------------|--|----------------|--|
| First name: | | Last name: | | Date of birth: | |
| Position: | | Department/team: | | | |
| Volunteers/Contractor/Employee | | Worker's address: | | | |
| Manager/supervisor's name: | | | | | |

Information in relation to Work Health and Safety Laws

If you are responsible under the Work Health and Safety (WHS) laws for workers other than employees, for example contractors, you may not be required under workers compensation laws to record injuries in your register of injuries. However it may be helpful to do so.

Injury or illness details

| | | | | |
|---|--|-------------------------|--|-------|
| Date of injury/illness: | | Time of injury/illness: | | am/pm |
| Nature of injury/illness: | | | | |
| | | | | |
| Bodily location of injury/illness (for illnesses include symptoms): | | | | |
| | | | | |
| Location at time of injury: | | | | |
| | | | | |
| How was the injury/illness sustained (cause of injury /illness): | | | | |
| | | | | |
| Was any plant, equipment, substance or thing involved in the injury/ illness? If yes, please provide details: | | | | |
| | | | | |

Witnesses

| | | | |
|--|--|----------|--|
| Were there any witnesses to the injury/illness? Yes or No. If yes, please list name and contact number for each witness: | | | |
| Name: | | Contact: | |
| Name: | | Contact: | |
| Name: | | Contact: | |

Follow up

| | |
|---|--|
| Has the injury been reported to the worker's supervisor? Yes or No: | |
| Was any treatment provided? Yes or No. If yes, please provide details: | |
| | |
| Did the injured worker return to work following the injury/illness? If yes, please provide details: | |
| | |

Details of person making this entry

| | | | |
|--|--|------------------|--|
| First name: | | Last name: | |
| Position: | | Department/team: | |
| Signature: | | Date: | |
| If you are not the injured worker, did you witness the injury/illness? Yes or No | | | |

TO BE COMPLETED BY MANAGER/SUPERVISOR OF INJURED / ILL WORKER

| | |
|--|--|
| Has an investigation been conducted into the incident? If yes, by whom? | |
| What controls have been implemented to ensure the incident doesn't happen again: | |
| | |

Employer confirmation

I confirm receipt of this notification.

Signature: _____ Date: _____

Use of Personal Mobile Phones

Rationale

This policy provides guidelines for the appropriate and safe use of personal mobile phones whilst working. This policy aims to ensure that:

- Mobile phone use for personal reasons while at work does not interfere with the performance of an employee's work-related responsibilities;
- Mobile phone use is not disruptive to other employees;
- Use of mobile phones does not create an unsafe or hazardous situation.

Scope

This policy applies to all employees and contractors engaged by Teacher Relief Services and outlines the use of mobile phones for personal calls whilst working on Company premises or off site on school premises.

Failure to comply with this policy may result in disciplinary action.

Procedure

The Company understands the importance of mobile phones for security purposes and for urgent contact by family and other close personal contacts. However, general, non-urgent personal use is distracting and is not permitted during working hours.

Staff are asked to ensure that family members and friends are aware of Teacher Relief's policy and not expect that employees can be contacted during working hours, unless it is an emergency.

Company procedure regarding personal mobile phone use is as follows:

For staff working in schools

Personal mobile phones must not be used at any time whilst you are actively working in schools. Even when supervising playground activities you must not use your mobile phone. Staff have a duty of care to students and distractions by mobile phones can lead to the creation of unsafe situations.

You may access your mobile phone if on a break when you are not required to supervise students.

Personal mobile phones **must not** be used to take photos on school premises at any time.

For emergency contact please provide Teacher Relief's phone number or the School Office phone number to your family and advise them that this is the quickest way to make contact with you.

For staff working on Company premises:

Unless an emergency situation arises, employees are asked to make personal calls during non-work times. Employees must only use mobile phones (or similar devices) during scheduled breaks or lunch periods.

Phone conduct expectations

During work, or in any work-related setting, mobile phone use is subject to Company expectations of employee conduct. Personal mobiles should be switched to silent/ vibrate and only be attended to in working hours if an emergency occurs. Normal texts and calls can be attended to during designated breaks away from the normal working area so as not to disrupt colleagues.

Accessing social media and other smart phone functionality

During working hours (other than scheduled breaks), no employees, whether on Company premises or in schools, are permitted to use any functionality provided by their personal mobile phone or other personal device other than for emergency voice calls and texting. This includes, but is not limited to: accessing social media; surfing the internet; sending personal emails; playing music; downloading or uploading material or taking photographs or video recording.

Teacher Relief Services will not be liable for the loss of or damage to personal mobile phones brought into the workplace.

Community Service Leave Policy

Rationale

Teacher Relief Services Pty Ltd recognises and supports the participation of employees in volunteer emergency organisations as a positive and a vital role for our community. Under the NES there is an entitlement to community service leave.

Definitions

'Eligible community service' activities are:

- Jury Service
- A 'voluntary emergency management activity'

A **'voluntary emergency management activity'** is where the following apply:

- the activity deals with an emergency or natural disaster
- the employee engages in the activity on a voluntary basis
- the employee is a member of, or has a member-like association with, a 'recognised emergency management body'
- the body requests the employee to engage in the activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted.

A recognised emergency management body is:

- a body, or part of a body, that has a role or function under a plan that:
- is for coping with emergencies and/or disasters, and
- is prepared by the Commonwealth, a State or a Territory
- a fire-fighting, civil defence or rescue body, or part of such a body
- any other body, or part of a body, which substantially involves:
 - securing the safety of persons or animals in an emergency or natural disaster
 - protecting property in an emergency or natural disaster
 - otherwise responding to an emergency or natural disaster.

The following are examples of bodies that would be recognised for the purposes of community service leave:

- the State Emergency Service (SES)
- Country Fire Authority (CFA)
- the RSPCA (in respect of animal rescue during emergencies or natural disasters).

Scope

Full time, part time and casual employees are entitled to Community Service Leave.

Procedure

Entitlement

There is no set limit on the amount of community service leave an employee is entitled to.

For an eligible voluntary emergency management activity, an employee may take leave for an amount of time reasonable in the circumstances, including:

- travelling time associated with the activity and
- rest time immediately following the activity.

Process

Employees are required to provide notice 'as soon as practicable' of the absence and are expected to provide evidence of their engagement in the eligible community service activity. With jury duty, this should be done as soon as the employee receives notification that they may be required.

To claim leave for emergency management activities, the employee must be a member of, or be associated with, a recognised emergency management body and evidence must be provided.

A leave form must be completed and evidence of attendance must accompany this.

Is Community Service Leave Paid?

In general, Community Service Leave is **unpaid** except for jury service. Community service leave for jury service is paid for most employees (casuals should check their entitlement with the Juries Office). An employee (other than a casual) is entitled to 'make-up pay' for jury service in accordance with the National Employment Standards and Victorian State legislation.

Make-up pay is the difference between: any jury service pay the employee receives (excluding any expense-related allowances) and the employee's base rate of pay for each hour (or part hour) they would have worked, excluding separate entitlements, such as incentive-based payments and bonuses, loadings, monetary allowances, overtime or penalty rates. Teacher Relief Services Pty Ltd will provide an employee with make-up pay for as long as the employee is on jury duty in accordance with the *Juries Act 2000* (Vic).

Before paying make-up pay is provided, the employee must provide evidence of attendance and any payments received.