



MIT.EDU.AU

# Employee MANUAL



**MELBOURNE**  
INSTITUTE OF TECHNOLOGY

## **ABOUT THIS DOCUMENT**

### **This is a controlled Document**

CREATED: Originally created May 2012

THIS VERSION: [Corresponds with information in footer]

APPROVED: This version approved by CEO on 21 July 2020

STATUS: Approved

UPDATED: 20 July 2020

# 1 Table of Contents

1 Table of Contents.....	2
1.1 Disclaimer - Melbourne Institute of Technology .....	5
2 Introduction .....	6
2.1 Welcome .....	6
2.2 Purpose and Scope .....	7
2.3 Company Overview .....	7
2.4 Office Locations.....	10
2.5 Staff Conduct.....	10
3 Standards of Conduct.....	11
3.1 Privacy .....	11
3.2 Professional and Ethical Standards .....	12
3.3 Confidential Company Information.....	18
3.4 Intellectual Property.....	19
3.5 Confidentiality of Employee Information.....	20
3.6 Dress Standards in the Workplace .....	20
3.7 Drugs, Alcohol and Smoking in the Workplace .....	21
4 Recruitment and Induction .....	22
4.1 Recruitment of Staff .....	22
4.2 Contractors.....	27
4.3 Induction .....	28
5 Phone, Email and Internet Usage .....	31
5.1 Use of Organisation Phones .....	31
5.2 User Account Email and Internet Guidelines .....	31
5.3 IT Security and Maintenance.....	32
5.4 Acceptable Use Policy .....	32
5.5 Prohibited Use.....	33
5.6 Failure to Follow the Phone, Email and Internet Usage Policy .....	36
6 Employment Conditions.....	37
6.1 Wages and Salary .....	37
6.2 Superannuation.....	38
6.3 Personnel Files.....	39
6.4 Time Keeping Records.....	39
6.5 Hours of Work .....	40

6.6 Flexible Working Arrangements.....	41
6.7 External Education .....	42
6.8 Problem Resolution (Staff Complaint Policy and Procedure) .....	43
7 Leave .....	44
7.1 Annual Leave .....	44
7.2 Personal Leave.....	46
7.3 Compassionate Leave.....	47
7.4 Parental Leave .....	48
7.5 Long Service Leave .....	50
7.6 Leave Payments.....	53
7.7 Public Holidays .....	53
7.8 Leave Without Pay .....	53
7.9 Jury Leave .....	54
7.10 Armed Service Leave .....	54
8 Performance Management.....	56
8.1 Performance Review and Reporting .....	56
8.2 Performance Feedback .....	57
8.3 Performance Counselling .....	57
9 Diversity Policies and Guidelines .....	59
9.1 Unlawful Discrimination, Sexual Harassment, Bullying and Victimisation.....	59
10 Departures .....	60
10.1 Resignation.....	60
10.2 Retirement .....	60
10.3 Notice of Termination .....	61
10.4 Redundancy and Retrenchment .....	61
10.5 Unfair Dismissal.....	63
10.6 Instant Dismissal.....	65
10.7 Termination of Employment on the Basis of Extenuating Circumstances.....	66
10.8 Reference and Referees .....	66
11 Health and Safety.....	67
11.1 OH & S Guidelines .....	67
11.2 Accident and Injury Report .....	68
11.3 Risk Management and Rehabilitation .....	69
11.4 First Aid.....	69
11.5 Emergency Procedures.....	70
11.6 Fire Safety and Evacuation .....	73

12 Travel, Entertainment, and Expenses .....	76
12.1 Air Travel.....	76
12.2 Accommodation .....	76
12.3 Business Meals and Entertainment.....	77
12.4 Taxis and Use of Personal Car .....	78
13 Security .....	79
13.1 Building Security.....	79
13.2 Data Security .....	80
13.3 Security Passes .....	80
13.4 Property Loss/Damage .....	81
14 Staff Grievance Procedure & Disciplinary Actions .....	83
14.1 Grievance Procedure.....	83
14.2 Employee Disciplinary Procedures, Suspension, Misconduct Procedures.....	83
Using influence to gain financial benefit that acts against the direction of MIT. ....	86
15 Bibliography-Legislative Context.....	86
EMPLOYEE ACKNOWLEDGEMENT FORM.....	87

## 1.1 Disclaimer - Melbourne Institute of Technology

### Important Disclaimer - Published by MIT (ABN 20 072 324 755)

**Legislation reproduced:** MIT advises that Acts and Regulations in this publication are not the authorised official versions of those Acts or Regulations. In their preparation, however, the greatest care has been taken to ensure exact conformity with the law was enacted or gazetted.

**Forward:** effort has been made to ensure that the information contained herein is correct at the time of publication.

This manual should be treated as a guide for general information only. For specific policies, procedures, plans, framework and guidelines please refer to the MIT website at [www.mit.edu.au](http://www.mit.edu.au) , check with your immediate supervisor access other MIT information sources such as staff & student handbooks, student manuals, MIT Diary, partner institutes policies and procedures etc.

Should you require any clarification regarding information contained herein, please contact the Director Human Resources or nominee.

# 2 Introduction

## 2.1 Welcome

It gives us a great deal of pleasure to welcome you to Melbourne Institute of Technology.

We are particularly keen to see our employees develop their talents and seek the opportunity to use them.

The Employee Manual has been compiled to assist both staff and management by providing detailed information in relation to conditions of employment and will assist you in familiarizing yourself with Melbourne Institute of Technology, philosophy, policies and procedures.

Every effort has been made to ensure that the information contained in the Employee Manual is as complete and up-to-date as possible, however, questions and situations that are not covered may arise and you should speak to your manager for assistance or referral in these cases.

Suggestions regarding topics for inclusion are welcomed, and employees are encouraged to refer any recommendations to their managers in the first instance. If the managers deem them to be appropriate, they may then be forwarded onto me.

It is my sincere wish that you gain pleasure and reward from your employment at Melbourne Institute of Technology and that our association will be a long and happy one.

### Chief Executive Officer

#### Mr. Shesh Ghale



## 2.2 Purpose and Scope

The Employee Manual is accessible to all staff. In addition to this manual, Academic staff are provided with a supplementary academic manual titled “Academic Staff Supplement for MIT Employee Manual”.

The manual is designed to provide details of working conditions, benefits and relevant company policies, procedures, processes and guidelines. The information contained within this manual should give you the basic guidance and foundation to understand the company’s aims and goals.

We know this will empower you with the opportunity to reach your full potential and forge solid career goals, maximising the benefit to both parties.

The MIT employee manual should answer some of your questions regarding policies and procedures within the organisation. It is essential that you understand and comply with all the provisions of this manual.

Melbourne Institute of Technology will at times modify, revise or supplement policies and portions of this document as appropriate. Employees will be notified of changes as they occur via their email.

## 2.3 Company Overview

Melbourne Institute of Technology (MIT) is a private company with its head office based at 288 La Trobe in Melbourne. Commencing in 1996, MIT has steadily built its reputation as a growing private educational institution in Australia. MIT is located in the heart of Melbourne, offers a cultured and sophisticated environment in which to learn and grow. MIT prides itself on providing students with smaller class sizes, access to highly qualified and caring teaching staff and a wide- range of support services— including personal counselling and support, peer-to-peer academic monitoring, study skills workshops and career counselling—to allow students to reach their full potential.

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with campuses in Melbourne and Sydney. MIT provides Business, Accounting, IT and Networking programs, and Telecommunications Engineering at Bachelor and Master Level to Australian and International students. Courses are also taught on behalf of Federation University Australia at MIT.

With a commitment to providing high quality educational programs with a professional career outcome and a strong and diverse group of learners and teachers, MIT offers an excellent opportunity for staff to utilise their experience and expertise in their areas of specialisation in an exciting learning and working environment.

### **Vision**

MIT continues to be a leading private higher education provider nationally and internationally by proactively developing innovative educational programs to meet industry needs and by a commitment to inspire tomorrow’s graduates.

### **Mission**

MIT, through its higher education programs and personalised and transformational student experience, provides the opportunity for individuals to access knowledge and to enrich and transform their futures.

## Values

### 1. Excellence.

**Excellence in learning** - engaging our students through small class sizes, face-to-face student and staff consultation, and making our students' aspirations, experience, needs and feedback fundamental to evaluating our performance and driving continuous improvement.

**Excellence in teaching** – through outstanding learning environments, offering industry-relevant curricula, combined with academic rigor including recruiting and retaining highly qualified staff.

2. **Integrity.** Conducting ourselves with honesty, transparency and the highest ethical standards in all aspects of our activities and holding to these standards for our staff and students alike.
3. **Accountability.** Being accountable to our students, staff, each other, and to relevant industry bodies by adopting best practice in academic and corporate governance.
4. **Transformational Change.** Providing effective and innovative teaching methods and a diverse range of student support services to enhance our students' learning experience and opportunity for success.

### Goals and Priorities:

#### 1. Develop and deliver innovative programs that meet industry and market needs

- 1.1. Further develop our suite of innovative, market-led undergraduate and postgraduate programs including strong links with industry, thereby enhancing our programs and underpinning graduate employability.
- 1.2. Continuously improve the core skills embedded in all our programs to ensure the ongoing relevance of our graduate outcomes. We will emphasise practical skills and provide opportunities for our students to develop interpersonal skills, leadership skills, and entrepreneurial thinking to equip them to adapt to an ever- changing global environment.
- 1.3. Ensure our programs benefit from our strong links with business and the professions, so that our graduates are prepared for careers in an increasingly dynamic, globalized workforce.
- 1.4. Strengthen our distinctive exposure in the Australian and international education market, underpinned by high quality teaching, personalized learning, and student-development.

#### 2. Provide an inclusive, service-oriented culture focused on student outcomes

- 2.1. Embrace innovation and technology to streamline our systems and processes to provide continuous improvement of services to our students and staff.
- 2.2. Integrate appropriate technology with new methods of teaching and learning, and provide information and services that enrich the overall educational experience of students.
- 2.3. Increase the focus on improving student outcomes through enhanced student retention, progression, timely completion, and career success.
- 2.4. Increase engagement between students and industry through industry- based projects and student internships.

#### 3. Raise our profile and the impact of our teaching and learning and student engagement with our stakeholders

- 3.1. Promote our standing and reach by actively engaging with business, industry, the professions, schools and the community through partnership, collaboration, and scholarly activities.
  - 3.2. Expand our engagement with alumni in all aspects of our Institute's life, including seeking their assistance with advocacy, scholarships, institutional development, recruitment, and student mentoring.
  - 3.3. Further develop and implement a focused marketing strategy for potential students, highlighting the advantages of our student-centric culture and campus experience.
  - 3.4. Support our future plans by maintaining financial sustainability based on operational efficiency and effectiveness.
- 4. Provide inclusive, innovative and responsible education**
- 4.1. Further develop admissions systems that are based on open access, and which focus on a set of high demand undergraduate and postgraduate programs.
  - 4.2. Optimise the Institute's student services' assets, facilities and resources to promote student and staff interaction, particularly through effective digital environments and well-planned and well-capitalized campus facilities.
  - 4.3. Offer wide-ranging extra-curricular and co-curricular activities to enhance student learning, improve student engagement and community connections.
  - 4.4. Foster mutually beneficial relationships with our alumni networks to leverage their expertise, perspectives and connections for the benefit of the students and the Institute.

## **Enabling Elements**

To ensure these goals and priorities are fulfilled, our Institute must be working at its optimum capacity. This means continuing to value our people, enhancing our financial sustainability, embracing technology and adhering to our values as an organisation.

### **1. Our people**

It is imperative that we attract, develop and retain the best possible academic and professional staff and support them to achieve outstanding quality.

- a) Our academic staff including sessional academics, will be supported in their development including their educational and scholarly activities.
- b) Our workforce profile will be shaped to best meet the needs of our student cohort.
- c) Our staff will continue to understand the business goals and strategies of the Institute and this, in turn, will drive productivity and strengthen the internal brand of the Institute.

### **2. Technology**

We will embrace technology, the digital environment and innovation in the education sector through:

- a) Pioneering the use of new and emerging technologies to improve the student experience and especially learning and teaching.

- b) Providing opportunities for all staff to learn and embrace new and emerging mobile technologies to increase connectivity and flexibility.

## 2.4 Office Locations

Our head office is at:

### Head office (MIT Melbourne)

The Argus, Level 6, 288 La Trobe Street, Melbourne, Victoria 3000, Australia

Telephone +61 3 8600 6700 | Fax: +61 3 8600 6761 | Enquiries: [enquiries@mit.edu.au](mailto:enquiries@mit.edu.au)

w: [www.mit.edu.au](http://www.mit.edu.au) | tw: [twitter.com/mitaustralia](https://twitter.com/mitaustralia) | fb: [facebook.com/mit.australia](https://facebook.com/mit.australia)

Our second campus is at:

### Campus Location (MIT Sydney)

154 Sussex Street, Sydney NSW 2000 Australia

Telephone +61 2 8267 1400 | Fax: +61 2 8267 1499 | Enquiries: [info.sydney@mit.edu.au](mailto:info.sydney@mit.edu.au)

w: [www.mit.edu.au](http://www.mit.edu.au) | tw: [twitter.com/MITSydney](https://twitter.com/MITSydney) | fb: [facebook.com/MITSydney](https://facebook.com/MITSydney)

## 2.5 Staff Conduct

Melbourne Institute of Technology expects its employees to maintain a high standard of conduct and work performance to make sure the business maintains its good reputation with customers and suppliers. Good personal conduct contributes to a good work environment for all.

This involves all employees:

- observing all policies and procedures;
- treating colleagues with courtesy and respect;
- treating customers, clients and stakeholders in a professional manner at all times and
- working safely at all times

Please click on the link below for further information on Staff Code of Conduct:

- Staff Code of Conduct [Form](#)

# 3 Standards of Conduct

## 3.1 Privacy

This privacy policy implemented by Melbourne Institute of Technology extends to and covers all operations and functions of Melbourne Institute of Technology. All directors, managers, employees, contractors, sub-contractors, vendors, service providers, customers, agents or any other third parties who have access to and/or utilize personal information collected and/or held by Melbourne Institute of Technology must abide by this privacy policy.

The objective of the privacy policy is to ensure that a sound privacy foundation and framework is established and maintained by Melbourne Institute of Technology and the company complies with the relevant Privacy legislation – "Privacy Amendment (Private Sector) Act 2000 Commonwealth."

### Ownership

All personal information collected, held or shared by Melbourne Institute of Technology must be done so in accordance with its privacy policy. Melbourne Institute of Technology retains the right to take reasonable steps to ensure that its privacy policy is properly adhered to.

For every operation or function of Melbourne Institute of Technology where personal information is collected, the person to whom the information is addressed to is responsible for ensuring compliance with this privacy policy.

It is the responsibility of all employees and other relevant parties to ensure that they understand and adhere to the privacy policy implemented by Melbourne Institute of Technology and that they maintain up-to-date knowledge of changes or any new privacy policies and procedures. Ignorance of the existence of any privacy policies and procedures will not be an acceptable excuse for non-compliance.

### Contractual Arrangements

Melbourne Institute of Technology must ensure that all contractual arrangements with third parties adequately address privacy issues.

### Privacy Statements

Melbourne Institute of Technology will ensure that a copy of the privacy policy is available to all applicants and customers.

### Collection

Collection of personal information by Melbourne Institute of Technology will be reasonable, lawful and not intrusive. A person must be told our organization's name, the purpose of collection that the person can get access to their personal information and what happens if the person does not give the information.

### Use and Disclosure

Melbourne Institute of Technology will only use or disclose information for the purpose for which it was collected unless the person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure, or the use is for direct marketing in specified circumstances, or in circumstances related to public interest such as law enforcement and public or individual health and safety. Such disclosure must be within the parameters permitted by law.

### **Data Security**

Melbourne Institute of Technology will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorized access, modification or disclosure.

### **Complaints Procedure**

Any complaints or requests for information regarding privacy must be handled in accordance with the following procedure:

Contact the Privacy Officer – The incumbents of the positions Group General Manager will handle any complaints. Confidentiality - Any complaint will be dealt with in the strictest of confidence.

Outside Assistance - Whilst we will make every effort to resolve any complaint within the organization, any person who feels their privacy has been breached has the right to take the complaint to the Privacy Commission.

For more details regarding privacy and collection of information, please refer to <http://www.mit.edu.au/privacy> and section 3.2 Professional Ethical Standards of this manual or click here for the [Privacy Policy](#)

## **3.2 Professional and Ethical Standards**

### **Policy**

Professional and Ethical Standards

### **Description**

Melbourne Institute of Technology has guidelines for all employees regarding Professional and Ethical Standards

### **Purpose**

The purpose of this policy is to explain the general procedures relating to Professional and Ethical Standards

### **Scope**

The following guidelines are to be adhered to by all employees, supervisors and employees.

### **Procedure**

To ensure that all employees are aware of the required standard of behaviour at Melbourne Institute of Technology, the Company has developed a Professional and Ethical Standards.

This Professional and Ethical Standards details the standard of behaviour required of all employees in respect to company related actions and activities. Behaviour outside this code will result to disciplinary action and may result to summary dismissal.

Melbourne Institute of Technology considers any violation of this code to be an important matter. The CEO may take appropriate disciplinary action, including demotion, reprimand and termination, in response to violations. Lack of knowledge of the Professional and Ethical Standards will not be considered a legitimate excuse.

## Purpose and Scope

Melbourne Institute of Technology's reputation and the trust and confidence of those with whom we deal with are among our most vital corporate resources. Our company is committed to conducting its business in a uniformly ethical manner and pursuant to a standard of fundamental honesty and reasonable dealing. This standard requires adherence to all laws, regulations and normal ethical practices that apply to Melbourne Institute of Technology's business activity.

Melbourne Institute of Technology considers respect for the highest ethical standards to be more important than any short-term or temporary gain the company or the employee may receive. The company policy strongly suggests that employees act as leaders and set an example among their business, personal and professional acquaintances.

All staff employed by Melbourne Institute of Technology are expected to adhere to the standards set out in the professional and ethical standards, which include compliance with all federal, state and local laws and regulations.

Melbourne Institute of Technology values staff and recognizes that they are the organization's most valuable resource. Accordingly, the provision of supervision, support, and a proper induction are seen as vital to ensuring staff carry out their roles and responsibilities properly and adhere to the Professional and Ethical Standards.

To ensure all staff are aware of their professional and ethical responsibilities:

Staff will be asked to sign off that they have read and understood the Professional & Ethical Standards when commencing employment, student placements, volunteer or contract work for Melbourne Institute of Technology.

It is not acceptable to breach the Professional and Ethical Standards, and staff that frequently or seriously breaches the Standards will be subject to disciplinary action.

However, Melbourne Institute of Technology will aim to resolve any breaches of the standards using a non-antagonistic and non-judgemental approach. To this end, Melbourne Institute of Technology is committed to offering staff adequate support or training to assist in the non-punitive resolution of any work-related difficulties. Supervision can provide guidance and support to address issues relating to breaches of the Standards. Except in the instance of serious misconduct, Melbourne Institute Technology will work with staff to develop a management plan for resolving problems, ensuring the plan reflects the needs of both the staff member and the organisation.

All written warnings will be issued using the Melbourne Institute of Technology Warning Proforma (**Refer to section 15 of this manual for the appropriate form**). The warning process cannot be instigated without the involvement and approval of the relevant Manager, Director or CEO.

All staff will be informed of the nature of any warning meetings beforehand, and will be given the opportunity to bring a support person or advocate to the meetings.

Any non-official advocates need to be persons agreeable to all parties.

Any disagreements relating to warnings will be documented in staff personnel files and on the warning letters provided.

Warnings are cancelled after a maximum of six months if the behaviour ceases. However, a copy of the warning letter shall remain in the employees file indefinitely.

## Compliance with the Professional and Ethical Standards

The organisation recognises employees are independent moral individuals and sometimes may have a personal, moral or ethical stance that conflicts with participation in, or compliance with, certain policies or procedures. Where a staff member identifies a conflict of this type, it is the individual's responsibility to make their manager aware of the conflict as soon as possible. The manager will attempt to resolve the conflict or make alternative arrangements

with the individual. Any decision to remove a worker from a particular role or responsibility because of a personal, moral or ethical conflict of interest needs to take into consideration the responsibilities and obligations outlined in the worker's position description. Where the individual is unsatisfied with the outcome the Melbourne Institute of Technology's Staff Dispute and Grievance Resolution Policy will apply. Refer to section 15 of this manual for the MIT Staff Dispute and Grievance Resolution Processes.

### **Employee Behaviour**

Employees are expected to behave honestly and with integrity, care and diligence in the course of work for Melbourne Institute of Technology. At all times, staff must promote and preserve the trust inherent in the service provider/customer relationship, and maintain a cooperative and collaborative approach to working relationships. Employees are expected to treat customers, Melbourne Institute of Technology staff and any other persons they come into contact with in the course of their work with respect and dignity.

### **Public Duty**

Staff should give priority to their appointed duties and responsibilities, except in emergencies. In the event of an emergency, such as a critical incident, staff may act in a manner that protects and preserves the safety, integrity and dignity of customers, other staff, Melbourne Institute of Technology, the general public and themselves.

### **Privacy and Confidentiality**

Staff must ensure the privacy, autonomy and dignity of customers is maintained at all times. All staff should maintain privacy of personal information and client confidentiality. Personal information is collected, used, disclosed, stored and destroyed in compliance with relevant privacy legislation (MIT is bound by the national Privacy Principles (NPPs) in schedule 3 of the Privacy Act 1998 (Cth) (See [www.comlaw.gov.au](http://www.comlaw.gov.au)). Staff must also observe privacy and confidentiality in relation to Melbourne Institute of Technology staff and any privileged organisational information. Refer to the Melbourne Institute of Technology, Information Privacy Policy at <http://www.mit.edu.au/privacy>

### **Conflict of Interest**

Staff must disclose any conflicts of interest (real or apparent), or matters that may affect their capacity to act with impartiality.

Employees who perform any discretionary function (for example recruiting staff or contractors, providing advice, policy development or review etc) must declare any potential conflicts of interest to their manager or the CEO. Wherever possible, employees in such a position disqualify themselves from any dealings that may raise a real or perceived conflict of interest.

Situations where possible conflicts of interest may occur include but are not limited to the following:

The recruitment of friends or family members into the organization as staff members and locums as well as volunteers, students or contractors.

The provision of a service to family or friends.

The provision of financial assistance by a service to family or friends.

Staff being engaged in other employment of potential or perceived conflict.

### **Equity Principles**

Staff must treat everyone with respect, impartiality and courtesy. In particular, staff accord respect to the dignity,

values, history, religion and culture of the people with whom they work, including customers, fellow staff, management, other organisations and members of the general public.

All staff take responsibility for creating a workplace free from bullying, harassment and discrimination based on age, gender, marital status, career status, pregnancy, parenthood, physical features, sexuality, sexual orientation, social and economic circumstances, race, disability, religious and political beliefs and activities, industrial activity or personal association with a person who could be discriminated against. Refer to section 9.1 and 9.2 of this manual for the Melbourne Institute of Technology's Workforce Equal Opportunity Policy and Preventing Bullying & Harassment in the Workplace Policy.

### **Responsive Service**

Staff must provide a flexible and responsive service to all customers, other staff and the general public, providing all necessary and appropriate assistance. Staff must provide information and assistance promptly and in a manner appropriate to the needs and situation of the person. The information is clear, accurate, current and complete, and does not convey the staff member's own prejudices, assumptions or judgements.

### **Team Work**

In recognition of the critical role teamwork plays in the effective and efficient working of Melbourne Institute of Technology, everyone at Melbourne Institute of Technology is courteous and responsive, and contributes to a positive working environment. Staff should be aware of the impact of their actions, behaviour and attitudes on other staff, and should endeavour to minimise any negative impact on the team. Staff should engage in open and constructive communication with all other staff and management.

### **Capacity to Work**

Staff must notify their manager or supervisor if they become aware of a matter that may seriously impact their capacity to fulfil their role, or may in any way risk the health, safety or well-being of other staff, customers or members of the general public.

In addition, if a manager or supervisor becomes aware of an issue impacting on a staff member's capacity to fulfil their role, they raise the issue as soon as possible and in an appropriate forum.

Melbourne Institute of Technology has a responsibility to ensure steps are taken to minimise risk or harm that may arise due to a staff member's personal situation. Melbourne Institute of Technology does not discriminate against staff due to such matters, and endeavours to develop appropriate strategies to accommodate such changes to a staff member's situation.

### **Use of Resources and Position**

Employees keep up-to-date with changes in their area of work and look for ways to improve performance and achieve high standards of work. Employees use their authority, available resources and information for the work-related purpose intended. While private use of equipment and resources may be authorised by management, the needs of customers and the organisation always take precedence.

### **Private Business**

Staff should not engage in private business or work for other organisations during their normal working hours. Exception will be permitted however such exceptions must obtain permission from the CEO in writing.

## Managing Breaches in the Professional and Ethical Standards

Generally, Melbourne Institute of Technology will manage breaches of the Standards of work by investigating each alleged breach. The investigation will be conducted by the manager for any alleged breaches of the standards and will look at the evidence and information that substantiates the breach.

If the allegation is substantiated, then the perpetrator of the breach will be counselled as part of the warning process. This counselling process is informal with its purpose is to provide the staff member with the opportunity to respond to the allegations, and to find ways to prevent the breaches from re-occurring.

## Learning

In cases where this policy is applied, a confidential and timely process of learning from and reflecting on its application will follow. The manager involved will guide this process.

The CEO and managers are responsible for:

- The speedy resolution of enquiries into breaches of professional and ethical standards or serious misconduct (for serious misconduct cases refer to your individual employment contract).
- Ensuring reports of serious misconduct or breaches in the Professional and Ethical Standards are thoroughly investigated and appropriate action is taken.
- Giving employees, who breach the Professional & Ethical Standards, warnings when appropriate.
- Suspending employees (when appropriate) under investigation for serious misconduct.
- Summarily dismissing staff who, after investigation, are found guilty of serious misconduct. Serious misconduct parameters are set out in the employee contract of employment and section 15 of this manual.
- Ensuring all warnings, suspensions and summary dismissals are properly documented.
- Ensuring employees are adequately trained in Equal Opportunity, Preventing Workplace Bullying & Harassment and Information Privacy policies.

Managers are responsible for:

- Ensuring employees have read and adhere to the Professional & Ethical Standards.
- Ensuring the CEO/Managers are made aware of misconduct and breaches in the Professional and Ethical Standards as soon as they occur.
- Working together with the CEO/manager to develop a plan to manage the breach, while remaining supportive and respectful of the staff member.
- Ensuring employees are provided adequate supervision and training to prevent breaches from occurring or re-occurring.

All staff are responsible for:

- Adhering to the Professional & Ethical Standards (contained herein).
- Reporting to their coordinator/manager/CEO any breaches they have witnessed which are considered to put at risk the health and safety of other employees, customers and the general public.

## Compliance with the law including Whistleblowing Legislation

Melbourne Institute of Technology policy is to obey the law and regulations of every state and country in which the Organisation does business. Melbourne Institute of Technology recognises that with the law, many interpretations

often exist and employees who are untrained in the law may find it difficult to distinguish proper from improper conduct.

In such cases, an employee should seek the advice of their manager, or CEO before he or she acts. The guidelines are:

Employees shall not participate in any scheme with competitors to limit competition, fix prices, or otherwise collude in the sale of work by ourselves or others.

Employees should not have an interest or equity in a business which has interests that conflict with those of Melbourne Institute Technology unless such interest/s are declared and approved by the CEO.

Employees shall not knowingly participate in any meetings, negotiations, or discussions where illegal practices are suggested, offered or planned. In the event a manager or subordinate is unknowingly involved in such discussions, they should promptly and unequivocally refuse to participate in such schemes and shall promptly report the matter to the CEO.

Employees should not use their position or authority to receive, request or contract any kickbacks or monetary gifts.

For Whistle-blower's legislation refer to:

<https://www.whistleblowing.com.au/learn/whistleblowing/whistleblowing-legislation/>

For the MIT Whistle-blower Policy and procedure please refer to the following link:

<https://www.mit.edu.au/about-us/governance/institute-rules-policies-and-plans/policies-procedures-and-guidelines/WhistleblowerPolicyAndProcedure>

[Or click here for the Whistle-blower Policy and Procedure.](#)

### **Areas for Potential Conflict**

Employees have a responsibility to work in the best interests of Melbourne Institute of Technology and to avoid situations and actions that may be, or create the appearance of being, in conflict with the organisation's objectives and principles. The following are examples of activities that must be avoided:

Holding a substantial financial interest in any enterprise with which Melbourne Institute of Technology has business dealings (e.g. Competitors, suppliers and customers).

Hold concurrently another role, which the organisation does not approve.

Accepting, directly or indirectly, from any vendor or supplier of services, by an employee or any member of an employee's immediate family, any vacations, cash payment, service or loan (except from financial institutions).

Acting as a general manager, officer, and employee or otherwise for any business with which Melbourne Institute of Technology has a competitive or business relationship, unless approved by the CEO.

Competing with Melbourne Institute of Technology in the purchase or sale of any kind of service (tangible or intangible) or diverting a business opportunity from the Organisation for the employee's personal interest.

Using Melbourne Institute of Technology assets (e.g. Funds, customer information, facilities, know-how or personnel) for the benefit of other business or personal interests.

The employee should report to his or her manager any situation that is likely to cause the employee to have a conflict between the interests of Melbourne Institute of Technology and another institution prior to dealings. The manager must clear any such arrangement with the CEO. Confirmation of this must be recorded in writing.

Managers are to monitor and be sure that their employees understand and comply with these standards.

### **The Chief Financial Officers' Responsibilities**

The Chief Financial Officer must make sure all transactions and finance activities are conducted according to the strictest legal and ethical standards. He must report to the CEO any actual, apparent or potential transactions that violate the Code of Conduct.

## Obligation to Report

Each employee has the direct obligation and responsibility to report any real or apparent violations of the Professional and Ethical Standards.

Employees should first report questionable practices to their manager.

Depending on the seriousness of the situation, the manager should quickly respond to the report and take all necessary action to make sure that the violation is corrected or the situation clarified. If an employee is not satisfied with the initial response, he or she should appeal in writing directly to the Campus Director/Equivalent. The Campus director will hear the matter and devise appropriate action. Such action must involve consulting with the CEO.

## 3.3 Confidential Company Information

### Purpose

The purpose of this policy is to explain the general procedures relating to Confidential Company Information

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

Confidential company information is considered Melbourne Institute of Technology property and may only be used or disclosed with proper authorisation and only in the exercise of an employee's duties.

Melbourne Institute of Technology will keep the amount of information it considers confidential to a minimum.

However, it has the right to protect certain types of information especially that which might jeopardise the company's customers and suppliers, give competitors advantages and harm company investors and employees. Each employee must protect confidential information to which he or she has authorised access, or to which he or she gains inadvertent access. Access, in itself, never confers the privilege of disclosing the information.

Employees must protect confidential information of customers.

The protection of confidential Melbourne Institute of Technology extends to confidential information of all employees, suppliers and customers of Melbourne Institute of Technology.

### Definitions

Confidential information includes, but is not limited to:

All information regarding our customers and those of businesses related to Melbourne Institute of Technology;

Business methods and marketing strategies;

Financial affairs and accounting methods;

Supplier and customer lists, and customer agreements;

Customer information and other personal information;

Products, components of products, pricing policies and costing;

Manuals, procedures, maintenance scheduling, training materials, and computer programming information;

Research and development;

Budgets and strategies; or

Any information that could reasonably be assumed to amount to confidential information.

### **Personal Use of Company Property**

Employees may not use, divert or appropriate Melbourne Institute of Technology property, equipment, services or assets for personal use or benefit. The improper and unauthorised use of any of these will be treated as theft. Under no circumstances is Melbourne Institute of Technology intellectual property to be taken from Melbourne Institute of Technology premises without prior authorisation from the CEO.

### **Approvals and Advice**

Employees are encouraged to discuss issues and concerns pertaining to Melbourne Institute of Technology's commitment to ethical business practices with their managers. All managers shall be responsible for the enforcement of compliance with this policy.

Any questionable circumstances requiring investigation or interpretation under this policy (Confidential Company Information) should be referred to the GGM/CD/CEO/MD.

## **3.4 Intellectual Property**

### **Purpose**

The purpose of this policy is to explain the general procedures relating to Intellectual Property

### **Scope**

The following guidelines are to be adhered to by all employees.

### **Description**

As a company, Melbourne Institute of Technology must protect its intellectual property from falling into unauthorised hands or being disclosed to other parties without its knowledge or permission. Employees must keep all intellectual property secure and not access, copy, or disclose to anyone without proper authority.

Employees must not misuse confidential information or intellectual property, and must maintain the integrity and security of any company documents or information for which they are responsible.

All inventions, discoveries and improvements, including software, which may be conceived or made by the employee (whether alone or not) during the period of employment, developed on company time or which is or maybe related to the company's business remains the property of Melbourne Institute of Technology. For this purpose:

- a) The Employee assigns to the Company:
  - i. all inventions, discoveries and novel designs, whether or not registerable as designs under the Designs Act 1906, patents under the Patents Act 1952 and trademarks under the Trade Marks Act 1955; and
  - ii. the entire copyright in all works, including but not limited to all literary and other works as defined in the Copyright Act 1968 whether created by the Employee as a result of and in the course of their employment, either solely or jointly with others.
- b) The assignment under clause (a) does not restrict the Employee's right to utilise the general expertise and knowledge accumulated by the Employee in the performance of their services under this agreement, and the Employee is entitled to use routine procedures developed by the Employee in the performance of those services, but the Employee may not make reproduction or substantial reproduction of any of the intellectual property assigned by clause 23(a) without the written license of the Company.
- c) Where the Employee makes any patentable process or article as a result of and in the course of the performance of their services, the patent is owned by the Company.
- d) The employee is not to disclose or use without authorisation the intellectual property of the Company (Including: the exclusive right to use trademark(s), service mark(s), business plan(s), software copyrights, teaching materials, research reports of special projects, miscellaneous copyright and all other intellectual

property which belongs to the Company according to the law.

If there are any doubts about any issue relating to intellectual property or confidential information, consult the CEO/MD. We consider failing to comply with the terms of this policy as a fundamental breach of your Contract of Employment, which may lead to termination.

## 3.5 Confidentiality of Employee Information

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Confidentiality of Employee Information.

### Scope

The following guidelines are to be adhered to by all employees.

### Rationale

This policy ensures that information supplied to the company by the employee as well as information collected during the course of employment of an employee, is treated in the same way for all employees. The application of this policy will not be limited to just employees of the company, but also any other individual who supplies personal information to the company.

### Access to Employee Files

Employee information is confidential and will be filed under lock and key by the Director Human Resources or their nominee. Personnel authorised to have access to these records include the:

CEO; or the

MD

DHR

Chief Financial Controller

Nominee of the Director Human Resources.

Other management may review these records only with the approval of the CEO/MD

### Employee request for Information to be supplied to others

An employee may request written confirmation of employment and salary for personal reasons. These requests should be referred to the GGM/DHRD/CD who will issue and authorise the letter.

## 3.6 Dress Standards in the Workplace

### Policy

Dress Standards in the Workplace

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Dress Standards in the Workplace

### Purpose

The purpose of this policy is to explain the general procedures relating to Dress Standards in the Workplace

## Scope

The following guidelines are to be adhered to by all MIT employees.

## Description

Melbourne Institute of Technology maintains a professional business image and environment for employees and customers; therefore, the attire worn must be appropriate to the environment.

Melbourne Institute of Technology reserves the right to request an employee to dress to an appropriate standard as a condition of employment. As a minimum standard, dress should be clean, neat and professional.

All MIT employees must adhere to the following corporate dress standards.

## Corporate Dress Standard

The Melbourne Institute of Technology Corporate Dress standard is that all - staff should dress in a professional and business like way, in keeping with the high standards of service that we expect to provide to our customers. This standard is generally called "Business Formal".

## Business Formal

Business Formal dress will apply Monday to Saturday. Business Formal for males is trousers and a shirt, for females' trousers or a skirt and an appropriately modest top are appropriate.

## Unacceptable Attire for either Gender

Unwashed clothes

Jeans

Chinos

T-shirts with slogans or pictures

## 3.7 Drugs, Alcohol and Smoking in the Workplace

Refer to the MIT website at this link: [Alcohol and Drug Policy and Procedure](#) for further details.

# 4 Recruitment and Induction

## 4.1 Recruitment of Staff

### Description of Recruitment Guidelines

Melbourne Institute of Technology has guidelines for all employees regarding Recruitment of Staff refer to the Academic and General Staff Recruitment Policy and Procedure [Form](#).

### Purpose

The purpose of these guidelines is to explain the general processes relating to Recruitment of Staff.

### Scope

The following guidelines are to be adhered to by all employees.

### Process

#### Minimum Requirements

All recruitment must be conducted in accordance with the following minimum requirements:

Approval - All recruitment must be approved by the CEO.

References – The manager responsible for the recruitment must ensure that written reference checks are completed prior to a formal offer of employment being communicated.

Proof of Australian Citizen or Permanent Residence Status must be carried out before letters of offer are prepared. This is a legislature requirement Refer to:

[www.austlii.edu.au/au/legis/cth/consol\\_act/ma1958118/s5.html#work\\_agreement](http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/s5.html#work_agreement).

It is **recommended** that Police and medical checks be carried out before letters of offer are prepared.

When MIT recommends a medical check-up be carried out then such medical costs shall be borne by MIT.

Offer of Employment – All formal offers of employment must be confirmed in writing by issuing a Letter of Offer. This letter must be prepared by the MD/DHRD/CD/GGM.

Any changes to the standard staff Letter of Offer must be approved by the CEO to ensure the company complies with all legal employment obligations.

Where required candidates may undergo a psychological assessment before an offer of employment is made.

### Sourcing Candidates

The most appropriate method of sourcing candidates needs to be determined. Some options are:

- Advertising externally in the press or the internet.
- Internal promotion.
- Personal recommendation/referral.
- Recruitment agencies.

### Position Description

A Position Description describes the following aspect of the position:

Role and responsibilities

Key Task Areas.

Evidence of Effectiveness.

The replacement of an employee provides an ideal opportunity to review the key areas to accomplish in the role and to suggest appropriate changes. Position Descriptions are to be established and modified in conjunction with the immediate responsible manager and the DHRD/GGM/CD.

### **Advertising the Position**

All job advertisements need to clearly state the position, skills and experience required and minimum qualifications. This enables us to attract an appropriate pool of candidates. In addition, the telephone number, contact person, and address for written responses needs to be included. To avoid legal recourse, always avoid discriminatory requirements such as gender, marital status, age, years of experience etc. The Position Description is important in designing an advertisement that will attract suitable candidates.

Advertisements can be placed directly under the Company logo or through a Personnel Recruitment agency with or without declaring our Company name. If further advice is required, please contact the MD/GGM/CD.

### **Short-listing Candidates**

The Manager will select the candidates for interview based on the selection criteria developed from the Position Description. To develop appropriate selection criteria for the position, assistance can be gained from the immediate responsible manager and the GGM/CD/CEO.

All non-agency interviewed candidates who are not successful after being interviewed should receive timely written acknowledgement of this outcome. The Unsuccessful Letter template can be used as a guide.

If an agency is involved, they will short list and interview candidates (based on a brief given to them from the manager who is recruiting) and respond to candidates not successful after interview.

The confidentiality of all applicants must always be respected.

### **Conducting Interviews**

Depending on the level of the position, several interviews may take place during the selection process. This may include one on one interviews, or a panel type interview.

An interview guide, based on the selection criteria established for the position, can assist in conducting interviews. The interview guide can be developed in conjunction with the immediate responsible manager and the DHRD/GGM/CD.

The interview will flow from the guide and answers need to be recorded & rated against the selection criteria.

During the initial interview process the leading applicant or applicants should be interviewed by at least two persons familiar with the job requirements, to allow for a second opinion and objective assessment. The MD or CEO will also meet with short listed candidates for a brief interview.

The following company topics should be covered at some stage during the interview process:

- Brief company history.
- Outline of the position.
- Benefits of working at Melbourne Institute of Technology.
- General conditions of employment i.e. salary, working conditions.
- Employee benefits.

### **Psychological Assessment**

Psychological assessment is an integral part of the recruitment process. It **may be used** in conjunction with the resume, interview notes and reference checks to provide balanced information upon which to make the selection decision.

Short-listed applicants for managerial roles **may be required** to undertake a psychological assessment, and any other position as deemed necessary.

A psychological assessment usually consists of a battery of tests, which provide a fairly accurate measure of candidate's cognitive skills such as verbal, numeric and abstract reasoning, as well as vocational interests and personality traits.

### **Conducting the Tests**

Only a trained and skilled practitioner, who is a registered psychologist, should conduct psychometric testing. The Company will nominate the practitioners to be used at MITs cost.

### **Using the Test Data**

The psychologist will provide a verbal or full written report of the test scores and a detailed analysis of the findings, which will be given to the recruiting manager with the consent of the applicant. This data should always be treated as strictly confidential as it is sensitive information. It should be read thoroughly and considered along with other data gathered as part of the recruitment or developmental process. It should never be used as the only criteria upon which a selection decision is based.

### **Preferred Supplier**

At this stage we have retained "Psychometric Solutions", as a provider of psychological testing services, for the purpose of conducting these tests.

### **Additional Information**

When interpreting the test data, the psychologist needs to take into account the position specification and the environment the person will be working in. They will therefore need to be thoroughly briefed by the recruitment Manager on the position parameters before these factors can be considered.

### **Feedback**

Each candidate has the opportunity to receive feedback from the psychologist on their test results. This maintains the integrity of the process and can provide the candidate with valuable information with which they can make career and development decisions.

## Confidentiality

The data that is collected at the time of the psychological assessment will be held by the psychologist involved, in accordance with the guidelines laid down in the Code of Professional Conduct – Australian Psychological Society. Any written report will be held in safe custody by the Corporate Office.

## Amendment to Remuneration

If the remuneration package agreed to at the beginning of the recruitment process needs to be amended, then the recruiting manager will need to get approval from the CEO/DHRD/GGM/CD for this amendment.

## Reference Checks

Whenever possible, references must be checked with at one peer and a manager or supervisor from least two prior employers. This enables us to gain overall knowledge of skills and suitability. Reference checking will be carried out by the Manager or recruitment agency. Reference check questions will be tailored to address the requirements for each position, and to eliminate specific doubts you may have about the applicant. Consent to conduct reference checks must be obtained directly from the applicant, even if the referee's details are included on the applicant's resume. All reference check reports must be in writing, completed reference check reports to be handed to DHRD/GGM/CD to be filed on the employee's personal file.

Refer to the Reference Check form for guidance, which is available on the Intranet (J drive).

Broadly, the questions asked may include:

Quality of work performed	Customer relations
Responsibilities	Level of supervision required
Achievements	Innovation
Technical skills	Problem solving ability
Honesty & reliability	Ability to cope under stress
Interpersonal skills	Strengths
Communication skills	Areas that need improvement
Reason for leaving	Teamwork
Flexibility	

You must not ask questions regarding age, race, national origin, sexual preferences, marital status, dependents or religion. It is against the law to enquire about factors that are not job-related. A number of Federal and State laws, such as the Racial Discrimination Act 1975; Sex Discrimination Act 1984; Disability Discrimination Act 1992; Racial and Religious Tolerance Act 2001; Age Discrimination Act 2004; and the Equal Opportunity Act 2010. Breach of the law may result in civil or criminal proceedings.

## Medical Clearance

It is Company Policy for all employees to complete the Statement of Health Declaration, as part of the Application for Employment (Relevant form is a provided under section 15 of this manual). This is a requirement of the Accident Compensation Act 1985 (Vic). For most, if not all positions pre-employment medical checks are required. When completed the Statement of Health Declaration must be given to the GGM/CD.

Where required a pre-employment medical check is to be carried out prior to an offer of employment being made. If this is not possible, then employment is to be **conditional upon a satisfactory medical**. This needs to be communicated to candidates.

## Police Checks

Where required a pre-employment police check is to be carried out prior to an offer of employment being made. If this is not possible, then employment is to be **conditional upon a satisfactory police check**. This needs to be communicated to candidates.

## Proof of Australian Citizen or Permanent Residence Status Requirement

The *Migration Act 1958 section 5* (as amended in 2013)

([www.austlii.edu.au/au/legis/cth/consol\\_act/ma1958118/s5.html#work\\_agreement](http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/s5.html#work_agreement)), entails a regime of obligations on all Australian employers to check the status of all new employees. Under the new legislation, it will be considered a criminal offence for a person, either knowingly or recklessly, to allow an illegal worker to work, or refer an illegal worker for work with another business.

As an Australian employer Melbourne Institute of Technology has implemented a systematic approach to checking the permanent residency or Australian citizenship status of all new employees in a move to ensure full compliance with legislation enacted under the Migration Act 1958. Refer to [http://www.austlii.edu.au/au/legis/cth/consol\\_act/ma1958118/s245aa.html](http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/s245aa.html) [http://www.austlii.edu.au/au/legis/cth/consol\\_act/ma1958118/s245ab.html](http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/s245ab.html) [http://www.austlii.edu.au/au/legis/cth/consol\\_act/ma1958118/s245ac.html](http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/s245ac.html) Melbourne Institute of Technology requires that applicants for jobs provide one of the following pieces of documentation to evidence your Australian citizenship or permanent residence status. For Australian citizens:

Valid Australian Passport (photo identification page only);  
Australian Citizenship certificate\*;  
Certificate of Evidence of Citizenship\* OR  
Australian Birth Certificate\* (extract or full copy)

\*Apart from the passport option, each must be accompanied by an Australian Passport or driver's licence for verification of identity.

For Australian permanent residents an Australian permanent residence visa label, accompanied by a valid overseas Passport to confirm the identity of the visa holder.

If suitable documentation cannot be provided by the candidate they cannot be appointed as an employee of the business.

## Offer and Acceptance of Employment

The CEO or his delegate is responsible for issuing all Letters of Offer. The Company's policy is to engage all staff personnel with a Staff Employment Agreement; the "Letter of Offer" to the successful candidate becomes the "Staff Employment Agreement". The letter of offer sets out the terms and conditions of employment for the prospective employee and has the legal status of a common law contract.

For any changes to the standard Letter of Offer, refer to the CEO to ensure the company complies with all legal employment obligations. The Letter of Offer must include a duplicate copy for the applicant to sign and return as acceptance of the offer prior to commencement date.

Please ensure these details are provided to the GGM/CD or Human Resources Assistance by filling in the new

employee Contract Required Form.

### **Unsuccessful Applicants**

All candidates that have been through the interview process either through an agency or having applied directly to Momentum and not selected for the position should receive timely verbal or written acknowledgement of this outcome. Please refer to the Unsuccessful Letter template for unsuccessful non-agency second round candidates in section 15 of this manual.

To comply with Privacy laws the confidentiality of application details must be respected by either securely destroying or returning applications within a reasonable time.

For further information, refer to the MIT website at: <http://www.mit.edu.au/privacy>

## **4.2 Contractors**

### **Description**

Melbourne Institute of Technology has guidelines for all employees regarding Contractors.

### **Purpose**

The purpose of these guidelines is to explain the general requirements and processes relating to Contractors.

### **Scope**

The following guidelines are to be adhered to by all employees.

### **Minimum Requirements**

All independent contractors not coming to Melbourne Institute of Technology via a recruitment agency must be engaged in accordance with the following minimum requirements:

Approval – The engagement of an independent contractor must be approved by the CEO or delegate.

References – The manager responsible for the engagement of an independent contractor must ensure that reference checks or other proof of skills and experience are provided prior to entering into a formal agreement.

Agreement – All independent contractors must sign a Contractor Contract Agreement.

Any changes to the standard agreement must be approved by the CEO or delegate to ensure the company complies with all legal employment obligations.

### **Contractor Agreement**

The Independent Contractor accepts full responsibility for all employer obligations that is PAYE Tax deductions, superannuation, payroll tax etc. A specific agreement is required between Melbourne Institute of Technology and the Contractor to clarify these responsibilities.

In the agreement, particular attention should be made to Worker's Compensation Insurances. If the contractor is responsible for Worker's Compensation, then evidence of the insurance policy is required. If the company is responsible, then details of payments made to the contractor should be forwarded to the Finance Manager.

A sample Contractor Agreement held by the CEO or his delegate and may need to be adapted for the particular circumstances. If this is required, please discuss with the CEO or delegate as legal advice may be required on the changes.

Contractor Agreements are a commercial contract arrangement and are not to be maintained within the personnel files or pay records. The immediate manager or the CEO or delegate is responsible for control of such agreements and for payment of invoices to such agreements.

## 4.3 Induction

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Induction

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

#### Minimum Requirements

Induction prepares employees for their new roles and responsibilities and provides an introduction to Melbourne Institute of Technology and its divisions, culture, and people. Every effort should be made to ensure that it is a positive experience. Effective induction results in more satisfied and confident employees and assists us to assimilate and retain employees. The following should be in place:

- All new staff must be provided with the "New Employee Welcome Pack" upon commencement.
- An introductory meeting between the relevant manager and the new employee must be arranged on the first day of employment. The relevant manager is to confirm that relevant documents have been submitted e.g. certified copies of qualifications, staff profile/portfolio, proof of citizenship/permanent residency (as applicable).
- All new staff must be provided a Position Description that clearly outlines their duties and performance standards.
- All new staff must be taken through the Employee Manual (this manual) by the DHR or nominee to ensure an understanding of Melbourne Institute of Technology policies and procedures.
- The manager responsible must refer to the Induction Checklist as a guide to managing them through the induction process. This includes:
  - An overview of the area e.g. Layout of work area, location of facilities – kitchen, first aid trained personnel & first aid box, fire escapes, toilets.
  - What the work area does and how it fits into the organisation. Discuss how the new employee's position fits into the team and the key tasks, work routine, supervisory responsibilities and expectations.
- Ensure that the new employee understands the following key areas that are contained in this manual
- Terms & conditions of their employment contract.
- Daily time keeping procedure, including hours of work, lunch, morning & afternoon tea breaks.
- Pay procedures including timing, method of payment, & general deductions allowed.
- Ensure the new employee understands that completion of the Legislative Framework Awareness (National Code and ESOS) eLearning Module is mandatory in the first week of commencement, and as a refresher Module to be completed annually thereafter.
- Leave entitlements and method of requesting.
- Safety procedures and reporting of accidents.
- Any security aspects they need to be aware of.
- The company's disciplinary procedure.
- The new employee is to provide a signed acknowledgement form (Relevant form is contained in section 2.5 of this manual).

An overview of Melbourne Institute of Technology intranet and the information contained therein (Refer to section 5 of this manual).

Fair Work Information Statement available at:

<http://www.fairwork.gov.au/FWISdocs/Fair-Work-Information-Statement.pdf>

The manager must arrange and conduct regular review meetings to monitor progress and provide an informal time for questions and further induction planning. Effective induction is a joint responsibility.

### **Pre-arrival**

Before commencement, make sure the new person has:

- Accepted a written offer of employment.
- The company telephone number and a contact for any queries.

At a suitable time before the new person starts, announce the appointment to all employees. Ensure that all employees are aware of:

Person's name, position and who they will report to.

Commencement date.

Any other relevant information.

Nominate a person in the work group to be the new employee's "buddy", for an initial period, to help them settle in. The buddy is there to deal with day to day issues.

Make the appropriate administrative arrangements and ensure the work environment is prepared where appropriate, including:

- Employee file is created.
- Work-station / telephone / PC & access.
- Stationery.
- Internal phone listing and
- Other job-related equipment as appropriate. Schedule any appropriate 'greeting and briefing' meetings.

### **Day one/first week**

The line manager should greet the employee on arrival.

The most senior local manager should welcome the employee (Campus Director/Academic Director/Equivalents).

Meet with other appropriate managers they will interact with regularly, for an overview of the department's activities, key responsibilities, current issues and objectives.

An informal meeting to meet with other staff on the site.

Welcome the new employee to the company. Explain how the induction process works and your role during this time.

Give them the "New Employee Welcome Pack" and ensure that the following forms are discussed, completed and returned to payroll:

- A signed acceptance copy of the Letter of Offer
- A signed Position Description form
- New Employee Details Form
- Tax File Number Declaration Form
- Bank Account Details Form
- Superannuation election Form
- Employee Manual Acknowledgement Form

- Staff profile/portfolio

Introduce the new person to their fellow employees and senior staff. Brief the employee on the structure of the company, explaining the lines of authority within the company and within their department.

Have your 'greeting and briefing' meeting with the new person and work through the Induction Checklist as outlined above. Give the employee their copy of the relevant manuals, key/pass and information and ensure that the employee understands the provisions regarding the probationary employment period, and subsequent review that will confirm continuing employment.

A record of the initial Induction should be placed in Employee's File including date. This should include who undertook the induction and any special matters that arose during the induction.

The manager is to meet with the person daily during the first week, for discussion and to answer any queries that may have arisen.

# 5 Phone, Email and Internet Usage

## 5.1 Use of Organisation Phones

### Policy

Use of Organisation Phones

### Preamble

Melbourne Institute of Technology has a policy for all employees regarding Use of MIT's Phones.

### Purpose

The purpose of this policy is to explain the general procedures relating to Use of MIT's Phones.

### Scope

The following policy is to be adhered to by all employees.

### Description

From time to time employees will need to make and accept personal calls during the course of the working day. These calls are to be kept to a minimum. Under no circumstances are employees permitted to make long distance personal calls, dial 1900 information numbers or any other chargeable phone services.

## 5.2 User Account Email and Internet Guidelines

Further Information on the email usage and IT guidelines are available at:

<https://www.mit.edu.au/ITGuideLines/MIT-User-Account-Email-and-Internet-Guidelines> or click [here](#).

### Policy

Email Ownership and Monitoring

### Description

Melbourne Institute of Technology has a policy for all employees regarding Email Ownership and Monitoring.

### Purpose

The purpose of this policy is to explain the general procedures relating to Email Ownership and Monitoring.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

E-mail and computer systems (including the information and applications resident on such system) to which the Company provides access are the sole property of Melbourne Institute of Technology. Although the Company respects the individual privacy of its employees, that privacy does not extend to work-related conduct and use of the Company's system. Thus, employees should not use these systems for any communications, which they wish to

keep private.

Furthermore, employees should be aware that Melbourne Institute of Technology monitors its electronic communications systems to ensure secure and efficient maintenance of our system. The Company reserves the right to monitor and access (recover, read, copy or delete) any email or other communication made through its electronic system including documents stored by you on any Company computer. Access to the Internet may be logged and monitored for potential abuse and unethical use.

Even after an electronic communication/file is deleted or an Internet session is closed, it may be possible for the organisation to recover or recreate that electronic communication, file or Internet session.

Employees found to be breaching these policies may be subject to instant dismissal. Refer to section 15 of this manual for information on dismissal.

Refer to User Account Email and Internet Guidelines

## 5.3 IT Security and Maintenance

### Policy

Security and Maintenance

### Description

Melbourne Institute of Technology has a policy for all employees regarding Security and Maintenance.

### Purpose

The purpose of this policy is to explain the general procedures relating to Security and Maintenance.

### Scope

This policy applies to all MIT employees.

### Procedure

Username and passwords are used to maintain individual accountability. Passwords must therefore not be shared.

Employees should schedule any lengthy operations which may tie up Melbourne Institute of Technology Service's systems such as large file transfers, video streaming, mass e-mailing etc. for off-peak times. In the administration of the system, large communication will be automatically notified to the system administrator. Melbourne Institute Technology reserves the right to impose download limits.

In general, employees are not allowed to delete any e-mail or voicemail messages from the system.

All employees must adhere to download limits set by IT.

Users of e-mail and Internet must ensure that incoming or outgoing e-mails or files are scanned for viruses before they are run, accessed or distributed.

Employees found to be breaching these policies may be subject to instant dismissal. Refer to section 15 of this manual for information on dismissal.

## 5.4 Acceptable Use Policy

### Purpose

The purpose of this policy is to explain the general procedures relating to Acceptable Use Policy

## Scope

This policy applies to employees, contractors, consultants, temporary employees, and other workers at Melbourne Institute of Technology, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Melbourne Institute Technology.

## Procedure

Melbourne Institute of Technology's management intention for publishing an Acceptable Use Policy is not to impose restrictions that are contrary to the Melbourne Institute of Technology Service's established culture of openness, trust and integrity. Melbourne Institute of Technology is committed to protecting its employees, partners and the organisation from illegal or damaging actions by individuals, either knowingly or unknowingly.

Voice mail, email, the internet and other electronic media can be useful tools in performing work-related tasks. Therefore, Melbourne Institute of Technology provides access to such electronic communications systems and encourages their use for work-related activities. However, Melbourne Institute of Technology will not tolerate improper use of voice mail, e-mail, the internet or any other electronic medium.

Phones/Internet/Intranet/Extranet-related systems, including but not limited to IT assets, computer equipment, software, operating systems, storage media, network accounts providing electronic mail (Internet mail), various business applications (CRM, IDS, etc.), web browsing, etc, are the property of Melbourne Institute Technology. These systems are to be used for business purposes in serving the interests of the organisation, and of our clients and customers in the course of normal operations.

Effective security and due care of the Melbourne Institute of Technology Service's IT assets is a team effort involving the participation and support of every Melbourne Institute of Technology employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Breaches of this policy will be investigated and appropriate action taken.

## 5.5 Prohibited Use

### Policy

Prohibited Use

### Purpose

The purpose of this policy is to explain the general procedures relating to Prohibited Use.

### Scope

This policy applies to employees, contractors, consultants, temporary employees, and other workers at Melbourne Institute of Technology, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Melbourne Institute of Technology.

### Procedure

Under no circumstances is an employee of Melbourne Institute of Technology authorised to engage in any activity that is illegal under local, state, federal or international law while utilizing Melbourne Institute of Technology - owned resources.

The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of prohibited use. The following activities are strictly prohibited and could result in disciplinary action up

to and including dismissal:

### **Email and Communications activities**

- Speaking or writing to an internet message board about Company personnel, activities, business practices, products, release schedules, policies, or any other matter relating to the organisation. Examples of prohibited behaviour could include posting information about work colleagues, discussing the merits of upcoming or released products, offering personal opinions about organisation policies or decisions, or soliciting the opinions of others.
- Employees are not permitted to comment publicly, anonymously or otherwise, regarding Melbourne Institute of Technology confidential information.
- Sending, on forwarding, archiving, storing or distributing material, which is discriminatory, defamatory or offensive whether to other users internal or external to the organisation.
- Accessing the web, sending, on forwarding, archiving, storing or distributing any obscene, offensive, indecent, vulgar, pornographic or sexual material to employees members or other persons outside of the organisation at any time.
- Sending any Melbourne Institute of Technology proprietary or confidential materials to unauthorised persons.
- Soliciting outside business ventures, advertising for personal enterprises, soliciting for non-organisation related purposes, on-line trading or gambling within working hours except as authorised by management.
- Mass mailing of non-business messages to groups or individuals.
- Illegal or unethical activities that could adversely affect or damage the Melbourne Institute of Technology
  - Service's reputation.
  - Political activities that may damage the organisation's reputation.
  - Sending or on forwarding copyrighted materials in violation of copyright laws or license agreements.
  - Sending, on forwarding or downloading copyright software or data, except where it is part of an employee's job description or authorised by management.
  - Intentionally or deliberately propagating any virus, worm, Trojan horse or trap-door program code.
  - Attempting to disable, defeat or circumvent any organisation security tool, such as internet firewalls or encryption.
  - Attempting unauthorised access to resources.
  - Playing electronic games, music and listening to radio during working hours.
  - Downloading music and video files that are not work related and distributing them.
  - Accessing any part of a database or system using another employee's login details.
  - Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
  - Any form of harassment via email, chat, telephone, paging or SMS, whether through language, frequency, or size of messages.
  - Unauthorised use, or forging, of email header information.
  - Solicitation of email for any other email address with the intent to harass or to collect replies.
  - Creating or forwarding "chain letters" or "pyramid" schemes of any type.
  - If allowed, posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- Other breaches, which may become available, will be notified to staff via email.

### **System and network activities**

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Melbourne Institute of Technology.
- Unauthorised copying of copyrighted material including, but not limited to, digitisation and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Melbourne Institute of Technology or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. Melbourne Institute of Technology should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others.
- Using a Melbourne Institute of Technology computing asset to actively engage in procuring or transmitting material that is in violation of the law, sexual harassment or hostile workplace laws.
- Making unauthorised offers of products, items, or services originating from any Melbourne Institute of Technology account.
- Making statements about warranty or guarantees on behalf of the Organisation, expressly or implied, unless it is part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorised to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for unauthorised purposes.
- Port scanning or security scanning is expressly prohibited unless approved by Melbourne Institute of Technology.
- Executing any form of network monitoring which will intercept data not intended for the employee's host PC, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host (PC or Server), network or account.
- Interfering with or denying service to any user other than the employee's host PC (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, Melbourne Institute of Technology employees, Melbourne Institute of Technology customers and Melbourne Institute of Technology business partners to external parties.
- Installing games, non-business Instant Messaging software (e.g. Yahoo Messenger, IRC etc), unauthorised multi-media programs, social networking sites (e.g. Facebook, Twitter) devices (personal video cameras, personal entertainment devices, non-compatible personal printers etc.).
- Other activities not listed but updated by email (or that a reasonable person would expect to be "prohibited use").

### **Reiteration - Courtesy**

The use of abusive, vulgar, or objectionable language on the Internet is unacceptable. Additionally, using the Internet for the intentional harassment or harm of an individual or organization is prohibited.

### **Lawfulness**

It is not acceptable to use the Melbourne Institute of Technology Service's networking services, resources or facilities for any purposes that violate existing state or federal laws, regulations, policies or procedures. Illegal usage will become the responsibility of the user and will lead to disciplinary actions against the employee. Substantiated Illegal usage will be reported to the relevant authorities.

## 5.6 Failure to Follow the Phone, Email and Internet Usage Policy

### Description

Melbourne Institute of Technology guidelines for all employees regarding failure to follow policy

### Scope

The following guidelines are to be adhered to by all employees.

### Context

Melbourne Institute of Technology retains the right to monitor employee activities; the Melbourne Institute of Technology Service's Management will monitor and audit Internet access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the Internet.

### Discipline

Failure to follow the phone, email and Internet Usage Policy will lead to an employee's discipline, which may include reprimand, loss of Internet access, suspension, termination, or legal prosecution. Refer to section 14 of this manual for employee disciplinary processes.

Melbourne Institute of Technology

# 6 Employment Conditions

## 6.1 Wages and Salary

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Wages and Salary.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to Wages and Salary.

### Scope

These guidelines apply to all MIT employees.

### Procedure

Salaries/wages are paid fortnightly in arrears no later than the Tuesday following the end of the fortnight. Payments are made directly into the bank, building society or credit union of your choice. All staff are required to complete the Bank Account Details Form (available through the finance department) or accessible at <https://online.mit.edu.au/ams/Home/default.aspx> on commencement with Melbourne Institute Technology.

It is the individual's responsibility to advise Payroll of any change to account details. Melbourne Institute Technology cannot be held responsible for any delays in processing that arise due to changes in your banking or address details. Any requests for changes to bank details should be forwarded to the Finance Manager at least 10 days before salaries are paid.

Details required for payments to be processed:

Bank and Branch Name

BSB Number in the format XXX-XXX

Account Number

Name on Account

PAYE tax along with HECS liability where applicable will be deducted from an employee's salary. At the end of the financial year each employee will be issued with a Group Certificate stating how much tax has been deducted. This certificate should be used when completing your tax return.

Employees are paid on a fortnightly basis. All funds that are transferred are cleared so there is no need to wait before they can be drawn upon. Employees requiring a statement of earnings or replacement pay slips should request this from the Finance Department.

Should an employee require a reference of earnings or employment status when applying for a loan etc, the Finance Department should be given as a reference point. In addition, the Finance Department should be advised via email of who will call and when. Personal details will not be provided without the prior WRITTEN consent of the employee.

## 6.2 Superannuation

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Superannuation.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to Superannuation.

### Scope

The following guidelines are applicable to all employees.

### Procedure

During the term of employment, Melbourne Institute Technology will make provisions for employee superannuation in accordance with the requirements of the Superannuation Guarantee Scheme. In accordance with current requirements, 9.5% (or the statutory minimum amount) of the employee's base salary will be paid into a fund on a monthly basis or as required by law.

**Note:** Superannuation guarantee contribution changed to 9.5% from July 2014. It will progressively reach 12% in July 026.

**Maximum:** Superannuation Guarantee Contribution (SGC). The current (Financial Year 1<sup>st</sup> July 2016- 30<sup>th</sup> June 2017) maximum earning base that attracts SGC is \$51,620 per quarter (equivalent to \$206,480 per annum). The ATO has published the figures for Financial Year 2018 figures as a maximum of \$52,760 per quarter, equivalent to \$211,040 per annum.

**Minimum:** Superannuation will be paid in addition to your wages at the minimum rate required by law for 'Eligible earnings', as 'per Superannuation Guarantee Legislation'. Not all payments, such as materials development etc, attract SGC.

In addition, employees may choose to make further optional contributions, which will be automatically deducted from wages.

**Choice of Superannuation Fund:** You may choose to notify MIT of your own superannuation fund, in which case the MIT will make payments to that superannuation fund. If you do not choose a superannuation fund, any superannuation fund nominated in the applicable Award covering the employee applies. Presently, these are:

- (a) AustralianSuper;
- (b) Statewide Superannuation Trust;
- (c) Tasplan;
- (d) UniSuper Limited;
- (e) VicSuper;
- (f) any superannuation fund to which the employer was making superannuation contributions for the benefit of its employees before 12 September 2008, provided the superannuation fund is an eligible choice fund; or
- (g) a successor to any of the above funds.

Please click on [Standard Choice Form for Superannuation](#) to complete your choice of Superannuation.

## 6.3 Personnel Files

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Personnel Files.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

All employees will have a centralized personnel file.

In general, the file contains an employee's resume, psychological appraisal, employment contract, remuneration changes, statement of health declaration (where completed), passport copy, performance appraisals, academic and non-academic staff profile/portfolio and any formal disciplinary documentation, and since July 2008, police and medical checks.

Melbourne Institute of Technology is additionally required by law to maintain the following information:

The name of each instrument under which an employee derives entitlements of employment. In the case of Melbourne Institute of Technology employees this is a Common Law Contract which incorporates the standards set in the Fair Work Act 2009 available at <https://www.legislation.gov.au/Series/C2009A00028> ;

- Whether an employee's employment is full-time, part-time, temporary or casual;
- The number of hours to be worked by an employee per week and the actual hours worked;
- A pay record including salary adjustments;
- Superannuation contributions record including super fund election;
- Annual leave records;
- Personal and other leave records;
- Evidence of Australian citizenship or permanent residence status
- Police / medical checks (since July 2008); and
- Termination records.

The content of employee files are strictly confidential and access will be limited to only authorised individuals. All employee records will be maintained for a period of seven years upon termination of employment.

Employees can ask to see their personnel file by contacting their Manager or GGM/CD. Employees may review their file in the presence of a Manager and may make copies of any of its contents.

## 6.4 Time Keeping Records

### Policy

Time Keeping Records

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Time Keeping Records.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to Time Keeping Records.

## Scope

The following guidelines are to be adhered to by all employees.

## Procedure

The Fair Work Act 2009 <https://www.legislation.gov.au/Series/C2009A00028> stipulates that employers must keep records of overtime hours actually worked, the number of hours of overtime worked each day (if any), or when the employee started and finished working overtime.

Melbourne Institute of Technology does not require its employees to work overtime within the definition of the Act and therefore there is no requirement for individuals to keep timesheets.

# 6.5 Hours of Work

## Description

Melbourne Institute of Technology has guidelines for all employees regarding Hours of Work.

## Scope

The following guidelines are to be adhered to by all employees.

## Procedure

The Fair Work Act 2009 <https://www.legislation.gov.au/Series/C2009A00028> specifies that all employees should work an average of 38 hours per week. Averaging out over a period may be relevant as per specific award coverage. For Melbourne Institute of Technology these hours are to be worked between the hours of 8:00am and 7:00pm; however this will vary between job roles and job titles.

The premises are generally open from 8:30am until 7:00pm on weekdays. After-hours access may be granted to employees who wish to continue with Company work outside of these hours.

It is the nature of our industry that out of hours work may be required from time to time and we expect team members to be flexible enough to accommodate this. Any permanent variation to working hours must be discussed with your manager.

Melbourne Institute of Technology is open to customers between the hours of 9:00am to 5:00pm Monday to Friday.

Because the maximum ordinary hours should be 38 per week, some flexibility will be required. Core hours are between the hours of 8:30 a.m. and 5.00 p.m. for most staff; however, this will vary from job title and job tasks. The Employment contract will outline any variation in hours a specific position requires.

All employees are required to be present and ready to work on time. It is generally preferred that employees aim to be at work at least 15 minutes prior to their start time so that they can settle in and be ready to work on time.

Where employees are late, they will need to personally contact their supervisor / manager to advice of this and when they can be expected in the office. It is not acceptable to call a fellow worker, email the office or leave a voicemail message on the switchboard. Constant and continual lateness will not be tolerated. An employee will initially be issued with a warning and if the behaviour persists then disciplinary action will apply refer to section 15 of this manual for disciplinary processes.

## Lunch/Meal Breaks

Lunch/Meal breaks are essential to good health and performance. Time allowed for lunch/meal break is 30 minutes.

It is recommended that such lunch/meal break is taken between 12:00pm to 1:30pm. Taking long breaks will not be tolerated and may result in having the hours not worked docked from an employees' pay.

### **Attendance and Punctuality**

At MIT we ask for a high standard of punctuality and attendance amongst all employees. We believe that punctuality and attendance are paramount to the fundamental principles of professionalism.

Punctuality is an important part of your employment. As the company works as one large team, it is important to be at work on time. If you are running late for any reason, please contact your immediate supervisor as specified in the procedure section above.

## **6.6 Flexible Working Arrangements**

### **Policy**

Flexible Working Arrangements

### **Description**

Melbourne Institute of Technology has guidelines for all employees regarding Flexible Working Arrangements.

### **Scope**

The following guidelines are to be adhered to by all MIT employees.

### **Procedure**

Permanent employees may request change in working arrangements, such as a variation of working hours, in accordance with the Fair Work Act 2009 <https://www.legislation.gov.au/Series/C2009A00028> , Reference Division 4 subsection 65. This applies to:

(1) An employee who is a parent, or has responsibility for the care, of a child may request the employer for a change in working arrangements to assist the employee to care for the child if the child:

(a) is under school age; or

(b) is under 18 and has a disability.

Note: Examples of changes in working arrangements include changes in hours of work, changes in patterns of work and changes in location of work.

(2) The employee is not entitled to make the request unless:

(a) for an employee other than a casual employee—the employee has completed at least 12 months of continuous service with the employer immediately before making the request; or

(b) for a casual employee—the employee:

(i) is a long term casual employee of the employer immediately before making the request; and

(ii) has a reasonable expectation of continuing employment by the employer on a regular and systematic basis.

Formal requirements

(3) The request must:

a) be in writing; and

b) set out details of the change sought and of the reasons for the change. Agreeing to the request

(4) The employer must give the employee a written response to the request within 21 days, stating whether the employer grants or refuses the request.

(5) The employer may refuse the request only on reasonable business grounds.

(6) If the employer refuses the request, the written response under subsection (4) must include details of the reasons for the refusal.

The National Employment Standards (NES) does not require the employer to choose between granting an employee's request in full or refusing the request. If Melbourne Institute of Technology refuses a request on reasonable business grounds, it will be open to the Company or employee to suggest a modification to the employee's request that might be more easily accommodated.

Managers and employees are encouraged to discuss their working arrangements and, where possible, reach an agreement that balances the employee's needs with Melbourne Institute of Technology's business requirements.

## 6.7 External Education

### Policy

External Education

### Description

Melbourne Institute of Technology has a policy for all employees regarding External Education.

### Purpose

The purpose of this policy is to explain the general procedures relating to External Education.

### Scope

This policy applies to all employees.

### Procedure

The Company encourages staff to improve their capabilities and credentials, where these processes will assist them in their present and future roles with the Company. Any support to staff under the terms of this policy must emanate from properly developed individual development plans. All such programs must be applied for using the Professional Development Application (PDA) Form available on the internet (J Drive). All academic staff is required to access the MIT Continuing Professional Education Policy 2016-2019 available at <http://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/continuing-professional-development-academic-staff> prior to completing the PDA and subsequently updates Academic staff profile/portfolio.

### Programs covered by this policy

The programs cover educational and training courses undertaken through Higher Education Institutions, the Australian Institute of Management and other recognised training and education institutions.

### Eligibility

An employee may be eligible to apply for assistance to undertake a course or courses of study, which is:

- Part of an individual development plan.
- Beneficial and directly related either to their current position or future career prospects with the company.
- Eligibility as per professional development policy.

### **Scope of Company Assistance**

The assistance recommended for employees who enrol in courses of study as part of an approved individual development plan can be provided in a number of combinations. These are set out below:

### **Fees**

The company **may** meet the full cost or a percentage of fees under the following conditions:

The employee will be required to pay the full cost of the fees at the commencement of the course of study. The company will then reimburse the fees or a percentage of them (for that portion of the course) at the successful completion of each term or semester. Agreement in writing from MIT must be obtained PRIOR to enrolment in the program.

Staff will be expected to complete the course within the normal time period. The company will withdraw support where subjects are repeatedly deferred or failed, unless there are extenuating circumstances.

For courses other than those described above, if the staff member leaves the company within twelve months of completing a course paid for by the company, the cost of the course is to be completely refunded by the employee.

### **Time Off**

Courses of study should normally be taken outside of normal working hours; however, where the course does not offer this option then time off work may be granted. This should be negotiated with the Manager and approved by DHR. The expectation here is that it is a 'give and take' situation with staff expected to make up the time taken off during the day. Operational and other work priorities will be considered when granting time off to course requirements.

## **6.8 Problem Resolution (Staff Complaint Policy and Procedure)**

### **1 Staff Complaint Policy and Procedure**

For further information please click [here](#) for the Staff Complaint and Procedure Policy.

Melbourne Institute of Technology

# 7 Leave

## 7.1 Annual Leave

### Policy

Annual Leave

### Purpose

The purpose of this policy is to explain the general procedures relating to Annual Leave.

### Scope

The following policy is to be adhered to by all MIT permanent staff.

### Description

All permanent employees are entitled to 4 weeks (20 days) paid annual leave accrued on a pro-rata basis. Annual leave management is an important part of the business to:

- Ensure employees are provided time for rest and relaxation to maintain well-being during their working life; and
- Avoid unexpected consequences on the staff in relation to workload etc.

### Applying for Annual Leave

An employee can take paid annual leave when:

- The employee's manager has authorised the leave.
- The employee's leave balance equals at least the amount of leave they want to take.

### Annual Leave in Advance of Entitlement

An employee is not entitled to take paid annual leave if they have not accrued it. However, at management's discretion, it may be agreed that the employee can take annual leave before it is accrued. Depending on the circumstances this may be leave granted without pay.

### Casual and Contracted Staff

Leave of absence will be granted on a negotiated basis and dependent upon individual circumstances. Such leave shall be on an unpaid basis as the hourly rate or negotiated price will include a provision for annual leave.

Employees wishing to take annual leave must complete a Leave Application Form that must be approved and signed by the appropriate manager.

Leave applications should be submitted to a Manager where **possible at least six weeks prior to leave**. Where employees apply for extended leave of more than four weeks, **applications should be made at least twelve weeks prior to leave**.

It is the immediate manager's responsibility to ensure that work commitments are catered for when considering the personal needs of each employee's leave request. Managers must ensure that the taking of leave does not cause client dissatisfaction whilst also avoiding the accumulation of outstanding leave.

Supervisors should also ensure that the employee has adequate leave entitlements [staff is provided with a payslip each fortnight, the pay slip indicates the accrued leave as of the pay processing date indicated on that payslip). Alternatively, contact the Finance Manager for actual leave accrued.

**Applications must be lodged and approved online via Greentree ([ess.mit.edu.au](http://ess.mit.edu.au)).**

### **Refusing to Authorise Annual Leave**

In deciding whether to authorise annual leave, an employer is entitled to take into account the operational requirements of the workplace. An employer must not unreasonably:

- Refuse to authorise annual leave being taken; or
- Take back an authorisation.

### **Directing an Employee to Take Annual Leave**

There are 2 circumstances where Melbourne Institute of Technology can direct an employee to take leave. These are:

- During a period of shut down; and/or
- If the employee has a large accumulated annual leave balance.

### **Note:**

An employee can be directed to take leave during a period of shut down if they have enough annual leave to cover the proposed shut-down period, or If an employee does not have enough accrued leave during a period of shut down, such leave shall be taken as leave without pay.

A large accumulated annual leave balance is equivalent to 8 weeks for an employee working 38 hours per week over a 2-year period. An employer can only direct an employee to take up to 1/4 of their leave balance in this situation.

### **Public Holidays falling during Annual Leave**

An employee will not be taken to be paid annual leave during a day or part of a day that is a public holiday which falls during the period of the employee's absence from work on annual leave.

If a public holiday falls during a period when an employees is absent from work or the employee is sick and takes paid sick leave for the period of their illness, the employees annual leave accrual will not be reduced by that day or period.

### **Accumulation of Annual Leave**

It is the obligation of managers to monitor annual leave entitlements and ensure they are taken within 12 months of the due date. Where it is not practical to grant or to take annual leave in any year, the employee concerned will be able to access this leave in the following year. Leave should not be allowed to accrue more than 6 weeks without the permission of a manager.

In cases of accumulated leave in excess of 6 weeks leave, the Company may provide employees with four weeks'

notice to take any leave. If the Company issues such a notice the employee concerned must comply with the notice.

## 7.2 Personal Leave

### Description

Melbourne Institute of Technology has policy for all employees regarding Personal Leave.

### Purpose

The purpose of this policy is to explain the general procedures relating to Personal Leave.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

Personal leave combines sick leave and carer's leave. All permanent staff will accrue 2 weeks (10 days) per annum paid personal leave for each completed year of service, or part thereof accrued on a pro-rata basis.

### Untaken personal leave will accumulate from year to year.

There is no limit on the amount of carers leave that can be taken in any 12-month period provided the employee has accrued sufficient personal leave.

Immediate family includes spouse, child, parent, grandparent, grandchild or sibling of the employee as well as the child, parent, grandparent or sibling of the employee's partner and step-children. A household member is considered as someone who the person may share a house with, a girlfriend/boyfriend, and partner, someone else who is dependent on the person or who the person is particularly close to.

In the event that a staff member (including casuals) has used up all their carer's leave entitlement, an additional 2 days unpaid carer's leave is available for each occasion if an immediate family member, or household member, requires care or support because of:

- a personal illness, or injury of the member; or
- an unexpected emergency affecting the member.

### Notice and Evidence Requirements

An employee must notify their manager before they are due at work, or as soon as reasonably practicable when taking personal leave, unless the circumstances are beyond the employee's control. The application must then be submitted formally by completing the leave application form in Greentree (<https://ess.mit.edu.au>).

### Medical Certificates must be submitted for paid sick leave:

- Where any time off on personal leave extends beyond one working day.
- Where the absence takes place on a day prior to or following a public holiday, weekend or annual leave day.

**Certificates must be signed by a registered health practitioner. Staff may make a statutory declaration if a medical certificate is not reasonably attainable.**

### In the case of an employee's claim for paid carer's leave, the following applies:

A medical certificate from a medical practitioner is required if the care and support provided by the employee is because of a family member's personal illness or injury; or  
A statutory declaration made by the employee if the care and support is required because of an unexpected emergency affecting a family member.

Employees wishing to take Personal/Carers leave must complete a Leave Application Form via Greentree, that must be approved by the appropriate manager upon their return.

The required document must be given to the relevant manager as soon as reasonably practicable.

### Notification of Absence

Any employee who is absent from work due to illness must notify their immediate manager at the earliest opportunity. **Except in emergency situations no employee is to have another person call in sick on their behalf.** Notification via email or SMS is not acceptable.

### Extended Absences

Where an employee is absent from work on account of personal illness or injury and has used up their entitlement to sick leave, their manager may approve Leave Without Pay. An employee shall not be entitled to be paid sick leave for any period in respect of which he or she is entitled to workers compensation payments.

### Returning to Work After Extended Absence

An employee who has been absent from work on sick leave for more than two weeks should not return to work without a confirmation from the employee's doctor that the employee is fit to resume work. The company may ask the employee to attend a doctor nominated by the company for a medical check-up (at the company's expense) if no such certificate is provided.

## 7.3 Compassionate Leave

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Compassionate Leave.

### Purpose

The purpose of these is to explain the general procedures relating to Compassionate Leave.

### Scope

The following guidelines are to be adhered to by all MIT employees.

### Procedure

All employees, other than casual employees, are entitled to up to **two days** paid leave to spend time with a critically ill, injured or dying person who is a member of the employee's immediate family or household.

An employee is entitled up to **two days** of compassionate leave for each occasion when a member of the employee's immediate family or member of the employee's household contracts or develops a personal illness or sustains a personal injury that poses a serious threat to the member's life. An employee is also entitled to compassionate leave if the family/household member dies.

Compassionate leave may be taken as a continuous period of two days or two separate periods of one day each,

or any separate periods agreed between the manager and the employee.

The employee is required to give his or her manager notice of the taking of compassionate leave. Notice must be given as soon as practicable. The Leave Application Form must be accompanied with the necessary documentation (medical, death certificate etc) and submitted online via Greentree.

## 7.4 Parental Leave

### Procedure

The following guidelines are to be adhered to by all employees of Melbourne Institute of Technology.

### Description

Parental leave refers to unpaid leave. There are three types of parental leave - maternity leave, paternity leave and adoption leave.

Parental leave can only be taken in respect to the birth of a child or the adoption of a child in order for the employee to be the child's primary care-giver.

Parental leave may be taken by an employee in connection with a pregnancy or the birth of a child. The leave can be taken by the primary care giver. The minimum continuous period of maternity leave is at least six weeks from the child's date of birth and a maximum total amount of leave of 52 weeks. A period of 6 weeks compulsory maternity leave is to be taken immediately following confinement.

Unless circumstances do not permit it (e.g. premature birth or adoption notification problems), leave must be applied for three months in advance to enable temporary/casual or contract personnel to be secured and trained.

An employee may start maternity leave at any time within six weeks before the expected date of birth of the child. Maternity leave ceases if the employee stops being the primary care-giver of the child.

### Entitlement to Parental Leave

Melbourne Institute of Technology provides an entitlement of parental leave to all employees, other than casual employees, who have completed at least 12 months continuous service (or a sequence of periods totaling at least 12 months).

An employee cannot take paternity leave during any period in which the spouse is taking maternity leave, however, an employee may take short paternity leave in relation to the birth of a child if their spouse is taking authorised leave, including maternity leave (if any), in relation to the birth.

### Variations to Parental Leave

As long as the period of parental leave does not exceed 52 weeks and with the consent of the manager, such leave can be lengthened or shortened by giving notice in writing of not less than 30 days. Parental leave may be extended further by agreement for an additional period for of up to 12 months (max. 24 months) if the prime purpose for taking the leave is to provide full time care to the child.

### Cancellation of Parental Leave

Where parental leave needs to be cancelled, an employee needs to contact the appropriate manager to arrange recommencement.

## **Replacement of Employees Parental Leave**

If employing replacement staff, promoting or transferring an employee to cover periods of parental leave, the employer MUST inform this employee of the temporary nature of the employment and the rights of the employee who is being replaced.

## **Return to Work Following Parental Leave**

Not less than four weeks' notice in writing is required prior to the expiration of parental leave of an employee's intention to return to work. The employee is entitled to return to their position held immediately prior to parental leave, provided that position still exists within the company. If the position no longer exists, an employee is entitled to a comparable position in status and pay to that of the former position, which the employee is qualified and capable of performing.

## **Termination of Employment while on Parental Leave**

An employee on parental leave may terminate their employment at any time by giving the appropriate notice in writing.

An employer may not terminate an employee on the grounds of their absence on maternity/paternity leave. However, their employment may be terminated for "Operational Reasons" meaning they will be retrenched because their position has become redundant.

## **Superannuation while on Parental Leave**

Employee's superannuation entitlements will remain unchanged as a result of taking parental leave. However, superannuation benefits will be "frozen" for the period of leave. Employees should suspend superannuation contributions whilst on leave.

## **Paternity Leave**

Paternity leave may be taken in connection with the birth of a spouse's child. The maximum amount of unpaid paternity leave is one week.

## **Adoption Leave**

Adoption leave may be taken in connection with the adoption of a child under the age of five years who has not previously lived continuously with the employee for a period of six months or more as at the day of placement, and is not a child or stepchild of the employee or the employee's spouse.

The maximum period of adoption leave is 52 weeks, less the amount of related authorized leave taken by the employee. Additional leave as indicated in the clause outlining provision for parental leave may also be taken if the prime purpose for taking the leave is to provide full time care to the child.

## **Paid Parental Leave Scheme**

Melbourne Institute of Technology recognise all legislation set out in the Fair Work Act 2009

<https://www.legislation.gov.au/Series/C2009A00028> The Paid Parental Leave Scheme:

- is government funded
- is for eligible working parents of children born or adopted on or after 1 January 2011
- can be transferred to the other parent
- is paid at the National Minimum Wage
- is for a stated period of time.
- can be taken any time within the first year after birth.

The scheme will be administered by the Family Assistance Office, (The Office) whose website contains a large amount of information for both employers and parents. Refer to: <http://www.humanservices.gov.au/>

**Briefly, the scheme will operate as follows:**

1. Employee contacts the Family Assistance Office to apply for leave payments. Note: the employer does not have to contact the Office if approached by an employee.
2. The Office determines whether the employee is eligible for PPL. If yes, it will contact the employer, who is then required to provide the Office with information about the business and payroll arrangements and confirm certain information about the employee (see further details below).
3. Employee provides the Office with confirmation of the birth or adoption, e.g. details of birth registration.
4. The Office sends payments to the employer, usually by electronic transfer, starting just before the date the PPL is due to commence. Note: the employer is not required to pay PPL to the employee unless the funds have been received from the Office. Payment arrangements are described in further detail below.
5. The employer must notify the Office if the employee returns to work before the full period of PPL has been used up, if the employee resigns, or if there is a relevant administrative change to the business such as different payroll arrangements. The employee must also notify the Office of an early return-to-work date or resignation.

For those employees anticipating starting a family a letter providing further details can be obtained from the person responsible for the company payroll.

## 7.5 Long Service Leave

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Long Service Leave.

### Scope

The following guidelines are to be adhered to by all employees.

### Process

Entitlement to long service leave is determined according to the legislation of the state in which the employee is employed at the time of the "relevant event" that triggers the entitlement. (i.e. reaching the requisite length of service or termination of employment).

For the purpose of ascertaining an employee's entitlement to long service leave, employment is deemed to be continuous notwithstanding most authorised absences. However, absence due to maternity, paternity leave or leave without pay while the continuity of service is not broken; do not count as service for accrual purposes and employees are required to work an additional period equivalent to the duration of absence in order to qualify for long service leave.

Upon attaining the defined period of continuous service with the company, applications for long service leave should be made on the Leave Application Form by the employee requiring leave, giving a two months' notice if

leave is for a period not exceeding three weeks otherwise six months' notice is required. An approved Leave Application Form must be forwarded to DHR for processing and filing.

The period of leave is not extended by sick leave or jury service, which may occur during a period of long service leave.

The following is a summary of the long service leave provisions that apply to the state of NSW and Victoria.

## **New South Wales**

Long Service Leave Act 1955

2 months' leave after 10 years' continuous service.

1 month's leave for each subsequent 5 years of continuous service. Public holiday occurring during leave extends the period of leave.

### **Entitlement of Long Service Leave on Termination**

#### **After 10 years' service**

On termination for any reason —2 months plus pro rata. (after 15 years only completed years count).

#### **Between 5 & 10 years' service**

Pro rata leave for termination:

- (a) by the employee on account of illness or incapacity or domestic or other pressing necessity.
- (b) by the employer for any reason other than serious & wilful misconduct

#### **Less than 5 years' service**

No entitlement

### **Scope of Legislation**

All employees in NSW, including casuals, except employees covered by a federal award or certified agreement which provides for long service leave.

Does not apply to employees covered by the Building & Construction Industry Long Service Payments Act 1986, or the Long Service Leave (Metalliferous Mining Industry) Act 1963

### **Ordinary Pay Where No Rate Fixed**

Average weekly wage earned during previous 12 months or 5 years, whichever is the greater.

## **Victoria**

Long Service Leave Act 1992

### **Entitlement to Leave**

The situation up to 31 December 2005 is as follows:

13 weeks leave on completion of 15 years continuous employment. Thereafter, an additional 4 1/3 weeks leave on completion of each additional 5 years continuous employment.

From 1 January 2006: Long service leave is available after 10 years' service. The actual period of leave entitlement remains proportionately the same — i.e. eight and two-third weeks' leave after 10 years' service.

Public holiday occurring during leave does extend period of leave.

### **Entitlement of Long Service Leave on Termination**

The situation up to 31 December 2005 is as follows:

#### **After 15 years' service**

On termination for any cause — additional leave of 1/60th of the period of employment since last entitlement.

#### **Between 10 & 15 years' service**

On termination for any cause other than by the employer for serious & wilful misconduct — leave equal to 1/60th of the period of continuous employment.

#### **Less than 10 years' service**

No entitlement

From 1 January 2006: pro rata long service leave to be paid out on termination after seven years' service; and employees dismissed on the grounds of alleged serious and wilful misconduct do not forfeit their entitlement.

### **Scope of Legislation**

Includes any person employed to do any work for hire or reward and includes an apprentice or trainee. Does not apply to employees covered by the Construction Industry Long Service Leave Act 1997.

### **Ordinary Pay Where No Rate Fixed**

The situation up to 31 December 2005 is as follows: Average weekly wage over preceding 12 month.

From 1 January 2006: an employee's hours be averaged over the previous 12 months, or five years, whichever rate is the greater in a situation where an employee's hours of work vary, or no set hours are established.

## 7.6 Leave Payments

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Leave Payments. Employee salaries are electronically paid into the employee's bank account on a fortnightly basis. This arrangement shall also apply to payments made whilst the employee is on leave. Requests for alternative pay arrangements whilst on leave will only be approved in special circumstances and must be approved by the DHR.

## 7.7 Public Holidays

### Description

Melbourne Institute of Technology will observe all public holidays gazetted by the State including: New Year's Day; Australia Day; Labour Day; Good Friday; Easter Saturday; Easter Monday; Anzac Day; Queen's Birthday; Melbourne Cup (Victoria Only); Christmas Day and Boxing Day. If it is the case that employees have to work on a public holiday they will get a day off in lieu for that public holiday.

Employees will follow the public holidays as gazetted by that State in which they work.

## 7.8 Leave Without Pay

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Leave Without Pay.

### Procedure

Applications for leave without pay for periods of up to one month should be made on the Leave Application Form, subject to management approval.

Except in extraordinary and justifiable circumstances, leave without pay shall not be granted:

- Where an employee has an entitlement to accrued or pro rata annual leave; and
- Where work commitments cannot be met during the proposed leave.

### Extended Leave without Pay

Where an employee wishes to take extended leave (more than one month) without pay for overseas travel, educational purposes, welfare assignments, government appointments etc. this will be subject to the CEO's approval. Such applications must be supported with a written outline of the reasons and the benefits to be derived by the employee. An application for extended unpaid leave will need to be supported by the direct manager before the CEO will consider approval. Such approval may be subject to special Melbourne Institute of Technology conditions in respect to job availability upon return, continuity of service etc.

### Continuity of Service

When leave without pay is granted, in most cases continuity of service will be retained, but the period of leave without pay will not count towards service. No guarantees can be made as to the availability of the employee's existing position upon return from extended leave without pay. Long service, annual leave and other service-related benefits shall all be suspended during periods of leave without pay.

## 7.9 Jury Leave

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Jury Leave.

### Procedure

Under the Juries Act, jury service is mandatory and employers are obliged to release employees to attend jury service.

The notification document from the court must be produced when making application for leave. Application for leave should be made on a Leave Application Form.

Jury service pay is covered by the community service leave entitlement under the National Employment Service (NES). An employer's obligation to pay an employee (other than a casual employee) for jury service is capped at ten (10) days in total. This means all full-time employees who work Monday to Friday would be entitled to be paid for the first two weeks of absence. This entitlement is to be paid at their base rate of pay for ordinary hours of work for the relevant period. The Finance Department will retain a copy of the leave request form and make the necessary pay adjustments for the difference between the amount received from the court and ordinary earnings.

Employees who report for jury service and are not called upon any particular day are expected to attend work if it is reasonably practicable to do so in the time available.

Where special circumstances exist, such as the employee is involved in critical work or business activities, the Company may provide a letter supporting the employee's request to defer attendance to another date.

## 7.10 Armed Service Leave

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Armed Service Leave.

### Procedure

The Defence (Re-Establishment Act) 1965 covers employer responsibilities for employees who are Defensive Force Reservists. The following table provides a summary of employer obligations to employees on Defence Force Service.

Employer obligations to employees on Defence Force Service

Type of Service	Employment protection	Annual and sick leave entitlements	Long service leave entitlements	Superannuation
Voluntary	Employment suspended	Not protected by legislation	Not protected by Federal Legislation. Employees in Qld, Tasmania and South Australia and under some Federal awards accrue entitlements	Period of defence service not considered to be service in employment

Reservists called up to serve	Employment suspended and statutory provisions for employees to apply to resume work or be reinstated	Employment continuous but entitlements do not accrue	Entitlements accrue	Depends on category of fund and terms of trust deed
Reservists on short-term training or other service fixed by or under regulations	Employment suspended and statutory provisions for employees to apply to resume work or be reinstated	Entitlements accrue	Entitlements accrue	Depends on category of fund and terms of trust deed

# 8 Performance Management

## 8.1 Performance Review and Reporting

### Policy

Performance Review and Reporting

### Description

Melbourne Institute of Technology is committed to effective performance management, through regular formal and informal feedback and review, and open communication.

All Managers are required to:

Conduct an annual review of all full time and part time staff in compliance with the performance review procedure

Report completion and results of performance review to the CEO.

Take appropriate corrective action to any performance related problems

### Scope

This applies to all employees.

### Performance Review Procedure

Formal performance reviews are mandatory for all employees and are to be conducted at regular intervals, this being a minimum of every 12 months. All new employees are required to undergo a formal performance review prior to completion of their probationary period. Quarterly reviews may be conducted at the Manager's discretion. Both the employee and reviewing manager must:

- Prepare in advance for the review.
- Provide an update staff profile form/staff portfolio.
- Discuss and review the employee's performance.
- Review previous and identify new personal development goals.
- Develop and agree on an individual learning plan.
- Discuss what training / development the employee will require to achieve the new goals and objectives they have agreed to.
- Review the employee's job description, and update to reflect any changes.
- Sign the review form and let the employee keep a copy and file a copy in the employee's personnel file.

## 8.2 Performance Feedback

### Policy

Performance Feedback

### Description

Melbourne Institute of Technology has a policy for all employees regarding Performance Feedback. The purpose of performance feedback is to review the employee's performance to ensure that performance is on track.

If there are any areas where performance deviates from expectations, then an improvement plan is to be developed.

Feedback can also be a valuable motivational tool when praise is given for good performance and encouragement and support provided where performance needs to be improved.

### Purpose

The purpose of this policy is to explain the general procedures relating to Performance Feedback.

### Scope

The policy applies to all MIT full time and part time employees.

## 8.3 Performance Counselling

### Policy

Performance Counselling

### Description

Melbourne Institute of Technology has a policy for all employees regarding Performance Counselling.

### Purpose

The purpose of this policy is to explain the general procedures relating to Performance Counselling.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

Occasionally there will be employees who do not meet performance expectations. Our objective is to ensure in such a situation the employee concerned clearly understands what those expectations are and what is required for them to meet those expectations.

Such a situation requires a formal process of counselling that is intended to provide clear feedback to the individual and provide the opportunity to resolve the problem. We aim to raise the performance of the employee to an acceptable standard, to minimise or entirely eliminate the problem and to achieve a continuing or improved relationship between the employee and the company.

### Minimum Requirements

With the exception of serious misconduct, discussions around performance problems must be conducted in

accordance with the following performance counselling procedure.

- Identify and clearly communicate the cause of poor performance and take appropriate corrective action.
- Ongoing performance problems must be reported to the CD/DHR/GGM/MD/CEO.

Such a situation requires a formal process of counselling that is designed to provide clear feedback to the individual and provide the opportunity to resolve the problem. The purpose is to raise the performance of all employees to an acceptable standard. If the staff member fails to respond to, or ignores, performance counselling then disciplinary action may be necessary. See section 15 of this manual for disciplinary processes.

### **Disciplinary Process**

If performance review and counselling are unable to effect an acceptable and sustained performance improvement or if a case of wilful misconduct or a major offence occurs, which does not warrant instant dismissal, then a formal but fair process of discipline should begin. See section 15 of this manual for disciplinary processes.

# 9 Diversity Policies and Guidelines

## 9.1 Unlawful Discrimination, Sexual Harassment, Bullying and Victimization

MIT has a detailed policy regarding unlawful discrimination, sexual harassment, bullying and victimisation.

This policy, titled: *Equal Opportunity Policy and Procedure* can be found on MIT's website at this [Link](#)

This policy includes information on what constitutes unlawful discrimination, sexual harassment, bullying and victimisation, and sets out the procedure to manage complaints relating to such matters.

The Equal Opportunity Policy and Procedure applies to and must be adhered to by all MIT employees.

# 10 Departures

## 10.1 Resignation

### Procedure

It is expected that any employee wishing to resign take the appropriate steps to minimise the impact on Melbourne Institute of Technology. Resignations can affect staff morale and the operation of the company. Employees should give their intention to resign in writing in accordance with their employment contract.

The company may pay out an employee in lieu of the notice period where it is revealed that the employee is going to work for a competitor or where the working relationship has broken down.

Final Salaries/wages are paid fortnightly as per the normal pay schedule, and will be paid into the employee's nominated bank account no later than the Tuesday following the end of the fortnight. Final payment will include balance of any accrued annual Leave.

The company may also pay out the employee in lieu of the notice period or part of the notice period, at the request of the employee, where the early departure is not considered detrimental to the business.

All company property and equipment allocated to the employee for use during his or her period of employment must be recovered. The property should be in good condition, allowing for reasonable wear and tear.

The value of any lost or damaged company property or equipment should be recovered from an employee before the termination is finalised.

The resigning employee must not remove, copy or take any confidential or business sensitive information (please see the Intellectual Property and Confidentiality Policy contained within the Standards of Conduct section of this manual).

## 10.2 Retirement

### Description

It is expected that any employee wishing to retire take the appropriate steps to minimise the impact on Melbourne Institute of Technology. Retirement can have effects on staff workloads and the operation of the company. Employees should give their intention to retire as soon as practical. Advance notice is important as more often the individual will be a senior person, with a long history within the organisation.

## 10.3 Notice of Termination

### Policy

Notice of Termination

### Description

Melbourne Institute of Technology has a policy regarding Notice of Termination.

### Purpose

The purpose of this policy is to explain the general procedures relating to Notice of Termination.

### Scope

This policy applies to MIT employees.

### Procedure

All employees must be given notice in writing. The notice of termination provisions in the National Employment Standards (<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards>) apply to employers and employees alike.

The actual notice is determined by the period of the employee's continuous service at the time that the notice is given to the employee.

Period of continuous service	Notice period
Not more than 1 year	1 Week
More than 1 year but not more than 3 years	2 Weeks
More than 3 years but not more than 5 years	3 Weeks
More than 5 years	4 Weeks

The period is increased by 1 week if the employee is over 45 years old and has completed at least 2 continuous years service with Melbourne Institute of Technology at the end of the day the notice is given.

**Notice of termination does not apply to instant dismissal where no notice period is required.**

## 10.4 Redundancy and Retrenchment

### Guidelines

Redundancy and Retrenchment

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Redundancy and Retrenchment.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to Redundancy and Retrenchment.

### Scope

The following guidelines are to be adhered to by all employees.

## **Procedure**

### **Definition of 'redundancy'**

"An employee is entitled to redundancy pay if the employee's employment is terminated at Melbourne Institute of Technology's initiative because the Company no longer requires the job to be done by anyone"

Melbourne Institute of Technology recognise legislation covered under the Fair Work Act (FWA). The Fair Work Act states that an employee will be genuinely redundant if:

His/her job is no longer required to be performed by anyone because of changes in the operational requirements of the business;

The Company has complied with any consultation requirements in a modern award or enterprise agreement; It was not reasonable in all the circumstances to redeploy the employee within the Company (or an associated entity of the Company).

When faced with the difficult task of making employee's position redundant, Melbourne Institute of Technology will ensure that the requisite steps required by law are followed.

This includes but is not limited to procedural requirements as well as providing statutory notice periods and severance pay entitlements. Before a retrenchment, decision is made all possible avenues for retraining or redeployment should be canvassed.

### **Ordinary Pay**

Section 119 of the Fair Work Australia Act provides that an employee is entitled to be paid at the scale of redundancy pay at the employee's 'base rate of pay for his or her ordinary hours of work'.

Section 16 of the Fair Work Australia Act defines 'base rate of pay as the rate of pay payable to the employee for his or her ordinary hours of work' to exclude: incentive-based payments and bonuses; loadings; monetary allowances; overtime and penalty rates; any other separately identifiable amounts

### **Exempt Employees**

The redundancy pay provisions of the National Employment Standards (NES) do NOT apply to following categories of employees:

the employee's period of continuous service with Melbourne Institute of Technology is less than 12 months;

- or
- an employee employed for a specified period of time, for a specified task, or for the period of a specified season
- a casual employee
- an employee to whom a training arrangement applies and whose employment is for a specified period of time
- an employee is an apprentice
- an employee to whom an industry-specific modern award applies or a redundancy scheme in an enterprise agreement incorporated from a modern award.

### **Leaving during notice period**

A modern award may provide that an employee given notice of termination of employment in circumstances of redundancy may terminate their employment during the period of notice.

The employee is entitled to receive the benefits and payments they would have received had they remained in employment until the expiry of the notice, but is not entitled to payment instead of the notice.

### **Job Search**

An employee given notice of termination in circumstances of redundancy must be allowed up to one day's time-off without loss of pay during each week of notice for the purpose of seeking other employment. Where the employee has already taken one day off during the notice period for this purpose, the Company can ask the employee for proof of attendance at an interview for any subsequent days off, a statutory declaration would be sufficient proof.

### **Notice and Severance Entitlements**

All employees will be provided the requisite notice period and severance pay entitlements in accordance with the relevant statutory requirements.

### **Other Entitlements**

The employee should be given reasonable time during company hours to attend interviews; Outplacement services may be used depending on the position and other surrounding circumstances. The outplacement process helps the employee deal with their changing circumstances, assists them in searching for another job and most importantly focuses them ahead in a positive way rather than letting them dwell on the negative aspects of the situation.

## **10.5 Unfair Dismissal**

### **Policy**

Dismissal

### **Description**

Melbourne Institute of Technology has a policy for all employees regarding Dismissal.

### **Purpose**

The purpose of this policy is to explain the general procedures relating to Dismissal.

### **Scope**

The policy applies to all employees.

### **Procedure**

Dismissal results in the termination of employment because of unsatisfactory performance or behaviour. The company views this as a serious matter and one that must be managed carefully.

Proper process is very important in relation to dismissals under the Fair Work legislation, which came into effect on 1<sup>st</sup> July 2009. Refer to <http://www.fwc.gov.au/>

In order to defend a claim of unfair dismissal, Melbourne Institute of Technology has put into place proper disciplinary policies and procedures, which allow proper investigation of any under-performance, and provide the chance for an employee to achieve set performance criteria.

Managers must have valid reasons and have given procedural fairness. The remedies if these are not applied are:

- Reinstatement; or
- Compensation, up to 6 months' pay (If reinstatement is not appropriate) The key exemptions to claims of unfair dismissal are:
- If an employee has not completed the "Minimum Period of Employment" of 6 months.

### **General Protections**

The Fair Work Australia Act sets out a streamlined set of "General Protections" against discriminatory or wrongful treatment. The General Protections prohibit:

- Taking adverse action against a person because they have a "workplace right"
- Coercing another person to exercise or not exercise a workplace right;
- Exerting undue pressure on employees to make agreements or arrangements;
- Knowingly or recklessly making a false or misleading representation about a person's workplace rights
- Taking adverse action against a person because of their union membership status or involvement or non-involvement in industrial activity;
- An employer discriminating against an employee or prospective employee;
- Dismissing an employee because of temporary absence from work through illness or injury; and
- Various conduct relating to "Sham" contracting arrangements.

### **Principles of 'fairness' and 'reasonableness'**

A person will be considered unfairly dismissed if Fair Work Australia is satisfied that the dismissal was harsh, unjust, or unreasonable and the dismissal was not a case of genuine redundancy.

If a matter does proceed eventually to arbitration, the question of the 'reasonableness' or 'fairness' of a dismissal is often subject to the discretion of the individual tribunal member.

For an employee to qualify to claim for an unfair dismissal he or she must have been continuously employed by XYZ Company for at least 6 months.

No employee may be dismissed without:

- The Company having a valid reason;
- Formal warnings having been issued unless there are grounds for instant dismissal
- An employee having been provided documented performance counselling and training, and the opportunity to improve their performance or behaviour;
- Careful consideration of the circumstances and consequences;
- Discussion and approval from the CEO and
- Dismissal procedures are followed.

### **Prohibited Grounds for Termination**

No employee may be terminated on the basis of:

- Race, colour, gender, sexual preference, age, physical or mental ability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin;
- Temporary absence from work because of illness or injury;
- Union membership or participation in union activities;

- The lodgement of a complaint;
- Poor work performance (unless this adheres to the mandatory warning procedure and Counselling guidelines);
- Non-membership of trade union;
- Acting as employee representative (or seeking to);
- Filing of complaint against employer (or participating in the complaint);
- Prescribed unlawful discrimination grounds;
- Absence from work during parental leave;
- Temporary absence due to voluntary emergency management activity.

The Melbourne Institute of Technology cannot unreasonably refuse to allow the employee to have a support person present to assist at any discussions relating to dismissal.

### **Record Keeping –Termination of employment**

If an employee's employment is terminated section: s535 (10) of the Fair Work Act requires an employee record that the employer must make and keep (for 7 years) a record that sets out:

Name of the person who terminated the employment

How the termination took place - by consent, by notice, summarily or in some other way (need to include details).

The employees' personnel file must also be kept for seven years.

## **10.6 Instant Dismissal**

### **Description**

Instant dismissal requires the employee to leave the company employment immediately. Instant dismissal requires prior approval of CEO.

No employee may be instantly dismissed without:

The organisation having a valid reason for instant dismissal;

Careful consideration of the circumstances and the consequences;

Discussion and approval to proceed be obtained from the CEO;

The employee's legal entitlements are checked and the termination letter is prepared; and

A meeting arranged to notify the employee that he or she is to be dismissed without notice.

### **Grounds for Instant Dismissal**

Melbourne Institute of Technology reserves the right to terminate the employee's employment without notice where the employee is guilty of gross or serious misconduct including but not limited to conduct such as:

Engages in any act or omission constituting misconduct in respect of the employee's specified duties;

- Wilfully fails or wilfully neglects to exercise, perform or carry out the employee's powers, functions or duties as specified;
- Commits a serious breach of the provisions contained within these policies and procedures;
- Engages in conduct which exposes the organisation to potential risk including damage to reputation or standing;
- Is convicted of an indictable offence;
- Engages in any act of theft of monies or property from the employer, customers or other employees; and
- Assaults, discriminates against or sexually harasses another employee, supplier, contractor or customer.

## Procedure

Before a staff member can be instantly dismissed, the Supervisor must discuss the issue and get approval from CEO. At least 24hrs prior to the dismissal meeting, the manager must ensure that CEO has been informed and the final termination cheque has been calculated. After the employee has been dismissed the employee should be accompanied while they collect their belongings and leave the building.

## 10.7 Termination of Employment on the Basis of Extenuating Circumstances

In rare cases where Melbourne Institute of Technology is forced to reduce its number of staff, because of budgets or other extenuating circumstances:

staff will be laid off in order of employment;  
long-time serving staff will have seniority over newer employees where appropriate;  
the relevant Federal or State laws will cover employees terminated for unforeseeable reasons;  
Melbourne Institute of Technology will carefully follow all documented guidelines concerning forced terminations.

All decisions will be taken in conjunction with the Human Resources Department and discussed at length with the staff member concerned. It is with regret that Melbourne Institute of Technology carries out the actions, and it is company policy to avoid the process of reducing staff.

Staff that have been made redundant or have been forced to leave a position are welcome to seek advice from the Human Resources Department on the legislation and laws governing their situation.

## 10.8 Reference and Referees

### Procedure

All employees are entitled to a statement of service upon departure. This will confirm dates of employment and confirm your role within Melbourne Institute of Technology.

The CEO or his delegate may be prepared to provide references in exceptional circumstances.

**Note:** Written references from peers or colleagues on MIT letter head must be approved by the DHR/CD/GGM/MD or CEO.

# 11 Health and Safety

## 11.1 OH & S Guidelines

### Description

Melbourne Institute of Technology has guidelines for all employees regarding OH & S.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to OH & S.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

This policy will be carried out by maintaining an effective and ongoing accident prevention program aimed at safeguarding employees and contractors from accidents.

All levels of management will be held responsible for the implementation of this program and the safety of employees. The company will ensure compliance with appropriate laws and regulations, for example:

Managers must ensure all staff have undertaken adequate training with respect to OH&S and that they understand their responsibilities in this area;

All staff are to accept responsibility for their own health and safety and the health and safety of others in their work area;

All staff are to ensure reporting procedures are adhered to and occur immediately following an injury, incident or near miss;

Where an employee observes a hazard to health and safety, they must report the situation immediately to their manager; and

All staff should periodically familiarise themselves with First Aid Officer and Emergency Procedures.

### Health and Safety Procedures

Staff must accept their responsibility to work safely. This means working intelligently, with common sense and foresight. All employees are expected to follow the set safety standards, and adhere to all rules and regulations as set out by the Occupational Health and Safety Act. Melbourne Institute of Technology reserves the right to take appropriate disciplinary action (including termination) should employees fail to do so.

Any injury to an employee may cause physical suffering as well as loss of income and productivity. The following rules are aimed at accident prevention and must be followed by all employees:

Keep work areas clean at all times, reducing the chance of injury;

Always wear appropriate safety equipment when performing any hazardous work;

Adhere to designated walking areas and footpaths where appropriate;

Do not overload any electrical power points; never roll up electrical wire or extension leads when in use, this may create heat and cause fire danger;

Be cautious of hot water temperature where relevant;

Be aware of correct lifting procedures;

Do not operate machinery without proper training; and  
When working after hours, notify your manager.

Where Melbourne Institute of Technology staff are working in a building controlled by another organisation they are governed by the specific health and safety requirements of those organisations and must comply fully.

Report ANY INJURY IMMEDIATELY, and complete the Incident Report Form. For accident reporting procedures please refer to the appropriate section of this policy.

Incident Report – [Form](#)

## 11.2 Accident and Injury Report

### Policy

Accident and Injury Report

### Description

Melbourne Institute of Technology has a policy for all employees regarding Accident and Injury Report.

### Purpose

The purpose of this policy is to explain the general procedures relating to Accident and Injury Report.

### Scope

This policy applies and is to be adhered to by all employees.

### Procedure

Where it is reported or suspected that an employee or agent of Melbourne Institute of Technology has sustained an accident or injury in the normal course of employment, an Accident & Investigation Report must be completed.

Accident & Investigation Reports should be completed promptly following an incident:

Where a serious injury occurs requiring medical treatment, this must be reported to the manager as early as possible;

Any incident resulting in damage to company or third party property must be recorded and reported to the Facilities Manager.

All such events are to be recorded and investigated in the same way as an injury report (available at the emergency/home room in each campus). All injuries or near misses need to be reported to the OH&S Officer. Your Local OH&S Officer is

Manager Facilities or Nominee (Melbourne)  
Operations Manager (Sydney)

The link to the various forms to report Incidents are as follows:

Incident Report – [Form](#)

Safety in the Workplace - [Form](#)

## 11.3 Risk Management and Rehabilitation

### Guidelines

Risk Management and Rehabilitation

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Risk Management and Rehabilitation.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to Risk Management and Rehabilitation.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

Melbourne Institute of Technology is committed to:

Preventing injury and illness by providing a safe and healthy work environment;  
Ensuring that the occupational rehabilitation process is the normal course of action in a manner consistent with medical opinion;  
Assisting a safe return to meaningful and productive work following work-related injury or illness;  
Providing suitable duties/employment for any injured employee as an integral part of the rehabilitation process;  
Consulting with workers and/or an industrial union to ensure rehabilitation programs operate effectively;  
and  
Ensuring that participation in a rehabilitation program will not prejudice any injured worker.

## 11.4 First Aid

### Guidelines

First Aid

### Description

Melbourne Institute of Technology has guidelines for all employees regarding First Aid.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to First Aid.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

There are a number of First Aid Officers in the company who are trained to administer emergency treatment and life support where others suffer injury or illness at work.

In Melbourne there a number of Mini First Aid kits available in a number of locations in the building with the main one situated on Level 2M in the sick bay room (available at 284-294 La Trobe Street and Level 7/154 Sussex Street) The kits contain essential supplies. Their contents are checked regularly to ensure they are fit for purpose. It is prohibited for any employee to remove or alter the contents of First Aid kits without proper authorisation from the

OHS Officer.

Unless employees are trained and accredited, they must not treat an employee in a situation requiring First Aid.

In Melbourne there are at least 6 trained First Aid Officers including the OHS Officer. The Security guards are all required to be trained for First Aid and act as the after-hours First Aid officer. They are located on the Ground floor Foyer (Melbourne). There is an automatic AED located behind the security desk on the ground floor for access only by the first aid trained staff to use; in case of an emergency requiring resuscitation.

Associate Director Student Administration and Experience (Sydney)

Security Guard Ground Floor Foyer (Sydney) – See below 11.6 Fire Safety and Evacuation for further information.

## 11.5 Emergency Procedures

### Procedures

Emergency Procedures

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Emergency Procedures.

### What is an emergency?

There are several different types of situations which could be classified as an emergency. Some examples are; a bomb threat, a physical threat from a customer or a fire in the building. For the purpose of describing a workplace emergency:

It is usually a situation where an injury is sustained at work; a situation that could be potentially life threatening to those involved;

A situation that has the potential to cause staff physical or mental harm.

It is important to note, staff should employ assistance from others where it is necessary. Where possible a Manager or First Aid Representative, should be alerted in the first instance but anyone in close vicinity should be asked for help.

It is critical for all staff to be aware of what action is required under any emergency or evacuation situation. This document illustrates some of the situations that may occur and the action required.

### Scope

These guidelines are to be adhered to by all employees.

### Procedure

This procedure outlines the steps to take in the event of an emergency. This procedure works hand in hand with the existing checklists, policies and documentation available on the Intranet (J drive) at <J:\Melbourne\MIT-Resources\OHS\FIRST AID & EMERGENCY> as well as on the Academic Management System (AMS) at: <https://online.mit.edu.au/ams/Home/default.aspx>

## **Responding to an emergency**

### **Emergency evacuation procedure for fires**

You may hear an announcement over the Public Announcing System (PA). Ensure you listen to what is being advised. Not all evacuations will involve the whole building.

When there is a situation, there will be an automatic signal throughout the building (a bleeping sound) this sound is purely to prepare for a possible evacuation. Continue listening to instructions.

Once the situation becomes more serious, the full alarm will sound. At this point it is highly likely that a full or partial evacuation will be required. Continue to listen and follow instruction. The floors closest to the problem will be evacuated first.

Where no announcements are made and the alarm goes to a full alert, evacuate calmly and via the fire evacuation stairs located at the back of the elevators on each floor. Follow the Emergency exit signs on each floor as these will lead you to the fire evacuation stairs.

All floors have 2 fire exit locations. Evacuation Plans can be found on each floor near the fire exit stairs and at other prominent locations. Fire Evacuation stairs can be found; on the north west corner of the building and south side of lift core – behind the lifts

Upon hearing the evacuation alarm, be aware that there is a real or potential emergency in the building. Do not use the lifts, but evacuate via the fire exit stairs. Assist any mobility-impaired employees or students if able to. Wardens will assist these people to be safely situated inside the fire stair on that floor and Emergency services will be advised so that they can evacuate them on arrival.

Remember the fire stairs are fire rated and safe for at least 2 hours.

Follow the Fire Wardens or assistants or other designated staff, to the assembly point and remain at the assembly point until instructed otherwise by the wardens or Emergency Services people.

### **Do not wander off.**

Report any person not accounted for or refusing to leave, to the Fire Wardens on the floor or if not available to the Chief Warden directly (on the ground floor).

For after-hours evacuations the Security staff will take the role of Chief Warden.

For more information refer to the 'Evacuation Process' available on the Intranet and online on AMS at: <https://online.mit.edu.au/ams/Home/default.aspx>

### **Partial evacuations for fire and other events**

There are some situations that will not require a full evacuation and as noted above, instructions will be given by the wardens on what action to take. This may be relayed via the PA system or may be via face to face instructions by the wardens.

### **In the event of a physical threat or assault:**

Keep calm and take the person seriously.

If someone else is close by, try to get their attention that you require assistance. Remember that your safety comes first. Do not take any action that may magnify the situation or make the person angry.

Talk calmly and slowly to the person, avoid saying things which could aggravate the situation.

Allow plenty of physical space between you and the person.

Be observant during the threat/assault. You will be asked to describe the person later. There are a list of questions that can help in the OHS documents noted earlier. Become familiar with these.

**In the event of a telephone threat:** Write down all the information the person tells you, include as many details about the actual threat.

Write down the date, time of call and the person's name (if given). Write down anything you may have noticed during the call, such as background noise, accent, and tone of voice.

**Immediately advise your Manager.**

**If you find a suspicious item** Do not touch the item.

Advise your Manager immediately. The manager will advise the Chief Warden immediately for action.

Wardens and Security will assist in evacuating the area.

Wardens will ensure that the floor is cleared and safe, the Chief Warden will alert the Police for action.

Treat all suspicious items as possible explosives, even if they look like a joke or quite innocuous.

### ***In the event of a bomb threat or physical harm threat inside the building***

These situations should be treated in the same way any other evacuation is treated.

### **In the event of a bomb threat or physical harm threat outside the building**

This situation is likely to require a different strategy and may require containment in the building.

The containment area in the ARGUS is on the floor known as Level 2 – one floor up from the foyer. Staff should progress to this floor as soon as possible after being advised to do so and assist students to this location as well. Wardens will instruct on the best passage to take – this may not require travelling via the fire stairs.

### **Roles and Responsibilities**

As a staff member of Melbourne Institute of Technology you have the right to a safe and healthy work environment without undue stress. Being proactive in responding to an emergency situation and using the relevant documentation to record the incident means that we can better control the hazard, or attempt to prevent the incident from happening again.

## Reporting the Emergency

There is documentation available on the Intranet (J drive) <J:\Melbourne\MIT-Resources\OHS\FIRST AID & EMERGENCY> (Melbourne Campus only) to assist you in dealing with any emergency procedure. These are:

Bomb threat checklist;  
Hazard report form;  
Incident report form.

For further information refer to the Intranet at <J:\Melbourne\MIT-Resources\FIRST AID & EMERGENCY> and online on AMS at: <https://online.mit.edu.au/ams/Home/default.aspx> (Melbourne Campus only).

## 11.6 Fire Safety and Evacuation

### Policy

Fire Safety and Evacuation

### Description

Melbourne Institute of Technology has policy for all employees regarding Fire Safety and Evacuation.

### Purpose

The purpose of this policy is to explain the general procedures relating to Fire Safety and Evacuation.

### Scope

This policy applies to all employees.

### Procedure

Melbourne Institute of Technology has ensured appropriate steps are taken to protect all employees and property in case of fire or other emergency evacuation.

Safety protocol and evacuation procedures are displayed in various locations around the building. All fire extinguishers have a step-by-step guide in case of an emergency. It is recommended employees familiarise themselves with procedures as appropriate. It is also important to note that if you are not familiar or do not know how to use the device, it is safer to request assistance from those who do; for assistance.

Any questions regarding fire safety and evacuation procedures should be forwarded to nominated fire wardens. Listings of fire wardens can be accessed on the Intranet (J drive) <J:\Melbourne\MIT-Resources\OHS\FIRST AID & EMERGENCY> and on AMS at: <https://online.mit.edu.au/ams/Home/default.aspx>. (Melbourne Campus only).

### Emergency Evacuation Plan

In the event of fire or discovery of smoke please adhere to the following plan of action:

Immediately advise the Chief Warden – if unavailable – report to security staff

The Fire alarm system will immediately notify the Fire Department (Phone 000) in any case but the Chief warden or representative will be the person responsible to notify the Fire Brigade;

The Fire Brigade will require some information from the caller, which could include:

Your name;

Your exact location (including State, Suburb and Street Name and Floor); and

The exact location of the fire.

The emergency plan should be actioned as soon as the emergency alarm is sounded.

**In case of an emergency:**

Follow advice of Fire Wardens;

If wardens are not in the area, alert all employees in your area;  
close doors and switch off lights where possible

Proceed to the fire exits;

Follow the instructions of Wardens or Emergency services staff; and

Remain calm and do not take risks.

**MIT Melbourne Campus**

**Assembly Points at MIT Melbourne Campus**

Should it be necessary to evacuate the premises, the meeting point for all employees will be detailed near each fire exit door and at specific area on the floor including but not limited to, near the lift lobbies.

**Evacuation Point**

The current Primary evacuation location is at the corner of A'Beckett St and Queen St. if safe. Should the Primary evacuation point be obstructed or otherwise unsafe to enter, then the secondary evacuation location is Cnr. of La Trobe St and Queen St

All floors have 2 fire exit locations. Evacuation Plans can be found on each floor;

The fire exit stairs/ Fire Evacuation stairs can be found;

on the north west corner of the building and on south side of lift core – behind the lifts

**Containment Location**

- The containment location within the building, if safe, is level 2 – this floor is the largest open area in the building and offers amenities that will be required such as water and toilets if it is necessary to remain in the building for an extended time.
- If it is not safe on this floor, instructions will be sent over the PA alarm system (if safe to do so) or the wardens will advise staff face to face; where it is not safe or recommended to make a public announcements - ensure you listen to the instructions.
- Exits are all clearly marked with the compliant (green and white lit exit signs). These signs have an arrow directing to the exit areas.

Your safety is of the utmost importance to MIT; please ensure you are familiar with all exits and emergency plans which are detailed at <J:\Melbourne\MIT-Resources\OHS\FIRST AID & EMERGENCY> & <https://online.mit.edu.au/ams/PublicDocs/Staff%20safety%20and%20Evacuation%20procedure.pdf>

For further information please refer to the Intranet at <J:\Melbourne\MIT-Resources\OHS\FIRST AID & EMERGENCY> and online on AMS at: <https://online.mit.edu.au/ams/Home/default.aspx> & <https://online.mit.edu.au/ams/PublicDocs/Staff%20safety%20and%20Evacuation%20procedure.pdf>

## MIT Sydney Campus

### Assembly Points at MIT Sydney Campus

Should it be necessary to evacuate the premises, the meeting point for all employees will be detailed near each fire extinguisher. The main meeting points foyers at the front of each floor.

### Evacuation Point

- The current evacuation location is under overhang of Allianz Centre (2 Market Street) in the corner of Sussex and Market Street, If safe
- If it is not safe then the Alternative Assembly Area is in the King Street near Sussex Street.

### Containment Location

The containment location within the building if safe is level 2 – this floor is the largest open area in the building and offers amenities that will be required such as water and toilets.

If it is not safe on this floor, instructions will be sent over the PA alarm system-ensure you listen to the instructions.

Your safety is of the utmost importance to MIT; please ensure you are familiar with all exits and emergency plans which are detailed at <J:\Melbourne\MIT-Resources\OHS\FIRST AID & EMERGENCY>

For further information please refer to the Intranet at <J:\Melbourne\MIT-Resources\OHS\FIRST AID & EMERGENCY> and online on AMS at: <https://online.mit.edu.au/ams/Home/default.aspx>

# 12 Travel, Entertainment, and Expenses

## 12.1 Air Travel

### Procedure

#### Travel Bookings

It is important to book flights as far in advance as possible to take advantage of discounted fares. A Travel Request Form (available through the responsible officer – Manager, Facilities), must be completed and approved by the manager of the cost centre paying for the expense prior to sending it to the Corporate Travel Co-ordinator. The Co-ordinator will book all air travel, accommodation, car hire etc. and advise you accordingly.

#### Class of Travel

All Company related travel within / outside of Australia must be economy class with discounted fares should be used wherever possible.

For further details please refer to the MIT Trip Policy.

## 12.2 Accommodation

### Procedure

#### Tax Invoices

Itemised hotel tax invoices for all charges must be included with expense statements and authorised by your manager before any expenses will be reimbursed.

#### Other Services and Expenses

Every care should be taken when using other services available within hotels, e.g. telephones, mini-bars, restaurants, office services and laundry. It should be understood that these services have high premiums added and generally should not be used, unless necessary.

The following expenses will not be paid for or reimbursed by the Company:

- Purchases of tobacco products, unreasonable levels of alcoholic beverages, gifts or other items of a personal nature including toiletries
- Laundry, dry cleaning and pressing unless the duration of the trip exceeds four consecutive nights away from home.
- Hire of in-house hotel videos
- Personal purchases required for business purposes must be itemised on an Expense Report.

If any of the above items appear on your itemised hotel tax invoice, you will be expected to reimburse the Company

in full. The employee should rather ensure that these payments are made at the time of checking out from the hotel.

## 12.3 Business Meals and Entertainment

### Procedure

#### General

In some cases senior management and sales staff are expected to develop sound customer/supplier relationships and to effectively represent the Company. The Company will therefore reimburse customer/supplier entertainment expenses incurred in the course of business to a reasonable level. Staff should tailor their level of expenditure, quality/prices of restaurants to the circumstances. It is important that you present a Company image that is not extravagant but at the same time demonstrates that we are prepared to recognise those who are helpful and co-operative.

The accounting of entertainment expenses requires categorisation to meet Fringe Benefits Tax legislation requirements. Please detail all entertainment on the Expense Report – (A template of an Expense Report is available through the finance Manager).

#### Entertainment falls into five broad categories for reimbursement:

- The business meal;
- Entertainment preceding or following a business discussion;
- Entertainment directly related to a business discussion;
- Employee entertainment;
- Meals when travelling.

#### The Business Meal

A meal is classed as a business meal and is reimbursable when the purpose of the meal is a business discussion in furtherance of Company goals. The following examples are acceptable for reimbursement of expenses for business meals:

- Entertainment of business customers;
- When one employee is from out of town;
- When the discussion cannot, for reasons of privacy or other pertinent business purposes, be conducted on Company premises.

The exception to this is that one employee may not entertain another except when a client is present.

#### Entertainment Before or After a Business Discussion

In order to qualify for business use, the entertainment must:

Be authorised by the CEO or the MD;

Be fully documented;

Be for a business purpose and not just general goodwill.

## Entertainment Directly Related To Business

This type usually encompasses attendance at trade shows, conventions, etc, proof of which should be supported by:

A program of the event;  
Documentary evidence of attendance;  
Meals When Travelling.

## 12.4 Taxis and Use of Personal Car

### Description

Melbourne Institute of Technology has guidelines for all employees regarding Taxis and Use of Personal Car.

### Purpose

The purpose of these guidelines is to explain the general procedures relating to Taxis and Use of Personal Car.

### Scope

The following guidelines are to be adhered to by all employees.

### Procedure

#### Taxis

When staff require land transport either at their home base or when traveling on business, consideration should be given to the most appropriate and economic form of transport e.g. Company car (if available), public transport, hire car or taxi.

#### Personal Vehicle Use for Business Purposes

Compensation for the authorised business use of your personal vehicle will be reimbursed as follows:

- Applicable per KM rates (obtain rates from the Finance Manager);
- Parking expenses incurred while on business will be reimbursed against tax invoices;
- Traffic infringement notices and fines will not be paid for by the Company but will be the employee's responsibility.

For further information on the Travel Policy and Procedure please click [here](#).

# 13 Security

## 13.1 Building Security

### Procedure

At Melbourne Institute of Technology, we believe security is the responsibility of all employees. Our policy therefore puts great emphasis on reporting of incidents as they occur or about to occur. More importantly everyone should be conscious of the need to be actively involved in preventing security violations. All security problems and violations are to be addressed in a constructive and preventative manner.

All employees are required to abide by the following:

Do not leave any doors or windows open or unlocked. They should all be checked prior to departure.

Make sure that all cupboards, filing cabinets and storage areas are kept locked at all times, with only appropriate staff access.

All laptops are to be either taken home or locked away at the end of each work day.

Ensure that all PC's and PC monitors are closed down and switched off properly after use. The only exception to this is the server, which remains on at all times.

Do not allow strangers to access office areas without appropriate identification i.e. name and company details or without an appointment. Where needed, direct visitors to the waiting area in reception and advise the person with whom they have an appointment to meet them there.

When you see anything of a suspicious nature, contact your supervisor - or if not available, contact a Manager. Take any details down on paper and supply the relevant report to management.

Under NO circumstances are any files, stock or goods relating to Melbourne Institute of Technology to be taken off Melbourne Institute of Technology premises without express permission.

Correspondence, disks, etc., containing confidential information should be put away when not in use overnight.

Desks should be cleared at the end of each working day, not only does this help with professionalism, it helps with security.

Passwords are your keys for access to information. You are accountable for anything done with your password. It is IMPORTANT you take the appropriate steps to protect it.

The above are only samples and your responsibility is not limited to these incidents. Please advise your Manager of any breaches or potential breaches in security.

All security incidents must be recorded in writing and submitted to the Manager facilities (MIT Melbourne) and Operations Manager MIT Sydney Campus).

## 13.2 Data Security

### Procedure

Melbourne Institute of Technology stores and maintains large amounts of personal information and other sensitive data. It is the responsibility of staff to protect all Melbourne Institute of Technology data. This includes the data of customers and suppliers.

Under no circumstances are staff permitted to:

- Access data or systems to which the individual has no legitimate access;
- Remove data from company premises unless in the legitimate course of employment;
- Enable unauthorised individuals to access the data;
- Disclose data in a way which violates applicable policy, procedure or other relevant regulations or laws; or
- Inappropriately modify or destroy data.

Employees are reminded that passwords are keys for access to information. You are accountable for your password, it is IMPORTANT you take the appropriate steps to protect it:

Don't share your password;

Don't use names, birth dates or repetitive characters; and

If you write your password down, don't identify it as such and keep it somewhere safe, not in or on your desk or near the terminal.

All confidential correspondence must be put into the lockable paper bin.

If waste paper is collected from your location, please ensure that:

It contains no information that, if disclosed publicly or to competitors, would cause Melbourne Institute of Technology to lose its competitive edge in new product information, marketing, sales leads or administrative capability.

It is collected by specific security disposable arrangement.

Violations may result in disciplinary action up to and including dismissal, and/or civil or criminal prosecution under applicable law.

## 13.3 Security Passes

### Procedure

Issue of Security Passes/Keys

When security passes or company keys are issued to an employee each pass / key is allocated specifically to that employee. Passes / keys should not be transferred to other employees under any circumstances.

A register of any persons who have access to keys or who are given keys is kept with the Human Resources Assistant. **If you are given keys it is YOUR responsibility to ensure that they are kept safe and if you lose your keys you may incur costs to install new locks and keys cut.**

It is your responsibilities to return any passes/keys to the Human Resources Assistant when you leave the employment of Melbourne Institute of Technology. If you do not return these items you may incur costs to replace them.

Please advise the Human Resources Assistant immediately if you lose or misplace your keys.

### **Loss of Security Passes**

Loss of Security Passes (through theft or any other cause) must be reported as soon as discovered to the Manager of Facilities (Melbourne) and Operations Manager (Sydney). All Security Passes remain the property of Melbourne Institute of Technology and are non-transferable. For more information on Security Passes Manger Facilities (Melbourne) and Operations Manager (Sydney).

### **Visitors**

All visitors are to report to the security desk located at ground floor on MIT campuses and sign in.

## **13.4 Property Loss/Damage**

### **Policy**

Property Loss/Damage

### **Purpose**

The purpose of this policy is to explain the general procedures relating to Property Loss/Damage.

### **Scope**

The policy applies to all employees.

### **Procedure**

#### **Personal Property**

Melbourne Institute of Technology does not take responsibility for loss and damage of employees' personal property. Employees are asked to not bring valuable items or large amounts of cash to work. Where an employee does have items of value in their possession they are asked to store those items securely.

Any loss or damage to personal property must be reported immediately to your manager. Where appropriate Melbourne Institute of Technology will conduct a full investigation regarding any loss or damage to property and will involve legal authorities if required.

#### **Melbourne Institute of Technology Property**

Employees who are issued with Laptop computers and mobile phones for their individual use while on Company Business will be held personally responsible for their security and maintenance in good working order.

Under this arrangement should a laptop computer or mobile phone be lost or damaged the responsible employee may be required to pay for a replacement.

### **Reporting Security Incidents**

Written reports should be prepared and submitted to the GGM/CD immediately after a security-related incident has occurred. The report should cover any and all information relating to who, what, when, where, why and how aspects of the incident. If time is a critical factor, the report should be made first over the telephone and later confirmed in writing by email.

**The following types of incidents must be reported:**

Criminal acts on company property, including gambling, possession or use of narcotics, and money lending at unreasonable rates of interest;

Theft or misappropriation of company assets;

Loss, theft or suspected theft of proprietary information. Also any inadvertent or unauthorised disclosure of proprietary data;

Damage to company property or an employee's personal property while on company premises involving actual or suspected mischief, vandalism or criminal negligence;

Natural or man-made disasters; and

Attempts by persons to misrepresent themselves as employees or agents.

# 14 Staff Grievance Procedure & Disciplinary Actions

## 14.1 Grievance Procedure

Every endeavour will be made to resolve matters which may arise at the workplace by consultation between the institute, its employees and their representatives. Claims or disputes which are raised by an employee(s) shall be dealt with as follows:

In the event of a claim or dispute arising at work the employee(s) shall first raise it with his/her supervisor. If the matter remains unresolved, the supervisor and employee(s) and the employee's request, Campus Director or equivalent shall discuss it with the employee.

If unresolved at this point, the employee(s) and, if required, the employee with its supervisor and Campus Director or equivalent will take the matter to higher officer (Managing Director).

## 14.2 Employee Disciplinary Procedures, Suspension, Misconduct Procedures

### Disciplinary Procedures

MIT will expect all employees to follow any policies and procedures outlined in this manual. It is our goal to create a fair and efficient environment for all employees. Should any employee act with disregard to any of the relevant policies and procedures it may become necessary to take disciplinary action.

Where disciplinary action becomes necessary, the following procedures will take place:

**Stage 1:** Discussion and Verbal Warning: This is a verbal conversation in informal settings where you and your immediate supervisor will discuss the events/incidents and or matters regarding the performance of the duties. This will result in recommendations for improvements; together with - as appropriate - an action or training plan with time lines. Your immediate supervisor will set performance/behaviour standards and monitoring over a reasonable time period.

**Stage 2:** Where the employee's supervisor remains dissatisfied after the above measures have taken place, the supervisor shall consult with Campus Director (MIT Sydney) or General Manager (MIT Melbourne) or if appropriate higher officer and shall proceed to advise the employee that he/she is being counselled under these procedures and shall provide the employee with an opportunity to respond to the matters of concern and to discuss that response at interview with the Campus Director (MIT Sydney) or General Manager (MIT Melbourne). The employee will be provided counselling details and performance management issues thus far in writing. The outcome may involve a further monitoring of performance/behaviour, the initiation of formal action or a warning that further departure from required standards of performance/behaviour may lead to formal action being taken. Documents related to the matter will be placed on employees personnel file.

**Stage 3:** Formal action: Where a matter has not been resolved during the above stages outlined in stage 1 and 2 (or where the matter is considered so serious that formal action is required from the outset) Campus Director (MIT Sydney) or General Manager (MIT Melbourne) will discuss this matter with Managing Director or nominee and shall issue the employee with a signed written notice which shall include a statement of the required performance/behaviour standards and where these standards are not being met. The notice shall also set a proposed date and time for an interview to discuss the matters set out in the notice.

The employee shall be entitled to be accompanied at interview by a union representative, next friend (other than a legal representative) or work colleague. Campus Director (MIT Sydney) or General Manager (MIT Melbourne) will normally conduct the interview.

At interview, the reasons for the dissatisfaction set out in the notice shall be outlined and the employee shall be given an opportunity to raise any relevant issues. Where appropriate, a reasonable time-frame for meeting the required standards will be set at the interview and the employee is advised that a failure to meet those standards within the time-frame may lead to dismissal or other disciplinary action being taken. Where appropriate to set a time frame for improvement of performance/behaviour, the employee shall follow this interview, be provided with signed written advice of the outcome, which shall be that:

- (i) The allegations of dissatisfaction be withdrawn and the personal file marked accordingly;
- (ii) The matter be taken no further with the allegations having been made remaining a part of the employment record;
- (iii) A recommendation issued to the Managing Director that the employee be dismissed or that other disciplinary action be taken or
- (iv) A warning issued that further departure from required standards of performance/behaviour will lead to a recommendation as in (iii) above.

A follow up interview(s) shall be held at the end of any period set for improvement, and shall involve the same people as at the first formal interview. Following this interview the employee shall be provided with signed written advice of the outcome, which shall be that:

- (i) The matter be taken no further and the employee's personal file marked that the matter has been resolved, with reasons provided on the file;
- (ii) A further period of monitoring take place;
- (iii) A recommendation issued to the Managing Director that the employee be dismissed or that other disciplinary action be taken; or
- (iv) A warning issued that further departure from required standards of performance/behaviour will lead to a recommendation as in (iii) above.

The Managing Director, upon receiving a recommendation that disciplinary action be taken (accompanied by supporting documentation), and upon being satisfied that due process has been followed, may decide to dismiss the employee or take alternative disciplinary action. Such alternative action may include a reprimand, the withholding of increments for a period of up to three years, demotion within the employee's incremental range, a period of suspension without pay and/or a warning that further misconduct or substandard performance may lead to dismissal with or without notice. The Managing Director shall not be restricted by the recommendations

received when deciding upon appropriate disciplinary action.

In making a decision, it may be appropriate for the Managing Director to have regard to the full employment history of the employee at the Institute and in particular to such matters as might stand to the credit or the debit of the employee.

### **Suspension Pending Investigation**

At any time, the Managing Director is not restricted from suspending an employee with or without pay for a period of up to 4 weeks pending completion of an investigation into possible misconduct by the employee. Suspension without pay will only be appropriate, however, where the misconduct, if established, would warrant termination without notice. Where misconduct is not established after the investigation has been completed, the employee shall be entitled to the salary, which would have otherwise been received for ordinary time occurring during any period of suspension without pay.

### **Employee Misconduct & Consequences**

All employees will be expected to act in a suitable manner at all times. MIT provides a positive and safe working environment and expects all its employees to uphold these standards.

Certain rules of conduct and behaviour apply; this ensures a harmonious work environment for all concerned.

Failure to follow these rules may result in disciplinary action, from a written warning to termination, depending on the severity of the offence. Any disciplinary action will be recorded in your personnel file, and will be taken into consideration when reviewing opportunities for advancement within the company.

Below is a list of some violations or events that are considered to be misconduct and may result in disciplinary action, but it should not be considered all-inclusive. Management has the discretion to review this list or its interpretation:

- Theft and intentional defection of company assets (e.g. financial or non-financial, intellectual or others).
- Removing or misplacing company property or equipment, client records or company documentation without prior approval.
- Any violation of any company policy or procedure as outlined in this manual, including any violation of the Company's anti-discrimination or equal opportunity policies, sexual harassment and other workplace harassments including bullying etc.
- Falsification or misrepresentation of qualifications or experience whilst applying for employment at MIT.
- Destroying or damaging any company property.
- Failure to follow the rules and responsibilities as outlined by management or your immediate supervisor and failure to obey the instructions from the immediate reporting officer.
- Consumption of alcohol or any controlled substance during work hours.
- Misrepresentation of the prime directive as outlined in the company mission statement.
- Consistent absence from work without proper cause and documentation.
- Consistent lateness without proper cause or documentation.
- Behaves in a manner, which in the reasonable opinion of MIT adversely affects the reputation or public image of MIT.
- Failure to comply with employment contractual agreement.
- Failure to perform duties and responsibilities as per contract.

Using influence to gain financial benefit that acts against the direction of MIT.

# 15 Bibliography-Legislative Context

## MIT Associated Documents

- MIT Business Plan
- MIT Trip Policy
- Academic Staff Supplement for MIT Employee Manual

## Legislation Context

A number of Federal and State laws, such as:

- Fair Work Act 2009 <https://www.legislation.gov.au/Series/C2009A00028>
- The Racial Discrimination Act 1975 <https://www.legislation.gov.au/Details/C2014C00014>;
- Sex Discrimination Act 1984 <https://www.legislation.gov.au/Details/C2014C00002> ;
- Disability Discrimination Act 1992 <https://www.legislation.gov.au/Series/C2004A04426> ;
- Racial and Religious Tolerance Act 2001;
- Age Discrimination Act 2004 <https://www.legislation.gov.au/Details/C2018C00038> ;
- The Equal Opportunity Act 2010.
- Migration Act 1958 Refer to [www.austlii.edu.au/au/legis/cth/consol\\_act/ma1958118/](http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/)
- Privacy Act 1998, Refer to [http://www.oaic.gov.au/privacy-portal/resources\\_privacy/Privacy\\_law\\_reform.html](http://www.oaic.gov.au/privacy-portal/resources_privacy/Privacy_law_reform.html)

## Relevant Industrial Relations Bodies

- Fair work Commission [www.fwc.gov.au/](http://www.fwc.gov.au/)
- Office of the Australian Information Commissioner at: [www.privacy.gov.au/law](http://www.privacy.gov.au/law)
- Department of Home Affairs (HOME) at: <https://www.homeaffairs.gov.au>

## EMPLOYEE ACKNOWLEDGEMENT FORM

The intent of the Employee Manual is to provide a statement of guidelines dictating how the Company intends to manage employees and employee related matters.

As an employee you are required to read the contents of this Employee Manual as it details the terms and conditions of your employment with Melbourne Institute of Technology.

All employees must acknowledge agreement by completing this form and indicating with a "tick" in each of the policy headings detailed below that they have read and understood its content.

I, \_\_\_\_\_ have read the Employee Manual and I understand the terms and conditions contained within. By signing this acknowledgement, I agree to abide by these terms and conditions throughout my employment with Melbourne Institute of Technology. I understand that any major changes to the Employee Manual will be communicated to me, and I am required to read and understand these changes as they also form part of this acknowledgement.

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| • Recruitment & Induction         | Health, Safety & Environment     |
| • Standards of Conduct            | Travel, Entertainment & Expenses |
| • Employment Conditions           | Departures                       |
| • Leave                           | Security                         |
| • Performance Management          | Email & Intranet (AMS)           |
| • Diversity Policies & Guidelines |                                  |

I agree to undertake training (personal development) in relation to the standards expected of me as an employee, and shall read workshop notes and complete exercises as required.

I shall report any related weaknesses that come to my attention or any incidents / complaints that may possibly constitute a breach of Melbourne Institute of Technology's Policies and procedures.

Signed: Dated: \_\_\_\_\_

Name: Position: \_\_\_\_\_

Location: \_\_\_\_\_

**Please return signed acknowledgement to the Campus Director or Director Human Resources within the first 2 weeks of employment.**