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Staff Code of Conduct Policy

STC Higher Education aims to promote the highest possible standards of professional practice and conduct. This Code of Ethics aims to provide clear guidelines to staff members as to STC's standards of correct behaviour, core values and expectations.

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1. INTRODUCTION

At STC Higher Education we aim to provide a safe and caring environment to ensure that all students in our care are able to attain the best from their experience with us. We view a diverse student body and workforce as being an asset to providing a high-quality education. To ensure effective teaching and learning STC expects all staff members to abide with this Code and STC's policies and to act in a responsible and respectful manner at all times.

2. PERSONAL AND PROFESSIONAL CONDUCT

All STC staff members are expected to:

- Treat colleagues, students, visitors and other stakeholders with professional courtesy and respect.
- Act with honesty, fairness, integrity and a professional attitude at all times.
- Conduct all duties, including any form of assessment-related tasks, with integrity and in compliance with STC's official regulations and procedures.
- Maintain professional boundaries and avoid inappropriate relationships with students, improper physical contact, abusive or offensive language, inappropriate remarks and inappropriate communication via any form of media.
- Be mindful of their position as a role model to students.
- Be aware of their social media presence and their digital footprint, ensuring that this in no way reflects negatively on their personal or professional demeanour.
- Dress decently at all times.
- Respect the diversity of STC's learning community and promote fair treatment and equality irrespective of gender, nationality, race, religion, sexual orientation, appearance, age, language or different needs or abilities.

3. SAFETY AND WELLBEING

All STC staff members are expected to:

- Have regard for the safety and wellbeing of all members of the STC community and promptly report incidents, threats or risk to anyone's welfare. Any form of alleged abuse needs to be taken seriously, and this needs to be reported to the administration even if there is only a suspicion.
- Address any form of discrimination, stereotyping, bullying and harassment promptly. Such incidents need to be brought to the attention of the administration.

4. PROVISION OF INFORMATION, FEEDBACK AND ADVICE

All STC staff members are expected to:

- Represent themselves, their experience, qualifications and competences honestly.
- Provide the necessary information and advice to the designated personnel at STC.
- Be sensitive to the need for confidentiality and always work within the parameters allowed by legislation when disclosing any form of confidential information or personal data. All staff members are to be familiar with STC's 'Data Protection and Privacy Statement' that underlines their obligations in terms of data protection.
- Work in a collaborative manner with all staff members and other professionals. All staff members are to refrain from reprimanding or criticising any colleague in the presence of students or in public.
- Refrain from making any public statement that brings STC into disrepute.
- Participate actively in staff meetings.

- Only communicate with parents/guardians/sponsors through the administration and officially approved channels.
- Avoid any comments or form of action that undermines lawful parental authority.

5. PROFESSIONAL PRACTICE

All STC staff members are expected to:

- Maintain the quality of their professional practice and perform all duties diligently, impartially and conscientiously. This includes providing all necessary and appropriate assistance to students.
- Keep their professional knowledge up to date.
- Respond positively to constructive feedback and seek support and advice where necessary.
- Comply with all policies and procedures issued by STC.
- Maintain good order and discipline at STC and ensure that their expectations are in line with STC's Behaviour Code of Conduct.
- Respect time frames set by the institute including set deadlines, lecture times and break times.

6. ACCEPTANCE OF GIFTS, BENEFITS OR PAYMENTS

All STC staff members are expected to:

- Refrain from accepting any form of monetary gifts, gifts of intrinsic value or services from students or their parents/guardians/sponsors. Only token gifts may be accepted, as long as these are not deemed to create an obligation or influence professional decisions or actions. This is in line with STC's Anti Bribery Policy which expects all staff members to refrain from any form of bribery or corruption.
- Refrain from giving any form of private tuition to any STC student unless this is organised by STC. Any form of payment for such services needs to be made through STC.

7. USE OF PROPERTY, RESOURCES AND RECORDS

All STC staff members are expected to:

- Safeguard STC's property and other assets and use them properly and responsibly.
- Make optimum use of STC's equipment and avoid any form of waste in the use of resources. This includes ensuring that adverse effects on the environment are minimised and that waste is disposed of in the correct manner.
- Refrain from accessing, using or disclosing STC's records unless this is authorised by administration.
- Refrain from any form of misappropriation, forgery or fraudulent alteration of STC's records.

8. SANCTIONS

Staff members shall recognise their responsibility for their actions and judgements and are expected to abide with this Code of Ethics and comply with all STC's policies, rules and regulations. Staff members who have any queries with regards to their responsibilities, obligations and appropriate conduct should contact administration for guidance.

Failure to comply with regulations and any alleged unacceptable professional conduct may result in serious adverse consequences for the individual concerned. Staff members are also to appreciate that their conduct may have adverse consequences for STC in terms of reputation, finances and wellbeing of community

members. Sanctions will be applied in the case of breaches of this Code. Such sanctions may entail formal disciplinary action and/or criminal action, depending on the nature and seriousness of the actions.

It is the duty and responsibility of each staff member to report any violations of this Code by other members of staff. Any malicious reporting, including knowingly providing misleading or incorrect information, will have serious consequences for the individual concerned.

The above is without prejudice to any law or regulation with which STC employees must comply as law-abiding citizens living in Malta.

9. SOURCES

Ministry of Education and Employment (2012). *Teachers' Code of Ethics and Practice*. Floriana, Malta: Author

Ministry of Education, Employment and the Family (2010). *Standard Operating Procedures: Education Directorates*. Floriana, Malta: Author