



NICA Code of Conduct

for Employees, Volunteers, and Contractors

2026

The aim of this Code is to establish a common understanding of the standards of behaviour expected of all employees of NICA. This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out standards of behaviour expected and provides a broad framework that will help you decide on an appropriate course of action when you are faced with an ethical issue.

All management, staff, volunteers and contractors at the National Institute of Circus Arts (NICA) are required to abide by this code. Staff of NICA also need to understand and abide by NICA and its partner organisations' policies and procedures.

In addition to performing the duties set out in individual position descriptions, all personnel covered under the 'Scope' of this code are required to:

- hold a current WWCC and uphold the National Safety Standards for Children
- serve NICA faithfully and diligently exercise all due care;
- act at all times in NICA's best interests;
- refrain from acting, or being seen to act, in conflict with NICA's best interests;
- use their best endeavours to protect and promote NICA's reputation;
- use their best abilities and knowledge to perform the duties assigned to them from time to time;
- at all times display a thorough and professional manner, upholding and maintaining NICA's reputation, goodwill and its customer relationships; and
at all times be considerate of the need for inclusion and enabling of diversity
- display the highest ethical and professional standards of service delivery and confidentiality towards NICA and its clients.

Employees, volunteers and contractors of NICA engaging with students, student's parents (guardians and caregivers) and their families and the community and their colleagues need to do so responsibly, respectfully and with integrity and should follow the principles set out below.

1. Professional conduct

1.1. Expertise

Those involved in training students need to:

- 1.1.1. Work within the limits of their professional expertise.
- 1.1.2. Ensure they have the physical, mental and emotional capacity to carry out their professional responsibilities.
- 1.1.3. Be aware of the role of professionals (eg counsellors and doctors etc.) and/or agencies and when students should be referred to them for assistance.
- 1.1.4. Be truthful when making statements about their qualifications, experience and capabilities.

1.2. Relationships with students.

Those involved in training or otherwise dealing with students:

- 1.2.1. Need to know their students and respect their individual differences and cater for their individual abilities.
- 1.2.2. Need to provide a challenging and engaging learning environment while respecting the physical, cultural and emotional safety of students.
- 1.2.3. Need to accept professional responsibility for the provision of quality training.
- 1.2.4. Need to have high expectations of every student, recognise and develop each student and abilities, skills and talents.
- 1.2.5. Need to communicate well and appropriately with their students using respectful and impartial language and consider all viewpoints fairly.
- 1.2.6. Need to treat students with courtesy and dignity.
- 1.2.7. Need to model and promote mutual respect.
- 1.2.8. Need to protect students from intimidation, embarrassment, humiliation and harm and uphold duty of care with respect to mandatory reporting of abuse
- 1.2.9. Need to enhance student autonomy and sense of self-worth and encourage students to develop and reflect on their own values.
- 1.2.10. Need to respect a student's privacy in sensitive matters such as reported harm, health or family problems and only reveal confidential matters when appropriate. That is:-
 - if the student has consented to the information being used in a certain way;
 - to prevent or lessen a serious threat to life, health, safety or welfare of a person (including the student);
 - as part of an investigation into an unlawful activity;
 - as required or mandated by law;
 - to prevent a crime or enforce a law.
- 1.2.11. Need to refrain from discussing a student's personal problems in situations where the information will not be treated confidentially.
- 1.2.12. Need to use consequences commensurate with the offence when disciplining students.
- 1.2.13. Need to interact with students without displaying bias or prejudice.
- 1.2.14. Need to make decisions in students' best interests.
- 1.2.15. Should not behave as a friend or parent or draw students into their personal agendas.
- 1.2.16. Must not have a sexual relationship with a student.
- 1.2.17. Must not use sexual innuendo or inappropriate language or share inappropriate materials or images with students
- 1.2.18. Must not touch a student without a valid reason.
- 1.2.19. Must not hold a conversation of a personal nature with or contact a student via written or electronic means including email, letters, telephone, text messages, or chat lines without a valid context.
- 1.2.20. Should not spend time away from training alone with a student or invite them into their home, particularly if no one else is present unless absolutely necessary or occurring by reason of a formal mentorship approved by the CEO.
- 1.2.21. Must not drive a student in their car without the authority of the student's parent/s (guardian/s or caregiver/s), for under 18 years, or the authority of the CEO or delegate for over 18 years.
- 1.2.22. All employees, contractors and volunteers should note that their professional relationship with students may be compromised by them attending parties with or socialising with students outside of the school environs.

1.3. Relationships with other employees, volunteers and/or contractors

Employees, volunteers and/or contractors of NICA:

- 1.3.1. Should treat each other with courtesy and respect.
- 1.3.2. Should value the input of their colleagues.
- 1.3.3. Should use appropriate forums for constructive debate about any issues affecting them.
- 1.3.4. Should share expertise and knowledge.
- 1.3.5. Should respect different approaches to training.
- 1.3.6. Should support each other and mentor those new to NICA or their position.
- 1.3.7. Should share information relating to the wellbeing of students when appropriate to do so.

2. Personal Conduct

Employees, volunteers and contractors to NICA engaging with students, student's parents (guardians or caregivers) and their families and the community and their colleagues need to:-

- 2.1. Be positive role models.
- 2.2. Refrain from use of substances that can affect judgement and behaviour while at work. Any personnel under the influence of alcohol, illicit drugs or impaired by excessive pharmaceuticals will not be allowed entry to the NICA spaces or may be asked to vacate the premises.
- 2.3. Not exploit their position for personal or financial gain – specifically:
 - staff are not to teach NICA students outside NICA or at NICA on their own time
 - staff are not to accept gifts or favours from students
 - staff are not to provide merchandise or services to students for money without declaring a conflict of interest to the CEO. NICA reserves the right to refuse requests based on the risk to the organisation and perceived damage to NICA's good reputation.
 - Staff are not to use NICA facilities or equipment for their own person interests
- 2.4. Ensure that their personal or financial interests do not interfere with the performance of their duties.
- 2.5. Act with discretion and maintain confidentiality when discussing workplace issues.
- 2.6. Respect the law and provide positive examples in the performance of civil obligations.

3. Compliance and Licences

It is mandatory for all employees, volunteers and contractors at NICA to have a current Working With Children Check and abide by the National Child Safe Standards.

It is also mandatory for all employees and volunteers at NICA to complete any partner mandated compliance training.

Certain positions at NICA have additional requirements such as Riggers Certificate or Certificate IV in Teaching and Assessment.

I _____ (Insert Name) have read and agree to comply with the NICA Code of Conduct.

SIGNED _____ Date: _____