

CODE OF CONDUCT POLICY

1. POLICY STATEMENT

This policy provides a framework of ethical principles, obligations and standards that guide JMI student and employee performance, JMI standards, and the manner by which they should conduct their relationships with others.

It places an obligation on all students and employees to take responsibility for their own conduct consequently both students and employees are required to read this document, either before or soon after they commence at JMI.

2. PURPOSE

This policy is designed to ensure all students and employees are treated fairly and consistently and that action is taken promptly, providing a reasonable opportunity for each to improve their performance. It provides a framework of ethical principles, obligations and standards that guide JMI students and employee performance, JMI standards, and the manner by which they should conduct their relationships with others.

Since JMI students and employees may be involved in a diverse range of activities this Code of Conduct Policy does not attempt to provide a detailed and exhaustive list of what should be done in every situation. Rather it represents a broad framework for ethical conduct.

3. SCOPE

This policy relates to all students and employees of JMI.

4. POLICY DETAILS

STATEMENT OF CORE BELIEFS

JMI is committed to promoting integrity and maintaining the highest standard of ethical conduct in all of its activities.

JMI dedicated to the following principals:

- Honesty
- Confidentiality
- Customer Service
- Responsibility
- Diligence
- Compassion
- Fairness
- Respect

These principals are not prioritised but are integral to JMI core values and students and employees are expected to abide by them.

In addition students and employees are expected to:

- comply with all JMI rules and to obey all laws.
- respond in a respectful manner to others while under the jurisdiction of JMI and whole participating in JMI-sponsored activities
- be on time for classes / work
- treat property belonging to JMI and to others with care

- come to JMI free from the influence of tobacco products, alcohol or drugs not to use or possess such substances.
- Contribute to a safe environment free from fear. Acts of violence, weapons and contraband are never acceptable

All students and lecturing employees are expected to demonstrate effective and efficient work habits that meet performance standards by:

- coming prepared for each class
- bringing necessary class materials to complete class activities
- being prepared for all assessments
- ensuring assessment submission and results meet JMI assessment guidelines
- turning off mobile phones
- not access social networking sites such as Facebook while on JMI premises unless necessary instructed to do so to complete specific class work, to meet assessment requirements or directed to do so by JMI management personnel.

OBTAINING CLARIFICATION OF THE CODE OF CONDUCT

If a student or employee is uncertain about the meaning and or application of the Code of Conduct, it is important that they clarify their interpretation with JMI management personnel such as the Head of School or Chief Executive Officer.

REPORTING BREACHES TO THE CODE OF CONDUCT

Where a student or employee becomes aware of a breach of this Code of Conduct they have an obligation to report the matter to JMI management personnel such as the Head of School or Chief Executive Officer as soon after they observe or learn of the breach to the JMI Code of Conduct.

WHISTLEBLOWERS

If a student or employee faces an ethical dilemma or has any doubts about the right thing to do, they should seek guidance from JMI management personnel.

JMI will not permit any form of retribution against any person, who in good faith, reports known or suspected violations of JMI policy.

BREACHES OF THE CODE OF CONDUCT

All students and employees of JMI are accountable for their actions.

Penalties that may apply to proven breaches of the code without reasonable excuse for a student include:

- an official reprimand
- amendment to a grade
- exclusion or expulsion from JMI

Penalties that may apply to proven breaches of the code without reasonable excuse for an employee include:

- an official reprimand
- reduction of salary level or deduction from salary
- forfeiture or deferral of salary increment or increases
- reduction in employment status
- termination of employment

In addition to these penalties include any penalty issued by a Court of Law for a breach of the general law.

In circumstances when a penalty is inappropriate, it may be determined that a caution and/or the instigation of other academic strategies are sufficient.

A breach of the Code of Conduct will not incur a disciplinary penalty if there is a reasonable excuse for the breach.

DELEGATION OF AUTHORITY

Only students and employees who are specifically authorised by JMI's Chief Executive Officer may commit JMI to others. A 'commitment' includes the execution of any written agreement, the making of an oral agreement, or any other undertaking that obligates or binds JMI in any respect, whether or not it involves the payment of money. Students and employees must never execute a document or otherwise commit JMI unless they have clear authority to do so from the CEO. Failure to follow this policy may subject the student or employee to disciplinary action.

CONFIDENTIAL INFORMATION

JMI abides by Australian privacy laws in regard to the confidential nature of information and prohibits the unauthorised use or disclosure of this information.

To protect confidential information, it is JMI's policy that:

- Confidential information within JMI is on a need-to-know basis
- Confidential information must be marked appropriately
- Confidential information of JMI should be disclosed when:
 - It is required by law
 - It is done in accordance with JMI's disclosure guidelines

STUDENTS, FAMILY AND / OR REPRESENTATIVE RELATIONS

It is JMI's policy to treat each student, their family and/or representative fairly and not engage in anticompetitive practices that unlawfully restrict the free market economy.

BRIBES AND GIFTS

No payment in any form shall be made directly or indirectly for the purpose of obtaining or retaining business, or to obtain any other favourable actions. A violation of this policy may subject the student or employee to disciplinary action as well as potential criminal prosecution.

STUDENT AND EMPLOYEE RELATIONS

It is JMI's policy that all students and employees should strive to meet the following objectives:

- Respect, each student and employee, as an individual, showing courtesy and consideration and fostering personal dignity
- Make a commitment to and demonstrate equal treatment of all students and employees without regard for race, colour, gender, religion, age, national origin, citizenship status, sexual orientation or disability.

- Encourage students and employees to voice their opinions freely about the policies and practices of JMI by communicating and practicing an open door policy.
- Provide an environment that is free of harassment on the basis of race, colour, gender, religion, age, national origin, citizenship status, sexual orientation or disability.
- Keep students and employees informed of the policies, plans and progress of JMI through regular communications
- Afford employees a reasonable opportunity, consistent with the needs of JMI for training to become better skilled in their jobs.
- Encourage promotion from within, consistent with the needs of JMI whenever qualified employees are available
- Provide and maintain a safe, healthy and orderly environment; and
- Assure uniformly fair compensation and benefit practices that will attract, reward and retain quality employees.

ACADEMIC CONDUCT

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent with the rule and resolutions of JMI
- maintain current information in the student information system, and observe key dates and deadlines
- read all official correspondence from JMI
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically usage.
- use JMI resources, including information and communication technology resources, in a lawful and ethical manner and for JMI purposes only, unless express permission has been granted for non-Institute or private usage.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of JMI to ensure equal treatment for all employees and applicants, regardless of race, colour, religion, national origin, age, sex, sexual orientation, or mental / physical capacity. This policy applies to all company activities, including, but not limited to, recruiting, hiring, training, promotions and benefits.

RECORDKEEPING

JMI shall make and keep books, invoices and accounts that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of JMI. Each employee shall make and keep accurate and fair records relevant to their position description. JMI shall devise and maintain a system of internal controls sufficient to provide reasonable assurances that transactions are properly authorised, executed and recorded. No entries will be made that intentionally conceal or disguise the true nature of any JMI transaction.

Each student shall keep accurate backup copies of their written assessments.

USES OF JMI ASSETS

JMI's assets are to be used only for the legitimate business purposes of the organisation and only by authorised employees or their designees. This includes both tangible and intangible assets.

JMI's electronic mail (e-mail) system should be restricted primarily to JMI business and student work. Highly confidential information should be handled appropriately. JMI reserves the right at any time to monitor and inspect, without notice, all electronic communications data and information transmitted on the network and electronic files located on personal computers owned by JMI or computers on the premises used for JMI business.

5. ROLES AND RESPONSIBILITIES

All students and employees of JMI are accountable for their actions.

All students and employees are required to read this Code of Conduct Policy, either before or soon after they commence at JMI.

If students and employees are uncertain about the meaning and or application of the Code of Conduct, it is important that they clarify their interpretation with JMI management personnel.

Employees with responsibility for supervising or instructing students should note that they are responsible for the protection of those students while escorting them on any JMI related activity.

JMI management personnel have an obligation to address breaches of the Code as soon after observation or the reporting of the incident as practicable.

6. RELEVANT LEGISLATION

Anti-Discrimination Act 1991
Whistleblowers Act 1994
Information Privacy Act 2009

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
JMI	Jazz Music Institute
Student	Any person enrolled in a program of study at JMI
Employee	Any person employed by JMI (including full-time, part-time or casual staff)
Ethical	Conforming to accepted standards of social or professional behaviour
Obligation	Requirement, often by law
Standards	A rule, guideline or definition that helps to increase reliability
Integrity	Adherence to moral and ethical principles

8. VERSION CONTROL

Document	Code of Conduct Policy	Author	JMI Executive Management
Approver	JMI Academic Board	Approved	11 February 2014
Version No.	2		
Reviewer	JMI Academic Board	Due for Review	February 2016