

Bendigo Kangan Institute

Employment Handbook

Contents

1. About this Handbook.....	4
2. Employment instruments and context.....	4
3. Legislative Context.....	4
Government Strategies	5
Gender and Wage Equality.....	5
Wage Theft.....	6
Workplace Manslaughter	6
Public Sector Employment Principles	6
4. Our Values.....	6
5. Employment Policy Areas	7
Working at Bendigo Kangan Institute - Our commitment to you.....	7
Code of Conduct.....	7
Positive Workplace Behaviours.....	7
Health and Safety.....	8
Drugs and Alcohol.....	8
Performance and Disciplinary Action	9
Diversity and Inclusion.....	10
Instrument of Delegation	11
Privacy and Information.....	11
Use of Systems and Public Resources.....	12
Intellectual Property	12
Child Safe Environment.....	12
Recruitment, Selection and Appointment	12
Professional Development, Education and Training.....	14
Succession and Workforce Planning	14
Remuneration and Benefits	14
Taking Leave.....	14
Working Arrangements.....	16
Feeding.....	17
Feedback.....	18
Improper Conduct and Misconduct.....	18
Conflicts of Interest	19
Organisational Change.....	20
Leaving the Institute.....	20
Version Control and Change History.....	20

Document Owner and Approval Body 20

1. About this Handbook

This Handbook sets out the employment policies for Bendigo Kangan Institute (BKI). Where appropriate, these policies, procedures, and guidelines outline expectations and requirements for BKI as an employer and BKI employees to support compliance with legislation and regulations and to protect BKI, our employees, and our stakeholders.

To ensure that our employees are supported in their roles and aware of these policies, the policies will be socialised. Proposed changes to policies will be subject to appropriate consultation, approved, and published, accessible to all employees. Appropriate training will also be implemented to embed of these policies, procedures and guidelines within BKI.

2. Employment instruments and context

At Bendigo Kangan Institute, employees are engaged via different industrial instruments:

Employment Instrument	Who it covers
<i>Bendigo Kangan Institute PACCT Staff Enterprise Agreement 2018 (and its successors)</i>	Typically, non-teaching staff
<i>Victorian TAFE Teaching Staff Agreement 2018 (and its successors)</i>	Typically, Teaching staff
Individual common-law contracts	Professional staff paid in excess of Enterprise Agreement threshold are governed by Common Law Employment Contracts
Executive contracts	Staff who fulfill a role that has been classified under the Public Entity Executive Classification Framework (PEECF) with a work value score of at least 21, in accordance with the <i>Victorian Government Public Entity Executive Remuneration Policy</i> .

3. Legislative Context

In addition to the above referenced industrial instruments, BKI employees are governed by the *Fair Work Act 2009* (Cth). The National Employment Standards (NES) are the minimum standards of employment set out in the Fair Work Act which apply to all national system employees and employers, covered by the Act and related industrial instruments such as modern awards and enterprise agreements. The National Employment Standards are 11 minimum employment entitlements that have to be provided to all employees. You can read about the NES [here](#).

In some instances, BKI's entitlements and benefits are more favourable than that provided for under the Fair Work Act and the NES. This Framework is subject to requirements of the law. If there is any conflict between the law and this Framework, the law prevails.

Government Strategies

Key government strategies, generally adopted through legislation, underpin the Institute's employer responsibilities. These include the:

- *Gender Equality Act 2020 (Vic)*
- *Wage Theft Act 2020 (Vic)*
- *Workplace Manslaughter Act 2021 (Vic)*

Gender and Wage Equality

The focus of the *Gender Equality Act 2020 (Vic)* is to improve workplace gender equality in the Victorian public sector. The Act commenced on 31 March 2021 and requires, amongst other things, public sector entities to develop and submit a Gender Equality Action Plan (GEAP) to the Gender Equality Commissioner.

As a public sector entity, the Institute has developed a GEAP.

Our GEAP sets out the Institute's commitment to gender equality and sets out how we will work toward:

- addressing and minimising the gender pay gap over the life of the GEAP
- improving our recruitment processes to ensure intersectionality issues are addressed
- maximising our recruitment opportunities to ensure the widest field of candidature
- developing and implementing leadership initiatives for all Institute managers so that they understand gender equity, unconscious bias and can build their skills to be fully cognisant and responsive to all barriers to gender equity across Institute operations.

The Institute recognises that power relations between genders and ages are unequal. The Institute commits to ensuring general equity is incorporated in our all our work. The Institute recognises that gender and wage equality is a human right and a precondition to social justice. The Institute seeks to promote the realisation of equality and the elimination of discrimination and inequity for all genders.

In accordance with the Act, the Institute works toward gender equality by:

- Undertaking a workplace gender audit having regard for the workplace gender equality indicators and any gender equality targets or general equality quotas prescribed for BKI. The Institute will also have regard for intersectionalities that occur and can result in greater risk of inequality that disadvantage or discrimination a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion or sexual orientation;
- Preparing, publishing and submitting a Gender Equality Action Plan to the Gender Equality Commissioner in each Gender Equality Action Plan reporting year and reporting on its progress by 31 October of every second year.

Key initiatives associated with the Institute's GEAP include:

- developing Institute policies and procedures through a gender lens.
- reporting on gender and diversity balance in staffing and governance structures along with average remuneration levels and implementing targeted strategies to address inequity in positions and pay levels
- recruit and retain staff with a commitment to gender equity; building capability and skills in gender equity and diversity and ensuring operating plans consider gender equity
- developing and implementing transparent remuneration classifications and structures

- ensuring communications reflect respect and uphold the Institute’s commitment to gender and wage equity
- systemically negotiate with Industry partners, government departments for adequate funding to meet gender and wage equity commitments.

Wage Theft

On 1 July 2021, it became a crime for a Victorian employer to deliberately or dishonestly underpay employees or withhold employee entitlements. The Wage Inspectorate Victoria oversees compliance with the *Wage Theft Act*.

The Institute understands its wage theft obligations include being clear with employees about their pay entitlements and applying all entitlements in accordance with the law. This includes salary, leave, overtime and superannuation entitlements. All employees receive a payslip in accordance with our fortnightly cycle.

Where we notice a mistake or a mistake is brought to our attention, we commit to taking proactive action tell you about the mistake and how it will be fixed.

Workplace Manslaughter

In 2021, the Victorian Government introduced new provisions under the *Occupational Health and Safety Act 2004* (Vic), which created offences for workplace manslaughter; where death occurs at a workplace as a result of negligence on part of an employer. Our *Health Safety and Wellbeing Program* supports the Institute to take proactive action to create a safe working and learning environment for everyone in accordance with our duty of care.

Public Sector Employment Principles

As a public sector entity, Bendigo Kangan Institute is governed by the *Public Administration Act 2004* (Vic). This means we adopt public sector values and employment principles. Working with these employment principles, BKI takes action to align practices to reflect:

- employment decisions being based on merit
- employees being treated fairly and reasonably
- equal employment opportunity being provided
- decisions being made that are compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- all employees having access to reasonable avenues of redress against unfair or unreasonable treatment.

4. Our Values

BKIs values underpin the behaviours expected of all employees. and BKI seeks to attract and retain employees who align to our organisational values. All employees are expected to live these values daily, in all their decisions and actions.



Passion

Our people display optimism and perseverance as we move towards the future, and contribute to a fun and positive environment. We regularly encourage, acknowledge and celebrate team efforts, ideas and achievements.



Client Experience

We are dedicated to meeting and enhancing internal and external clients' experiences, requirements and expectations. Establishing and maintaining trusted, respectful relationships with clients is critical.



Accountability

We take personal accountability in our roles in delivering the 20>25 Strategy, and can embrace change when it occurs. We actively support continuous learning and personal performance.



Respect

We recognise and respect the different needs and perspectives of others, by treating everyone as we wish to be treated ourselves.



Collaboration

This ensures we create an inclusive environment where people feel safe to contribute. We openly share knowledge using non-judgemental, two-way communication and feedback.



Integrity

We demonstrate unwavering ethical standards and strive to earn and sustain public trust.

5. Employment Policy Areas

Working at Bendigo Kangan Institute - Our Commitment to you

BKI aims to provide a workplace environment in which you can develop and thrive. We have employment policies and procedures that strive to provide clarity and transparency.

All policies and procedures are published on BKI's Intranet the KanBe Hub [Policies, Procedure and Resources Hub](#) (internal link). You can filter by Policy Category and find all the policies and procedures that relate to employment and our obligations under applicable categories, such as 'People, Wellbeing and Safety,' 'Governance'

Code of Conduct

BKI's *Employee Code of Conduct* outlines the behavioural and conduct expectations of all employees. The Code encapsulates:

- legal and compliance obligations regarding intellectual property;
- permissible use of the BKI property and resources;
- expectation around adherence to BKI policies and procedures; and
- engaging in accordance with the values of our organisation.

Positive Workplace Behaviours

BKI is committed to providing a workplace that is free from all forms of unlawful discrimination, harassment, bullying, and victimisation and an environment where everyone is treated with dignity, courtesy, and respect. The *Positive Workplace Behaviours Policy* objectives are to:

- outline the standards of conduct and behaviour expected in the workplace;
- support a working environment free from inappropriate workplace behaviour; and
- maintaining a safe, inclusive, and healthy working environment that is free from workplace bullying, sexual harassment and discrimination.

Health and Safety

BKI is committed to providing a safe workplace and learning environment that supports the health and wellbeing of employees, students, contractors, visitors, volunteers and industry partners on our premises.

We consider compliance with Occupational Health and Safety legislation a minimum standard and strive to fully integrate positive health, safety and wellbeing into all aspects of BKI. The Occupational Health Safety and Wellbeing (OHSW) Framework is in place to deliver consistent and sustained carriage of a psychological and physically safe workplace.

BKI drives best practice OHSW outcomes through continuous improvement and a leader led positive safety and wellbeing culture. OHSW planning is central to the delivery and demonstration of compliance and a leader led positive safety and wellbeing culture. The creation, alignment and activation of OHSW plans enables the achievement of occupational health, safety and wellbeing targets and underpins continuous improvement commitments.

Drugs and Alcohol

The Institute recognises that the misuse of drugs and alcohol can lead to a range of social and health problems and in turn, impact employee contributions to the Institute.

Subject to Institute endorsed events where minimal alcohol may be consumed where approved and provide as a courtesy, people must not engage in Institute work while under the influence of alcohol or other drugs that adversely affects their performance or causes a health and safety risk to themselves and / or others. The Institute will respond to all related incidents in accordance with its duty of care under occupational, health and safety laws and where appropriate, under its misconduct procedures and in accordance with the law.

The Institute adopts the following approach with regard to drugs and alcohol:

Harm minimisation	The Institute works towards ensuring any potential negative impact in the workplace arising from legal consumption of alcohol is minimised.
Illicit drugs	Illicit drugs are not to be bought, sold, carried or used on any Institute premises or when conducting Institute business. The Institute will deal with the possession and use of illicit drugs in accordance with the law and may report criminal conduct to Victoria Police.
Medication	Medication can be consumed on Institute premises in accordance with medical advice. Employees using prescribed drugs which may affect their motor skill co-ordination or their ability to safely perform any of their duties should discuss this with their supervisor to ensure safety is maintained or alternatively, obtain a medical certificate setting out applicable work restrictions.
Tobacco	All Institute premises are smoke and vape-free zones.
Testing	The Institute may request an employee participate in drug and alcohol testing where an employee is presenting a genuine occupational, health and safety issue. Only the Chief People Culture and Strategy Officer can approve an employee being requested to produce a drug or alcohol test and will direct the employee to carry out such a test by a medical practitioner, police officer, ambulance officer or other accredited tester.

Institute employees and their families also have access to the Institute's Employee Assistance Program. The program provides free and confidential psychological and counselling advice to those experiencing challenges with the use of drugs and alcohol, whether directly or indirectly, such as seeking assistance with drug use and providing advice on supporting colleagues or family who engage in drug and alcohol misuse. The Institute encourages the use of the Employee Assistance Program for all employees and their families.

Performance and Disciplinary Action

Performance or disciplinary review can only be commenced with approval by People & Culture. Performance and disciplinary reviews are managed in an effective, consistent, and fair way. Performance and disciplinary reviews may be commenced in instances of suspected:

- Intentional or reckless breach of Institute policies and procedures (substantive and non-minor)
- Breach of employee Code of Conduct
- Breach of terms and conditions of employment
- Contravention of legislation governing the Institute
- Failure to comply with or adopt a reasonable and lawful instruction
- Significant inefficiency or negligence in the performance of duties; or
- Action that is prejudicial to the health or safety of employees or students.

In approaching performance and disciplinary reviews, the Institute will always adopt principles of procedural fairness, except where health and safety reasons mean that immediate action must be taken, prior to a final decision being reached (such as suspension).

Initial review action can occur prior to a performance or disciplinary review and can result in:

- An allegation being withdrawn
- An allegation being preliminarily substantiated
- Varied allegations being preliminarily substantiated
- Other recommendations being made.

Findings and recommendations of initial reviews are reported to the Chief Executive Officer.

Subject to a performance or disciplinary review, the Institute may choose to:

- Take no further action
- Counsel an employee as to expected and appropriate standards of conduct and where appropriate, provide coaching to address the substance of performance / conduct
- Create a record of counselling provided to employees and maintain this on the employee's file
- Commence a performance improvement plan and subsequent review
- Issue a written warning where it has been established that misconduct has occurred or that a performance improvement process has been implemented but not successful in generating performance improvement to a satisfactory level
- Issue a final writing warning in circumstances where misconduct or underperformance is substantiated and the level of the misconduct or underperformance is sufficiently serious to justify the employee being given a 'final warning'.

- Terminating an employee through instance dismissal where the employee's performance or conduct is of such a serious nature as to warrant immediate dismissal.
- Report criminal conduct to Victoria Police and corrupt conduct to the Independent Broad-Based Anti-Corruption Commission (subject to consultation with Governance, Risk and Compliance)
- Transfer an employee to another position, including a demotion.

All of the above options must be subject to consultation with People & Culture, unless otherwise specified above or exercised by the Chief Executive Officer, who reserved the right to take the above actions as appropriate. Before deciding on the outcome of a performance or disciplinary review, the Institute adopts procedural fairness by raising issues with employees and providing the employee an opportunity to respond. The employee's perspective is taken into account before a final decision is formed.

Where a manager believes personal issues are influencing an employee's behaviour, it is advised that they seek advice from the People & Culture team as to appropriate strategies. Employees may access personal counselling via the Institute's free and confidential Employee Assistance Program.

Diversity and Inclusion

BKI recognises that our services are enriched through the promotion and celebration of a diverse workforce that brings differing perspectives, knowledge, skills and experience.

We aim to provide a working and learning environment where all employees and students are valued and celebrated for their unique contribution.

BKI recognises that all people bring different qualities, abilities, skills, knowledge, experiences, perspectives and attitudes to work and that valuing and making the most of these differences can improve the workplace for individuals and enhance BKI's overall performance.

Diversity includes, but is not limited to, differences in gender, age, language, cultural background, sexual orientation and gender identity, health / medical condition, religious beliefs, physical ability, appearance, working style, educational level, professional skills, work and life experiences, socio-economic background, job function, marital status and family responsibilities.

The Institute expects all employees to apply the following minimum standards:

- Being polite and courteous to others;
- Being respectful of the differences between people and their circumstances;
- Ensuring they do not engage in any bullying / discriminating / harassing behaviour(s) towards others in, or connected with the workplace which includes Employees, Students, Customers, Clients, Volunteers, Contractors, Suppliers, Vendors, and Managers;
- Ensuring they do not assist, or encourage others in the workplace, or in connection with the workplace to engage in discriminating / harassing / bullying behaviour(s) of any type;
- Reporting any inappropriate behaviour(s) in the workplace, or connected with the workplace in line with the complaint procedure as outlined in the Employee Complaints Procedure; and
- Keeping information regarding other individuals or their behaviours confidential if involved in any investigation process.

The Institute seeks to create a diverse and inclusive workplace through the implementation of a range of strategies that are targeted towards limiting and/or removing the impact of unconscious bias. This extends to the Institute's practices spanning recruitment and selection, career development and succession planning and flexible working arrangements.

Instrument of Delegation

Under the *Education and Training Reform Act 2006* (Vic), the BKI Board has the power to delegate powers, duties and functions, that are set out under the Act, to BKI personnel. The Board does this through an *Instrument of Delegation*.

The Instrument sets out:

- Board and organisational oversight controls
- The powers, duties and functions that the Board has retained and requires Board financial approval
- Who can make decisions, whether subject to conditions or not, and the applicable monetary thresholds that apply across key operational areas, including:
 - Legal matters;
 - Asset valuation, disposals and write offs;
 - Positions and employment;
 - Course pricing and development;
 - Educational authorisations; and
 - Policies and procedures.

As a key document that supports our governance controls, this document is published on the Institutes *Policies, Procedures and Resources Hub* and can be found under 'Governance'.

Privacy and Information

As a public sector entity, BKI is subject to the *Privacy and Data Protection Act 2014* (Vic), which guides the handling of personal information across the sector. General principles include:

- We only obtain personal information from the person that the information relates to
- We ask for consent when obtaining personal information
- We clearly explain the purposes that we are asking for information
- We only use personal information in accordance with the purpose to which we have collected it, or a secondary related purpose
- We only disclose personal information about someone to another person or body in accordance with consent or where the law allows
- If we accidentally disclose information about a person to another person or body in circumstances that the law does not provide, we tell the person who the information relates, except in very exceptional circumstances
- We tell people how they can make a complaint to the Office of the Victorian Information Commissioner (OVIC).

Our *Privacy and Freedom of Information Policy* is applied to the personal information of all people and is published on our website, as well as under 'Governance' within the *Policies, Procedures and Resources Hub*.

Use of Systems and Public Resources

BKI expects that the use of public resources is judicious, aligned to our public purposes and proportionate. We apply the concept of 'reasonable personal use' to the use of systems and resources, such as information and communication technology systems and stationery. Excessive or inappropriate use of systems and public resources is addressed through the BKI *Code of Conduct* (referred above) and *Improper Conduct Policy and Procedure*. The latter is a key governance protocol. We also have a *Gifts, Benefits and Hospitality Policy*, which guides the acceptance and offering of such benefits, including those that include the expenditure of public resources.

Intellectual Property

Our employment contracts set out that intellectual property vests in Bendigo Kangan Institute. This means that the work you do while employed by the Institute forms part of the Institute's property and that you cannot use it outside of the Institute without our consent.

Child Safe Environment

BKI provides a child safe working and learning environment. We see child wellbeing and safety as a core priority to our work and our decision-making.

To be able to start work, all employees are required to hold a current *Working with Children Clearance* or to demonstrate that they have applied for one. This forms one part of our Child Safety Strategy, which is about ensuring that we have an environment where children can study and thrive in safety and, that we have staff who understand how to engage with children. Child Safety forms a critical part of BKI's Essential Learning Program.

Our Child Safety program is supported by two key documents, available on Policy, Procedure and Resources Hub under People, Wellbeing and Safety:

- *Child Safety Policy*
- *Working with Children Procedure*

Recruitment, Selection and Appointment

Employees are recruited and selected through fair and open processes. The principles underpinning the Institute's recruitment, selection and appointment processes are fairness, credibility, equal opportunity and optimising the career prospects and skill building of current employees. The Institute is committed to diversity, inclusion, accessibility and gender equity at all levels.

Key practices that support the Institute's recruitment, selection and appointment activities include:

New positions and vacancies positions	New positions and filling vacant roles are approved via the E-Recruit system based on approved budget, workforce planning and demonstrated need, including that like-skills do not exist within the organisation. Approvals to commence recruitment occur in accordance with the Institute's Instrument of Delegation and applicable guidance.
Personnel	All personnel involved in recruitment, selection and appointment must declare conflicts of interest as they arise and implement appropriate strategies, such as removing oneself from a recruitment process or decision-making function.

Employment types	Employees can be engaged on an ongoing employment, fixed term or casual / sessional basis (i.e. paid by the hour that includes a loading). Fixed-term employment is only offered where employees are to be engaged in work that is for a specified term or ascertainable period or for a specific project.
Job sharing	Job-sharing opportunities, such as where a successful candidate works part-time and another employee supports the remainder of the role through a part-time arrangement. Employees can request a job-sharing arrangement by speaking with their manager.
Pre-employment assessments and checks	Pre-employment assessments and checks apply to all prospective employees, including relating to visa / permanent resident status, vaccination, health police records, working with children and identify and background.
Transfers	Employees may permanently or temporarily transfer from one position to another within the Institute via recruitment, selection and appointment.
Variations	Variations in employment can result in a new employment contract being issued.
Secondments	<p>Secondment opportunities – both within and outside the organisation – are available and explored. Secondment must be based on mutual agreement before commencement between the employee, the Institute and releasing or host organisation and be for a specific period.</p> <p>A formal secondment agreement is required where an Institute employee is placed in another organisation for a specified period or an employee from another organisation is performing work for the Institute and the Institute is reimbursing the other organisation for that work.</p>
Induction	New employees are provided with a workplace induction and Institute induction program to assist their understanding of the Institute work environment, expectations and rights and obligations. Workplace induction occurs within the first four weeks.
Probation	Continuing and fixed-term employees may be under a probationary period related to the nature of the work to be carried out. Probation applies to all new employees as per their contract of employment. Before the end of the probation period, a decision must be made as to whether the employee should continue in employment with the Institute. In the event the employee does not meet probation, employment may be terminated.
Work experience	Institute departments are often approached by students wishing to gain work experience. Work experience can be an element of a school-based program, tertiary course or State or Commonwealth Government assisted adult education program which places students in the workplace. The process for work experience placements is set out in the <i>Work Experience Procedure</i> .

Professional Development, Education and Training

We are committed to the continued professional development of all employees. An engaged and highly skilled workforce has the capacity to innovate and lead the sector. BKI provides a range of programs to develop employee skills and knowledge, afford opportunities to enhance career mobility and to participate in internal and external forums to challenge and stimulate their continuous engagement.

The Institute embeds a range of programs that will assist in the development of a broader and more diverse pool of skilled and experienced employees. The Institute seeks to develop its employees, prepare employees for different roles and responsibility by offering opportunities for career development based on knowledge, skills and leadership capabilities.

Succession and Workforce Planning

The Institute's succession planning combined the effect of developing employee capabilities, internal promotions, secondments, the Institute's Employee Recognition Program, professional development and education and training opportunities. The Institute reviews employment status of its employees on an annual basis in line with requirements of relevant industrial instruments with a view to identifying roles that necessitate being converted into a full-time ongoing role.

The Institute also considers applications from employees for a role conversion from fixed-term to ongoing at any time. The Institute considers all applications and the responsible delegate makes a recommendation to the Chief Executive Officer or other appropriate delegate in accordance with the Instrument of Delegation. To be converted to an ongoing role, applications must meet the following criteria:

- The applicant must have been employed by the Institute for two or more continuous years, or
- Where a casual employee applicant meets the criteria set out under clauses 12 and 13 of the Victorian TAFE Teachers Staff Agreement, or
- Where an employee meets the criteria of clauses 21 and 22 of the BKI PAACT Agreement.

Fixed term employees who are converted to an ongoing role are part out any leave entitlements accrued before the commencement of the new position and recognition of service shall be recorded for the purposes of long service leave and parental / carer leave entitlements.

Where an application for conversion is declined, the Institute will provide the employee a letter outlining the reasons for its decision.

Remuneration and Benefits

As a public sector entity, BKI operates within established State government remuneration frameworks and associated Enterprise Agreements.

The Institute's remuneration practices are supported by the *Remuneration and Benefits Policy*, available under *People, Wellbeing and Safety* on the Policies, Procedures and Resources Hub.

Taking Leave

BKI offers a complete suite of leave entitlements to eligible employees in accordance with the Fair Work Act and applicable employment instruments. This includes annual leave, personal

leave (including carer's leave), parental leave, ceremonial leave, and long service leave, amongst other forms of leave.

Entitlements vary depending on the instrument an employee is employed under. At a minimum, the Institute offers all employees:

<p>Parental leave</p>	<p>For eligible employees:</p> <ul style="list-style-type: none"> • 14 weeks paid parental leave for primary carers • Secondary carers' leave in accordance with Fair Work Act entitlements and applicable Enterprise Bargaining Agreements. • Up to 12 months unpaid parental leave for either primary or secondary carers and the option to request an additional 12 months. <p>Eligible employees are all employees who have worked for the Institute for at least 12 months before the date of expected birth, adoption or when the leave starts and have or will have responsibility for the care of a child. Eligible employees include casual employees who have worked for the Institute on a regular and systemic basis for at least 12 months.</p>
<p>Annual leave</p>	<p>Four weeks annual leave, based on ordinary hours of work (pro-rata)</p>
<p>Sick and carer's leave</p>	<p>15 days per year, ten of which employees are required to produce a medical certificate or statutory declaration. Unpaid sick and carer's leave is accrued according to employee anniversary.</p>
<p>Community service leave</p>	<p>Community service leave is defined here. Employees, including casual employees, can take community service leave for duties, such as voluntary emergency management activities or jury duty. With the exception of jury duty, community service leave is unpaid under the Fair Work Act.</p> <p>Employees should refer to their applicable employment instrument and contract for details as to whether any community service leave is paid.</p>
<p>Long service leave</p>	<p>Institute employees accrue long-service leave after seven years continuous employment. Continuous employment includes a period of parental leave and a break of service is regarded as leave from employment for longer than 12 months. The Institute recognises a period of service at some other organisations in accordance with applicable employment instruments and contracts.</p>
<p>Compassionate & bereavement leave</p>	<p>The Institute offers paid compassionate and bereavement leave to employees when a member of an immediate family or household dies or contracts or develops a life-threatening illness or injury. This type of leave also applies when a baby in an employee's immediate family or household is stillborn or where an employee or an employee's current spouse or de facto partner has a miscarriage.</p> <p>Immediate family is defined as: spouse or former spouse, de facto partner or former de factor partner, child, parent, grandparent, grandchild, sibling. Immediate family also includes that of an employee's spouse or de factor partner, step-relations and adoptive</p>

	<p>relations. Employees can take compassionate leave for other relatives (for example, cousins, aunts and uncles) if they are a member of the employee's household or if the Institute agrees.</p> <p>The Institute applies the concept of kinship to the interpretation of 'immediate family'.</p>				
	<table border="1"> <tr> <td>Part-time and full-time employees</td> <td> <p>In accordance with the Fair Work Act, a single continuous 2-day period, 2 separate period of 1 day each or any separate periods as agreed with the Institute, at any time.</p> <p>Paid.</p> </td> </tr> <tr> <td>Casual employees</td> <td> <p>In accordance with the Fair Work Act, a single continuous 2-day period, 2 separate period of 1 day each or any separate periods as agreed with the Institute, at any time.</p> <p>Unpaid.</p> </td> </tr> </table>	Part-time and full-time employees	<p>In accordance with the Fair Work Act, a single continuous 2-day period, 2 separate period of 1 day each or any separate periods as agreed with the Institute, at any time.</p> <p>Paid.</p>	Casual employees	<p>In accordance with the Fair Work Act, a single continuous 2-day period, 2 separate period of 1 day each or any separate periods as agreed with the Institute, at any time.</p> <p>Unpaid.</p>
Part-time and full-time employees	<p>In accordance with the Fair Work Act, a single continuous 2-day period, 2 separate period of 1 day each or any separate periods as agreed with the Institute, at any time.</p> <p>Paid.</p>				
Casual employees	<p>In accordance with the Fair Work Act, a single continuous 2-day period, 2 separate period of 1 day each or any separate periods as agreed with the Institute, at any time.</p> <p>Unpaid.</p>				
Family and domestic violence leave	<p>All permanent employees, including part-time and casual employees, are entitled to five days unpaid family and domestic violence leave year.</p>				

Individual employee leave balance and payslips can be viewed within the Institute's Employee Self Service (ESS) system, available under the 'KanBe Hub' link of the intranet. For the NES Minimum entitlements, the Institute refers all employees to the:

- [Fair Work Information Statement](#)
- [Fair Work Casual Employment Information Statement](#)

During a temporary leave of absence period other than annual leave and sick and carers' leave (parental leave, secondment, long-service leave), the Institute undertakes to communicate with you via the personal email address you have nominated on your employment file. This is to make sure that you do not miss out on any important information or employment opportunities. During parental leave and in accordance with the *Fair Work Act 2009* (Cth), all employees are entitled to 10 'keeping in touch days,' intended to keep you across organisational developments and get you ready for your return to work.

Working Arrangements

The Institute recognises that outside of work, everyone has life commitments and needs. These are different for everyone. The Institute offers myriad working arrangements to our employees in accordance with our *Flexible Work Arrangements Policy* and employment contracts. These include:

- Working in 'hybrid' models; partially onsite and remote
- Condensed hours
- Part-time opportunities
- Distributed hours to accommodate care, study and other life arrangements.

Staff can request a *Flexible Work Arrangements Agreement* and the Institute takes every reasonable effort to accommodate life circumstances, while supporting the delivery of the Institute’s functions and business needs.

All remote agreements are subject to ergonomic attestation and all Flexible Work Arrangements and subject to reviews at reasonable intervals to ensure that the Institute is meeting its health and safety obligations and business requirements.

On return from a period of leave, an employee can request changes to their work arrangement for the purposes of continued carer. Options may include but are not limited to:

- A change in working hours (conversion from full time to part-time)
- A change to start or finish time (beginning earlier / ending later)
- A change in break times or duration (more frequent or longer breaks)
- A change in location (I.e., remote working)

In accordance with occupational health and safety laws, the Institute must ensure all working arrangements are health and safe. As such, remote working is not a substitute for child-care.

Requests can be made to the direct line supervisor / manager and no reasonable request shall be refused.

Feeding

Staff and students are assisted and supported, wherever possible, to successfully combine their family, work and student responsibilities in ways that are productive and contribute to staff development, career or educational progression. Institute campuses are public spaces and can be used for feeding children. The Institute adopts the following principles:

Anti-discrimination	The Institute works to ensure discrimination on the basis of sex, gender, breastfeeding, marital status, parent or carer status does not occur. The purpose of anti-discrimination legislation is to create opportunities for people who may have roles such as parent, carer, student, worker, to retain involvement in community, student and work life. Staff and students can bring children onto campus for feeding purposes.
Health and safety	A health, safe and secure environment is maintained for staff and students who feed children and/or express milk.
Awareness	The Institute tells staff and students their rights, responsibilities and obligations in relation to feeding children and expressing milk on site.
Facilities	<p>The Institute will, wherever possible, provide reasonable accommodation and/or adjustment to allow students and staff to combine feeding, work and study. This includes making provision for a person to express milk or feed children on an Institute campus or associated location (including an Institute children’s centre).</p> <p>The Institute provides parenting rooms for staff and students. Parenting room access and availability is via the Student Wellbeing Office or campus security.</p> <p>Where a designated facility does not exist or is not appropriate in the circumstances, supervisors / managers / teaching staff will identify appropriate spaces and facilities in the workplace or study environment.</p>

Staff and students can request temporary arrangements for feeding via their supervisor / manager or relevant teaching staff member. Staff can seek advice from People Operations or Student Wellbeing.

Feeding spaces should include:

- A convenient, quiet and private space to feed or express
- Comfortable seating (e.g an armchair)
- A clean and safety environment for changing / clothing
- Hot and cold running water and hand drying facilities
- Waste disposal; and
- Appropriate signage.

Feedback

The Institute fosters a culture in which feedback is valued and help lead to improvements. This extends to receiving feedback from employees about their experiences while working at the Institute. The Institute offers feedback avenues through the following:

People Matter Survey	An annual survey conducted independently by the Victorian Public Sector Commissioner. The Institute promotes this survey as an important way to hear employees on what we are getting right and what we could be doing better. You can read more about the survey on the Commissioner’s website, here .
Feedback Framework, Policy and Procedure	<p>Our Feedback resources set out how we deal with and respond to all feedback, whether a compliment or a complaint. Under these resources, a complaint is an expression of dissatisfaction that requires action.</p> <p>The subject-matter of complaints decides what area of the organisation deals with a complaint. If a complaint is about another employee, our People Operations team provides dedicated support. Where complaints about improper conduct, privacy or confidentiality, our Legal, Governance, Risk and Compliance provides oversight and support.</p>
‘SpeakUp’	<p>Our SpeakUp program is one of the ways we embed integrity at BKI. We encourage everyone to report suspected improper conduct through three options:</p> <ol style="list-style-type: none"> 1. Make a report to IBAC 2. Speak with an Institute Public Interest Disclosure Coordinator 3. Lodge a ‘SpeakUp report’ using an external service with a choice of remaining anonymous. <p>You can read about each report option, here.</p>
Speak with your manager	We expect managers to appropriately act on feedback. You can always speak with your manager to provide feedback or make a complaint. Where a concern is about health and safety or improper conduct, action must be taken in line with Institute policies and procedures.

Improper Conduct and Misconduct

As a public sector entity, integrity is a key cornerstone of the Institute’s operations. Maintaining integrity and ensuring high levels of public trust and confidence is critical to the ethical and proper performance of the Institute. At BKI, we recognise that the community has a legitimate

expectation that our workforce and those engaged to undertake work on our behalf act legally, ethically and at all times, in the public interest.

The Institute’s *Improper Conduct Policy and Procedure* sets out our response to encouraging reports of suspected improper conduct, our relationship with the regulator of public sector integrity (IBAC) and how we respond to allegations of improper conduct and corrupt conduct.

Employees should understand the following terms and how the Institute deals with each:

Term	Institute response
<p>Improper conduct Conduct that broadly constitutes a misuse of public sector power, dishonest activity, reckless conduct or intentionally doing the wrong thing. Improper conduct can constitute reasonable grounds for dismissal.</p>	<p>The Institute investigates allegations of improper conduct and takes appropriate action.</p> <p>Policy: <i>Improper Conduct</i> (Accessible under Governance on the Policies, Procedures and Resources Hub)</p>
<p>Corrupt conduct Conduct that is a crime that is punishable by more than five years.</p>	<p>The Institute must notify the Independent Broad-based Anti-corruption Commission (IBAC) of suspected corrupt conduct. The Institute cannot act until IBAC advises it, except where the reported conduct may impact health and safety. Subject to IBAC’s instructions, the Institute investigates corrupt conduct and where appropriate, reports crime to Victoria Police.</p> <p>Policy: Improper Conduct</p>
<p>Misconduct Misconduct is behaviour and conduct that breaches our Code of Conduct. This conduct covers a range of severity, with improper conduct and corruption conduct at the higher end.</p>	<p>The Institute investigates allegations of misconduct, subject to mandatory notifications.</p> <p>Policy: Code of Conduct, Positive Workplace Behaviours (Accessible under People, Wellbeing and Safety on the Policies, Procedures and Resources Hub)</p>

Conflicts of Interest

As public sector employees, Institute employees are under an ongoing obligation to declare and manage all perceived and actual conflicts of interests appropriately. Conflicts of interest arise where a relationship or situation impacts, or could be seen to impact, the objectivity of an employee’s decision making and judgement or the proper use of public sector funds and exercise of public functions.

All employees are expected to actively declare actual and potential conflicts of interest as they arise via the Institute’s [Conflict of Interest Declaration](#) form. Mismanagement of conflicts of interest or deliberately withholding disclosure of a conflict of interest can constitute improper conduct and misconduct. Additionally, all employment contracts require Institute employees to seek the Chief Executive Officer’s approval to engage in external paid work. The purpose of this is to identify and manage conflicts of interest.

Organisational Change

The Institute leads changes through its ['Make it Series'](#), promoting the key principles of change management as:

- Make it clear
- Make it known
- Make it real
- Make it happen
- Make it stick.

The Institute expects that when change is being introduced, reasonable steps are taken by those leading the change to guard against unintended consequences, including by consulting with those who will be impacted by or responsible for operationalising a change.

Where change impacts employee benefits, obligations and entitlements, the Institute undertakes to consult with its workforce, including via the relevant representative union.

Leaving the Institute

Thank you for your service and contribution to the delivery of education and training services to Victorians. We ask that you provide notice of resignation or retirement in accordance with your applicable employment contract. If you do not know what this notice period is, you can contact the Institute's People Operations team.

Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	11 Oct 2022	Head of People Operations	New handbook	Chief People, Culture and Strategy Officer

Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Head of People Operations	Chief People, Culture and Strategy Officer	21 Sep 2022	11 Oct 2022	21 Sep 2023