



RUTH PROWSE

SCHOOL OF ART

STAFF CODE OF CONDUCT POLICY AND PROCEDURES

POLICY OUTLINE

The RPSA Staff Code of Conduct policy outlines the expectations and guiding principles regarding appropriate workplace behaviour. The guidelines are offered with regards towards moral and ethical relationships between staff and - students, colleagues, management, associates of the institution and the institution as a whole.

The RPSA Staff Code of Conduct has its foundation in a higher educational working environment which includes multiple role players. Core values include freedom of expression, open communication and relationships based on trust and mutual respect. Honesty and integrity is fundamental and staff are encouraged to develop the code of conduct into a mature working policy which reflects the mission of the institution. A policy is only as successful as its practice in the world.

SCOPE

The RPSA Staff Code of Conduct policy applies to the team that includes management, academic, administrative and support staff. RPSA aspires to a professional relationship and association that is exemplified by the core values of the Code of Conduct. These relationships include interactions inside and outside of formal teaching and includes all communication with people associated with the institution in person, digitally, on or off the premises.

PROCEDURES FOR THE IMPLEMENTATION OF THE STAFF CODE OF CONDUCT

RPSA inspires staff to support a respectful and collaborative environment. In order to achieve this staff are encouraged to recognise the value in upholding the mission statement of the institution by placing the code of conduct as a moral compass with which the institution upholds its core values.

RESPECT IN THE WORKPLACE

Non-discrimination is part of the ethos and mission statement of the School. All employees should respect their colleagues and comply with all staff having rights to all privileges, programs, and activities. RPSA does not allow any kind of discriminatory behaviour, harassment or victimization. Discrimination of any kind including in relation to mental illness, gender, sexual orientation, ethnicity, religion, class or race will not be tolerated.

The employee shall refrain from any action and/or behaviour which may in any manner harm the good name and/or reputation of the School, or which may place the employer and/or students, in an undesirable or compromising situation.

The employee shall act in good faith towards the employer and the employer shall act in good faith towards the employee.

Familiar relationships between staff and students are not allowed. All interactions must remain within a working context as the integrity of the education system cannot be compromised. The institution endeavours to uphold fair and valid teaching, learning and assessment processes through a developed code of conduct.



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PROTECTION OF RPSA PROPERTY

All employees should treat the school's property, whether material or intangible, with respect and care. Employees should not misuse school equipment and should protect wherever possible, school property from damage and vandalism.

Employees should respect all kinds of incorporeal property such as the school logo, copyright and other property such as programme design, academic policies and documents relating to teaching, learning and assessment. Employees should make use of such document as is necessary within the confines of the institution and to successfully complete their duties.

DUTIES AND AUTHORITY

All employees should fulfil their workplace duties with integrity and respect toward the students, colleagues, stakeholders, industry partners and the visual arts community.

The employee shall at all times act in the best interests of the employer and shall not engage in behaviours and/or work or other activities which may result in a conflict of interest arising between RPSA and the employee.

Course- Co-ordinators and the Executive Head should not abuse their authority. They are expected to support employees to fulfil their job descriptions and to delegate duties by taking into account their competences and workload. Employees, academic and administrative staff are expected to follow the Course- Co-ordinators and the Executive Head's instructions and complete their duties as expected with skill and in a timely manner. When issue arise regarding

CONFLICT OF INTEREST

RPSA expects employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. The employee shall devote all of their time and attention to their duties as specified under their employment contract.

RPSA acknowledges that academic staff engage with the visual arts industry in their capacity as individual creative practitioners and may be employed in a part-time academic capacity at other institutions, and thus employees are requested to be cognisant of any situations that could be deemed to create a conflict of interest.

PROFESSIONALISM

All employees must show integrity and professionalism in the workplace with a professional work ethic.

Employees are required to dress in a way that is deemed to be respectful to the wide diversity of the student cohort and colleagues.

Employees are required to disclose any relationships with suppliers or businesses that might lead to personal benefit which is prohibited.

Employees are required to be punctual when coming to and leaving work and academic staff prepared for classes. Employees are required to communicate timeously if they are unable to come due work due to unforeseen adverse personal circumstances or health. Absenteeism and tardiness are deemed to be unprofessional.

Employees should be supportive, friendly and collaborative with their colleagues and promote teamwork. Employees should work together to ensure that each student receives a



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quality education within a nurturing supportive environment. Employees should not disrupt the workplace.

All employees should support open communication and academic staff should support open academic discourse.

Employees are expected to not abuse sick leave.

COMPLIANCE WITH LAW AND LEGAL FRAMEWORKS

We aim to protect RPSA's legality at all times. This is achieved through honest and factual communication in relation to all aspects of the RPSA education system.

We aim to comply with all environmental, safety and fair dealing laws.

Employees are required to be ethical and responsible when dealing with RPSA's finances, academic programmes, industry partnerships, public and DHET, CHE and SAQA image.

Employees shall be obliged to report irregularities and/or fraudulent acts/omissions (of which they may be aware) to the Board of Directors.

Employees undertake not to divulge or to use for their own or any other person's benefit any of the employer's confidential information, either during the course of their employment with the employer or after termination thereof.

INTERVENTIONS

RPSA may have to take disciplinary action against employees who repeatedly or intentionally fail to follow the code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Negotiation

- Termination

RPSA may take legal action in cases of theft, embezzlement or other unlawful behaviour.