

# MANDATORY COMPLIANCE TRAINING PROCEDURE

## SCOPE

This procedure applies to all fixed-term, continuing, consultants, adjuncts, casuals, sessionals and any individual engaged to perform work for the University or deemed by the University as required to complete mandatory compliance training (herein collectively referred to as 'you' for the purpose of this procedure).

## PROCEDURE STATEMENT

The University is committed to providing a safe and fair workplace for its staff. The University ('us', 'our' or 'we') seeks to ensure that all staff are aware of their responsibilities regarding ethical and professional conduct, occupational health and safety, equal opportunity and privacy.

This procedure outlines the compliance training which staff are required to undertake so that we can be confident that staff are aware of their obligations and responsibilities.

### 1. Mandatory compliance training

- 1.1 You are required to complete four online training modules at the commencement of your employment with us and then refresher training at any time determined by us.
- 1.2 The four modules are:
  - Equal Opportunity (renewed each 2 years)
  - Occupational Health and Safety (renewed each 3 years)
  - Privacy (renewed each 3 years)
  - Ethical and Professional Conduct (renewed each 3 years)
- 1.3 For Mandatory Compliance Training modules, please visit [myDevelopment – Mandatory Compliance Training Modules](#).
- 1.4 Each online training module:
  - outlines the law as it relates to the subject matter;
  - covers key policies, responsibilities and concepts; and
  - articulates and contextualises the responsibilities of staff and managers.
- 1.5 If you are a new staff member, you are required to complete the mandatory compliance training within 1 month of commencement of employment with us (or at an alternative time as directed by us) and thereafter to complete "refresher" training on the anniversary of completion of the module (as detailed above) or at an alternative time as directed by us. Such training must be completed within 1 month.

### 2. Process for completion of training

- 2.1 If you are required to complete/refresh your training, you will be sent an email to your University email account advising:
  - the requirement to complete the mandatory compliance training modules within 1 month or at an alternative time as directed by us;
  - the training is mandatory and the email constitutes a directive from the Chief Human Resources Officer as a delegate of the Vice Chancellor; and
  - the relevant link for accessing the training modules.
- 2.2 Where mandatory compliance training has not been completed within the relevant timeframe, you and your supervisor will receive an email notification.

### 3. Failure to complete training

- 3.1 Both you and your supervisor are responsible for the completion of mandatory compliance training. Your supervisor is responsible for ensuring you have the time and opportunity (approx. 1 to 2 hours) to complete the relevant compliance training modules within the required timeframe.
- 3.2 If you fail to complete mandatory compliance training, you have not complied with reasonable and lawful direction, which may result in disciplinary action in accordance with the [Disciplinary action and dismissal procedure](#).
- 3.3 Supervisors who fail to ensure staff complete the mandatory compliance training may have demonstrated unsatisfactory performance of their duties as a supervisor. Such instances will be managed in accordance with the [Managing unsatisfactory performance: professional staff procedure](#) or the [Managing unsatisfactory performance: academic staff procedure](#) (as relevant).

### 4. Reporting of non-completion of training

- 4.1 Heads of unit/departments will be provided with a report to identify staff in their area who have not yet completed the required training. This report will be distributed in the course of the standard management reporting cycle.
- 4.2 Heads of unit will discuss non-completion of mandatory compliance training with the relevant staff member's supervisor.
- 4.3 Heads of unit are encouraged to seek advice from Monash HR with respect to disciplinary action.
- 4.4 A report will be provided to the University's senior management periodically to indicate completion rates across different areas of the University.

### 5. Breach of procedure

- 5.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

Head of Unit	The head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as his or her nominee.
Staff	For the purposes of this procedure, means any person employed by the university on a continuing, fixed-term, casual or sessional basis, or a person seconded or contracted to perform work for the university under direction from a university supervisor.
Supervisor	The person who is responsible for managing the performance of a staff member. This will be the immediate line manager, unless the University nominates an alternative supervisor. Where a staff member has two or more supervisors, one should be nominated as the performance supervisor.

## GOVERNANCE

Parent policy	<a href="#">Integrity and respect</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"><li>• <a href="#">Disciplinary Action and Dismissal</a></li><li>• <a href="#">Managing Unsatisfactory Performance: Academic Staff</a></li><li>• <a href="#">Managing Unsatisfactory Performance: Professional Staff</a></li><li>• <a href="#">Performance development process: Academic Staff</a></li><li>• <a href="#">Performance development process: Professional Staff</a></li><li>• <a href="#">Privacy</a></li></ul>
Legislation mandating compliance	<b>Federal Legislation</b> <ul style="list-style-type: none"><li>• Racial Discrimination act 1975 (Cth)</li><li>• Sex Discrimination Act 1984 (Cth)</li><li>• Disability Discrimination Act 1992 (Cth)</li><li>• Age Discrimination Act 2004 (Cth)</li><li>• Australian Human Rights Commission Act 2004 (Cth)</li><li>• Privacy Act 1988 (Cth)</li><li>• Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)</li></ul>

	<p><b>State Legislation</b></p> <ul style="list-style-type: none"> <li>• Equal Opportunity Act 2010 (Vic)</li> <li>• Racial and Religious Tolerance Act 2001 (Vic)</li> <li>• Privacy and Data Protection Act 2014 (Vic)</li> <li>• Occupational Health and Safety Act 2004 (Vic)</li> </ul>
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