



NICA

Workplace Behaviour Policy

1. Purpose

The intent of this policy is to communicate the National Institute of Circus Arts (NICA) process in respect of the standards, values and expectations for appropriate behaviour in the workplace, and the consequences for not doing so, reinforcing the obligations on individuals to act in good faith, with trust, ethically, and with integrity, in the best interests of NICA; and to demonstrate the NICA's commitment to a safe, diverse and inclusive workplace.

2. Scope

This policy applies to all employees and contractors at NICA and provides the framework of principles for staff conducting NICA activities and dealing with other staff, students, volunteers, partners, suppliers, and members of the public. Staff at NICA also have obligations and compliance requirements under NICA's 3rd party agreement with our RTO Collarts, for teaching and learning related activities.

3. Context

This policy is to be read in conjunction with all other NICA Policies and NICA's Inclusion and Diversity Framework and supports compliance in accordance with state and federal legislation including Human Rights, Occupational Health and Safety, Child Safety, Fair Work, Equal Opportunity and Disability Discrimination.

The standards and expectations set out in this policy are consistent with the values of NICA. NICA's core values are at the heart of how we work and are a key aspect of delivering NICA's vision and priorities. If applied consistently, our values help us maintain the trust of our stakeholders.

NICA's values are:

- Wonderment
- Innovation
- Welcoming
- Leadership
- Excellence

4. Policy

Employees must comply with:

- all NICA policies and procedures
- all relevant Commonwealth and state legislation, regulations, codes and agreements derived from legislation;
- relevant Collarts statutes, regulations, policies and processes; and
- their respective terms and conditions of employment.

Contravention of this policy and related policies and processes may be considered to be inappropriate behaviour, and on occasion misconduct or serious misconduct. An employee in breach of this policy may be subject to disciplinary action, including termination.

Failure to comply with applicable legislation may result in the employee being held legally responsible, and in some circumstances, NICA may also be held responsible. Serious penalties may apply to breaches of legislation.

5. Roles and Responsibilities

NICA will review its workforce requirements to remain sustainable, relevant, flexible, innovative and collaborative. NICA will provide position descriptions and working conditions at or above award conditions. NICA will provide facilities, and staff supports to ensure staff can perform at their best.

Employees are expected to take all reasonable steps to protect NICA's resources and demonstrate respect for others.

NICA's staff are expected to:

- a) hold a current, local Working with Children's Check and undertake Child Safe Training
- b) maintain the highest standards of ethics and quality in, teaching, research, performance and administration
- c) protect the safety of children and support vulnerable children
- d) work with other organisations to extend educational opportunity for our teaching staff, students and the arts sector
- e) advocate and uphold fundamental human rights to ensure NICA is free of discrimination and harassment
- f) sustain a diverse, inclusive and harmonious community committed to supporting employees and students to realise their full potential

- g) maintain a respectful, safe, rewarding and environmentally sustainable learning and working environment
- h) comply with the laws and legislation that apply to NICA's activities, resources, facilities and people
- i) maintain and update knowledge relating to their work area and use the systems and facilities provided by NICA
- j) act in NICA's best interests
- k) support colleagues by being punctual, reliable, diligent and flexible

6. New Employees

Upon commencement, a new employee will participate in the NICA Induction Program as soon as is practically possible.

The Hiring Manager should ensure that new employees read all NICA Staff Policies, provide them with a copy of NICA's Code of Conduct to sign and obtain a copy of their; Working with Children Check, relevant high risk work license (if applicable) and other qualifications permanent to their role.

7. Staff Support

- Flexible work arrangements
- Parental Leave (see NICA Leave Policy)
- Employee Assist

Flexible Work Arrangements must be made in writing to your manager and reviewed every six months.

Full-time and part-time employees can request FWA if they have worked with NICA for at least 12 months. Casual employees are entitled to make a request if they have been working for NICA regularly and systematically for at least 12 months AND there is a reasonable expectation of continuing employment by the employer on a regular and systematic basis.

Eligible employees may request a change in their working arrangements if they require flexibility because they:

- are the parent, or have responsibility for the care of a child who is school age or younger
- are a carer (under the Carer Recognition Act 2010)
- are a person with disability

- are over 55 or older
- are pregnant
- are experiencing family and domestic violence, or
- provide care or support to an immediate family or household member who is experiencing family violence

Examples of changes in working arrangements may include:

- changes in hours of work (for example, reduction in hours worked, changes to start/finish times, 48/52 and 50/52 work patterns)
- changes in patterns of work (for example, working 'split-shifts' or job-sharing arrangements)
- changes in location of work (for example, working from home or another location).

If you are seeking a Flexible Working Arrangement the following points apply:

- Seek approval in writing from your manager

****Please note that while all applications will be given consideration, NICA may refuse a flexible working arrangement request on reasonable business grounds. Roles that are student and public facing may not be suitable for some arrangements.***

For more information on this, and all of the above, please see the attached Fact Sheet from the Fair Work Ombudsman.

You can also watch this short video from Fair Work for further explanation

<https://www.fairwork.gov.au/employment-conditions/flexibility-in-the-workplace/flexible-working-arrangements#video-flexible-working-arrangements>

Working From Home

If you are seeking to work from home periodically as opposed to a structured Flexible Work Arrangement, the following points apply:

- Seek approval in writing from your manager prior to the requested day
- If you are unwell, you should take sick/personal leave and refrain from working
- Working From Home will not be approved if you have scheduled teaching duties, or when there is a likelihood of staff absences due to illness which may require staff to be available for class covers

Worker Mental Health Support Helpline – Call 1800 318 421

The Worker Mental Health Support Helpline supports people from all types of workplaces and is available 24/7 to help you book a free, confidential session with a qualified professional. It is available to Victorian employees (full-time, part-time, and casual) at businesses with less than 200 staff. You can access up to four sessions

through this service, and if you need ongoing support, they will help connect you with a local provider to continue your care.

TELUS Health One – beyond the call

Alongside the Worker Mental Health Support Helpline, Victorian employees also get free access to TELUS Health One – a digital platform offering 24/7 tools, resources, and clinical support to help you feel better, live healthier, and thrive at work.

8. Related documentation

NICA Code of Conduct

NICA Conflict of Interest Policy

NICA Inclusion and Diversity Framework and Policy

NICA and Collarts Policies and procedures

NICA Child Safe Policy

9. Review

This policy is reviewed annually and updated to reflect legislative changes and best practices.

Version 1	Approved By	Date	Review date
28/10/25	NICA, CEO	22/01/2026	31/11/2027
05/08/26	NICA, CEO	05/08/26	05/08/27