



# **Tupou College**

# **Staff Handbook**

**Jan 2026**



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# Welcome to Tupou College

## Welcome Message

This Staff Handbook has been prepared by the Executive Team of Tupou College as an information guide for staff who have been called and appointed to serve through the Free Wesleyan Church of Tonga (FWCT). It is intended to support you in your ministry and professional responsibilities as you work within our College community.

You have been selected to be part of the Tupou College staff because of the trust placed in you by the Church and the confidence we have in your gifts, commitment, and willingness to serve. Our desire is that you will find fulfilment in your work and contribute positively to the spiritual, academic, and communal life of Tupou College.

The information contained in this handbook provides an overview of Tupou College, including key policies, expectations, and terms and conditions relevant to your service and employment. It is designed to assist you in understanding your role and responsibilities as part of the College staff.

I warmly welcome you to the Tupou College community. Should you have any questions regarding any section of this handbook, please do not hesitate to seek clarification from the Management Team.

Rev Samiuela Manitisa Fonua

(Principal)





# Employment Guidelines

## 1. Employer

Unless otherwise advised, Tupou College which is governed by the Free Wesleyan Church of Tonga is the employing entity of employees. Tupou College will appear as the employer throughout this Handbook, Tupou College is referred to as the **“the school”** or **“Tupou College”**.

Tupou College offers a living quarter for each employee to live on campus and be part of Toloa which is a village community and a member of the Toloa Free Wesleyan Church congregation.

## 2. Handbook Objectives

The information contained in this Staff Handbook provides a readily accessible reference for you concerning your employment with Tupou College. It is an important document and will be updated from time to time. You should read it carefully. The current version of the Handbook can be obtained from the Administration Office.

You will need to comply with the terms of this Handbook, as amended from time to time. However, this Handbook in whole or part does not constitute a contract of employment in itself. You will also need to read and adhere to the following in order to meet the responsibilities of your role as an Employee of Tupou College.

- Tupou College Employment Expectations
- List of duties and responsibilities contained in Job Specification
- Any written directives issued by the Principal

The Handbook applies to all full-time, part-time, casual and fixed-term contract employees unless otherwise stated.

- A full-time or part-time employee is employed under a contract of employment of indefinite duration;
- A casual employee is employed to work on an as-required basis. The employee's hours may be regular or irregular and employment may occur over a short time or extend over a long period;
- A fixed-term contract employee is employed under a contract of employment which both parties have expressly agreed will continue for a specified period and no longer. The fixed-term contract employee is ordinarily (but not necessarily) engaged to work on a defined project or task, and the contract expires at the end of the specified period with no requirement for the employer to give the employee notice of termination.

Failure by you to comply with the terms of this Handbook may result in disciplinary action (up to and including the termination of employment). Where this Handbook differs from the terms of your contract of employment and/or any other relevant award or agreement, the conditions in the contract of employment, award or agreement will prevail. The provisions of this Handbook are to be construed subject to any applicable statute and delegated legislation. The terms of the statute and legislation will prevail to the extent of any inconsistency.



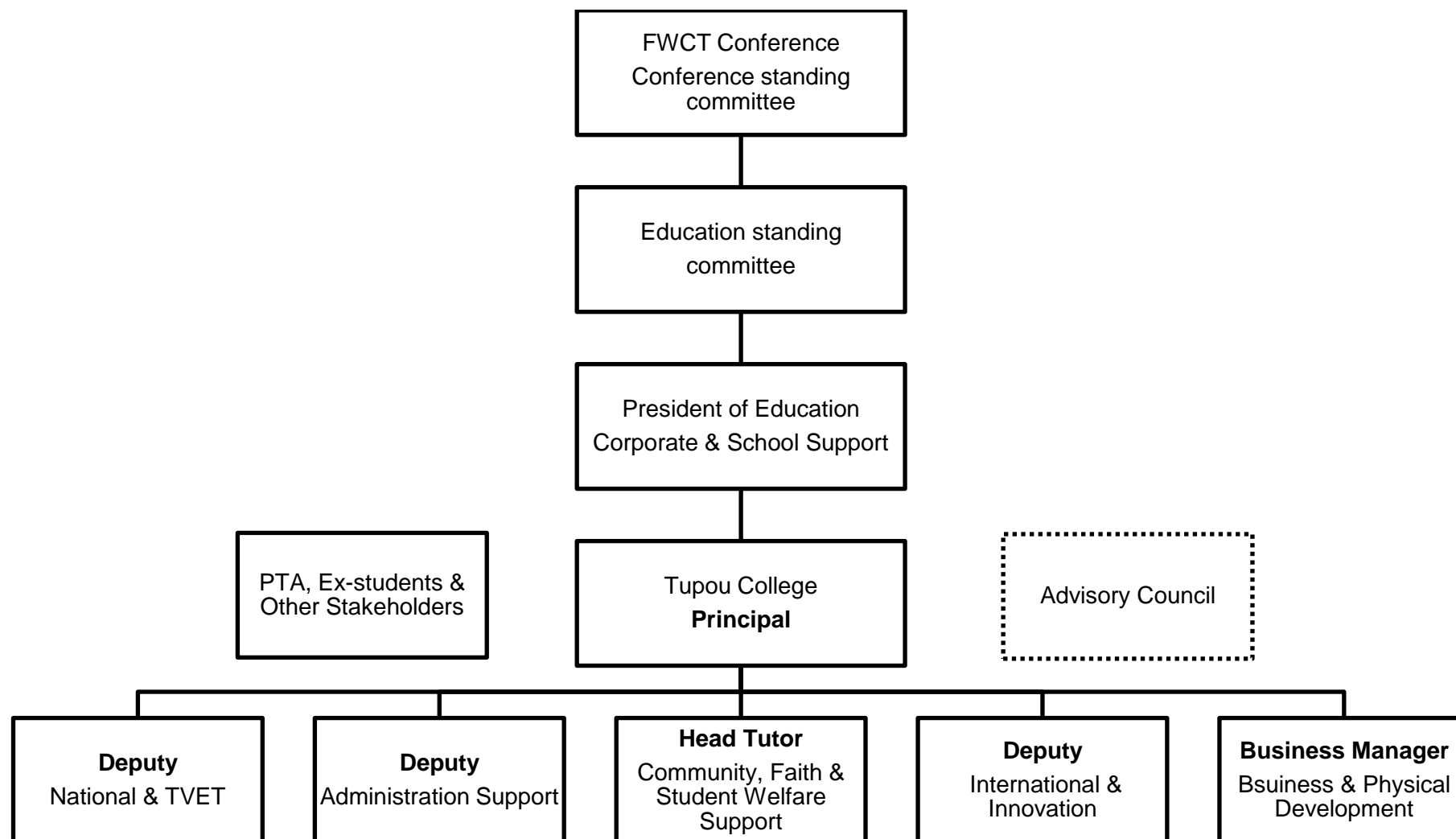
The provisions of this Handbook are current as at Monday, January 19, 2026. Tupou College reserves the right at any time to vary any or all of the provisions of this Handbook, either in response to policy changes or through changes in practice or otherwise. Tupou College will endeavour to bring all material changes to your attention as soon as practicable, and a current copy of the Handbook will always be available for review by request.

### **3. The School**

Tupou College is a very strict Christian school, established in 1866 by the Free Wesleyan Church of Tonga under Rev. Dr. James Egan Moulton. It is an all boarding all boys high school governed by the Free Wesleyan Church of Tonga and claimed to be the oldest secondary school in the Pacific Islands. Enrolment is some 1,000 pupils predominantly Wesleyan students with a growing number of students from abroad. Tupou College was first established at Nuku'alofa and it moved to Nafualu on the site where Sia'atoutai Theological College now stands. In 1948, the school last moved to Toloa in the Eastern District of Tongatapu where it still stands today. Tupou College's Brother School is Newington College which is in Sydney, Australia.

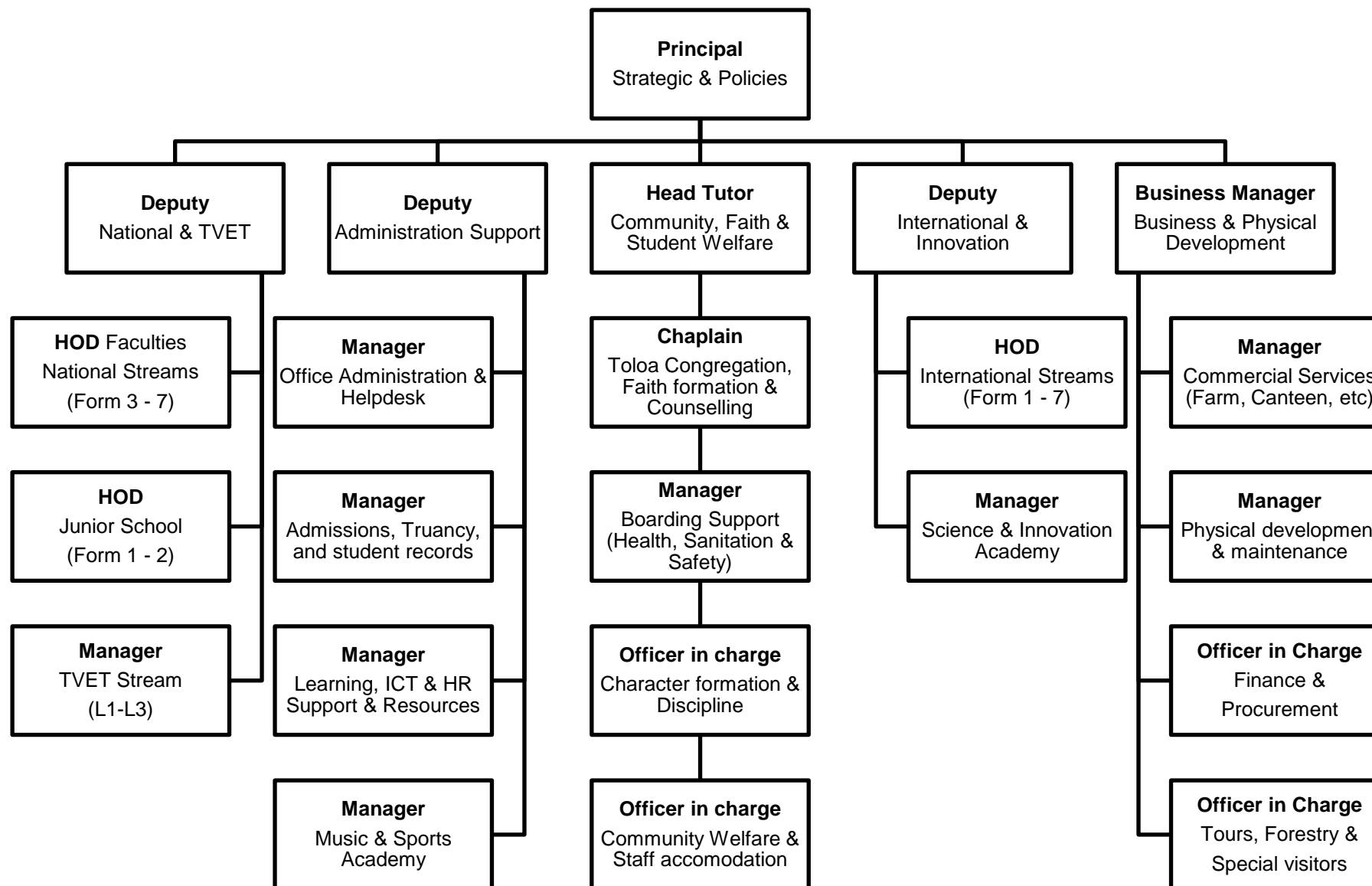


### 3.1 Tupou College Governing Structure





### 3.2 Tupou College Operational & Functional Structure





### 3.3 Core Functions by Division

Division	Core Functions
1. Principal's Office	<ul style="list-style-type: none"> <li>- Strategic leadership and vision for all College operations</li> <li>- Lead transition toward governance autonomy under FWCT</li> <li>- Ensure educational excellence across all streams</li> <li>- Spiritual and pastoral leadership</li> <li>- Policy development and compliance oversight</li> <li>- Stakeholder engagement (FWCT, Government, donors, alumni)</li> <li>- Financial oversight and resource allocation</li> <li>- Manage risk and institutional reputation</li> <li>- Oversee staff development, appraisal, and discipline</li> <li>- Represent College in national and international forums</li> </ul>
2. Administrative Support Division	<ul style="list-style-type: none"> <li>- Coordinate daily admin operations and official meetings</li> <li>- Manage office services and front desk/reception</li> <li>- Handle student admissions and records management</li> <li>- Oversee communication systems and stakeholder relations</li> <li>- Maintain student data and regulatory reporting</li> <li>- Support music and sports academies administratively</li> <li>- Coordinate campus events and logistics</li> <li>- Lead digitalisation initiatives for records and systems</li> <li>- Manage local HR processes and records</li> <li>- Liaise with Primary School and ECE for shared services</li> </ul>
3. Campus & Faith Support Division	<ul style="list-style-type: none"> <li>- Supervise boarding life and dormitories</li> <li>- Manage campus safety, security, and emergency response</li> <li>- Oversee daily routines, discipline, and student duties- Coordinate health, hygiene, and child protection protocols</li> <li>- Lead cultural education (Culture Academy, traditions)</li> <li>- Provide pastoral counselling and spiritual support</li> <li>- Oversee community events and staff accommodation</li> <li>- Manage campus beautification, gardens, and farming duties</li> <li>- Administer meal services and kitchen oversight</li> <li>- Maintain Moulton Chapel readiness and operations</li> </ul>
4. Academic & TVET Division	<ul style="list-style-type: none"> <li>- Oversee teaching and learning for Forms 1–7</li> <li>- Supervise curriculum delivery (National, TVET, USP)</li> <li>- Manage science labs, resources, and innovation projects</li> <li>- Conduct assessments, moderation, and academic data management</li> <li>- Lead teacher supervision, appraisal, and professional development</li> <li>- Maintain academic records and compliance documentation</li> <li>- Integrate TVET programs into broader educational offerings</li> <li>- Report academic performance to stakeholders</li> <li>- Support alternative pathways for students</li> </ul>
5. International & Innovation Division	<ul style="list-style-type: none"> <li>- Oversee NSW curriculum delivery and compliance (NESA)</li> <li>- Lead innovation in pedagogy and digital learning tools</li> <li>- Manage international partnerships (e.g., Newington College)</li> <li>- Supervise International Stream teachers and their development</li> <li>- Develop global pathways for students (scholarships, universities)</li> <li>- Ensure accurate NESA reporting and compliance</li> <li>- Integrate Science &amp; Innovation initiatives into the International Stream</li> <li>- Promote cultural harmony between International and local streams</li> <li>- Maintain stakeholder communications for international programs</li> </ul>
6. Business & Physical	<ul style="list-style-type: none"> <li>- Manage revenue</li> </ul>



Development Division	<ul style="list-style-type: none"> <li>-generating ventures (farm, canteen, eco-tourism)</li> <li>- Lead financial management, budgeting, and reporting</li> <li>- Oversee procurement and supplier relations</li> <li>- Plan and supervise infrastructure maintenance and upgrades</li> <li>- Manage utilities (power, water, waste) efficiently</li> <li>- Support TVET integration into practical business operations</li> <li>- Lead sustainability and environmental initiatives</li> <li>- Manage vehicle fleet, logistics, and campus transport</li> <li>- Develop external partnerships and secure funding</li> <li>- Supervise workshop, engineering, and repairs teams</li> <li>- Oversee construction projects and physical development</li> </ul>
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## Notes:

- Each division is interlinked with the others, sharing responsibilities like facilities use, staff development, and event coordination.
- The Principal's Office retains overall strategic, spiritual, and operational leadership.
- The Administrative Support Division is a backbone for records, communication, and compliance.
- Campus & Faith Support ensures discipline, safety, faith integration, and boarding welfare.
- The Academic & TVET Division and International & Innovation Division work closely for teaching excellence and compliance.
- The Business & Physical Development Division underpins the financial sustainability and physical environment of the College.

## 4. School Services

The school offers the following programme of studies and services;

- Tonga National Curriculum for Form 1 to Form 7 (USP Foundation)
- An international Curriculum for Form 1 to Form 3
- A TVET programme Level 1 to Level 3 in Carpentry, Electrical, Plumbing, Welding, Mechanical Engineering, Horticulture and Hospitality.
- Academy services in Sciences, Commerce, Music, Sports and Christian Fellowship
- A Student Learning Centre with learning and ICT support
- A school reception with a campus support helpdesk (ph: 37294 or 37034)
- Tour sites such as the Toloa Rainforest, the Moulton Chapel and Farm projects
- A Sunday devotion with heavenly sounds of the Tupou College gospel choir and bands
- A fully equipped medical sick-bay for students' comfort.
- Sleeping dormitories for students with living quarters for single staff

## 5. Obligations of employees

As an employee, you are required to:

1. work in a proper, efficient and competent manner;
2. treat all clients, staff, suppliers, management and the general public with respect and courtesy;
3. conform and comply with regulations, orders, directions and instructions given by an Executive;
4. show the utmost good faith and obligation at all times to represent and promote the welfare and interests of Tupou College;
5. conform with the hours of work that the contract of employment or employment agreement requires;
6. not, without the consent of an Executive, directly or indirectly undertake or render services with any business that is competitive with Tupou College;



7. prepare and submit to an Executive, reports related to your duties that may from time to time be required;
8. participate in regular appraisals conducted to assess your skills and performances;
9. identify yourself and Tupou College when answering a work phone. Under no circumstances is confidential information on either staff or clients to be given;
10. inform an Executive of any suspected or actual event which may have an adverse effect on the professional standing of Tupou College; and
11. at all times comply with the provisions of this Handbook and your contract of employment or employment agreement.

## 6. Job Expectations

All staff at Tupou College are called to uphold high standards of professional and personal conduct in their work, supporting the mission of the College and the welfare of its students. While the emphasis may vary depending on roles, the following qualities and performance goals are expected of all staff:

1. **Management Qualities (Mafai tataki 'o ha ngaue)** – Demonstrate leadership and initiative in managing responsibilities and guiding others when appropriate.
2. **Knowledge of Work (Poto fe'unga 'i he ngaue)** – Apply competence and understanding in all assigned tasks, showing expertise in your area of work.
3. **Meeting Work Expectations (Taukei pea fakahoko 'o e ngaue)** – Consistently perform assigned duties to the standards expected by the College.
4. **Support Student Welfare (Tokonia 'o e tokotaha ako)** – Prioritize the wellbeing of students and provide guidance, support, and care.
5. **Engage in Student Learning (Tokoni ki he ako 'a e fanau)** – Actively contribute to students' learning and academic growth.
6. **Time Management / Attendance (Tauhi Taimi mo e ma'u ngaue)** – Be punctual, reliable, and organized in fulfilling work commitments.
7. **Follow Instructions (Fakaongoongo ki he taki ngaue)** – Complete tasks effectively under supervision or guidance when required.
8. **Commitment to Extra Duties (Tokoni ki ha ngaue makehe)** – Willingly participate in additional responsibilities that support the College's operations and mission.
9. **Teamwork (Ngaue fakataha)** – Collaborate effectively with colleagues to achieve shared goals.
10. **Participate in Pastoral Care (Tokoni faka-laumalie)** – Contribute to the spiritual and moral guidance of students and staff.
11. **Participate in Community Activities (Tokoni ki he nofo 'a e ako'anga)** – Engage in events and activities that strengthen the College and wider community.
12. **Meeting FWCT Expectations (Tauhi 'o e faka'amu 'a e SUTT)** – Uphold the standards, principles, and expectations of the Free Wesleyan Church of Tonga in all areas of work.
13. **Personal Attributes (Fakafotunga 'i he ngaue)** – Demonstrate integrity, respect, accountability, and professionalism in all interactions.

## 7. Conditions of Employment

### 7.1 Living Requirement

Staff are expected to live on campus and to participate in all campus activities that may require participation in community and church functions during and after working hours.

### 7.2 Responsibilities

Staff are expected to be involved in one or more of the following areas of responsibilities as directed by the school executives.



- Learning and Teaching
- Commercial activities
- Administrative support
- Campus or Community Support
- Co-Curricular activities
- Development activities

Staff are expected to work 7 hours daily and working hours can vary depending on required duties;

- Admin and support staff: 8:30 am – 4:30 pm
- Teaching Staff: Weekly programme

Morning assembly (Monday & Friday)	8:00 am – 8:20 am	All staff
Morning programme (Tuesday & Thursday)	8:00 am – 8:20 am	Form teachers
Actual Teaching hours	8:30 am – 1:20 pm	All Teachers
Co-curricular	3:30 pm – 5:30pm	Selected Staff

**Note:**

1. Morning programmes

Form teachers are required to prepare groups of students to conduct morning prayers and Christian fellowship for each class in English.

2. Co-curricula programmes

Teachers and some support staff will be involved with Academy programmes and students technical practical activities. The school academy programmes are Music, Sports, Christian fellowship, Science, Commerce and Cadet.

3. Week-end programmes

Some staff are required to perform extra programmes and duties during the week-end (Friday afternoon and Saturday). Students staying on campus are required to be monitored by an on-duty staff and to follow the normal school programmes in regards to meals and sleep.

### 7.3 School Programme

Staff are required to follow the weekly programme of the school and will be from time to time expected to perform certain duties in regards to the welfare and wellbeing of the students. These duties are limited but not restricted to the following;

- Managing student dormitories and house activities
- Assessing prefects and students weekly duties
- Behavioral counseling
- Parental guidance
- Manage proper disciplinary duties for students

The school programme are all part of the student's educational experiences and journey to become life-long learners and to become active Christians.

### A typical Tupou College student's school week;



Time at school:	85%
Time at home:	15%

A student's weekly allocated learning experience on campus is;

Christian programme	11%
Educational programme	24%
Physical programme	15%
Sleep	34%
Other time	18%

#### 7.4 Weekly Schedule

Saturday	
6:00 pm	Students return from home
7:00 pm	Music practice or entertainment
9:00 pm	Prepare for bed
Sunday	
8:00 am	Prepare for Sunday Sermon
9:30 am	Sunday Sermon (10:00am for invited guests)
3:00 pm	Sunday school programmes
7:00 pm	Christian Education
9:00 pm	Prepare for bed
Monday - Friday	
7:45 am	Morning Assembly or Class devotion
8:30 am	First period starts
2:05 pm	End of last period
3:00 pm	Co-curricular programmes and school duties
7:30 pm	Night preparations and academy programmes
9:00 pm	Prepare for bed
<b>Other general programmes</b>	
Wednesday	
7:15 am	Morning sermon
3:00 pm	Punishment Duty (PD)
6:00 pm	Meals from home and parent – teacher meetings
Friday	
3:00 pm	Going home and PD
Saturday	
8:00 am	PD and Academy programmes
Sunday	
6:00 pm	Meals from home

#### 7.5 Dormitories or Houses

1. John Thomas (first successful missionary in Tonga)



2. Harold Wood (Rev.Afred.Harold Wood - former principal of the school)
3. Tevita Tonga (after Tevita Tonga Mohenoa- first dux and head tutor of the school)
4. 'Aho'eitu (the first Tu'i Tonga)
5. Siupeli Taliai (first Tongan Principal)
6. Kau Ta'e'iloa (unknown ex-students of the school)
7. Howard Secomb (former principal of Tupou College)
8. Sau Faupula (former Head tutor)
9. John Wesley (Founder of the Methodist Church)
10. Wood Gate (Ronald Woodgate- former principal of school)
11. Roger Page (former principal and former president of the FWCT)
12. Sione Havea (Longest serving Head Tutor of the school)

## **8. Parental Guidance**

All staff are required to act as guardians to the boys while they are on campus. This will be limited but not restricted to the following;

- To lead and to guide students on their on-duty role which is shared by the houses on a weekly roster.
- Offer parental advices and provide encouragements.
- To ensure that a student who has a problem is attended to and report any serious matter to one of the Executives for further actions.

**Note:** Students with health related issues must be referred to the school medical officer who can refer the student to one of the Executives if required to seek further assistances or to send the student home.

## **9. Employment Policies**

### **9.1 Absent from work or school programmes**

Employees are required to seek approval from the Executive to be absent from work or any school functions during working and after working hours.

### **9.2 Personal Property**

The school does not accept liability for lost, stolen or damaged property that may be bought on site by its employees. We ask that all staff be security conscious within their work area and note that stolen property will be reported to the Police.

### **9.3 School Property**

All Tupou College furnished equipment, furniture, cabinets, desks, computers, telephones, cellular phones, voice mail systems, e-mail, and all other like items and systems are considered Tupou College property and furnished to employees for work purposes.

Use of school computers, internet, copier and FAX is restricted for work purposes.

Employees are not permitted to install or run personal programs, documents, files, copied software that violates licensing regulations, etc. on a school computer without the express permission of an Executive.

All school property is subject to inspection, monitoring, and searching by the school, with or without notice to the employee, at any time. Therefore, employees are advised to keep items out of the work place if they are private, personal, and not business-related.



## 9.4 Alcohol and illicit drugs

Staff are expected NOT to consume alcohol or take any illicit drugs on campus or in any functions while employed by Tupou College.

## 9.5 Staff Induction for new staff

Newly recruited staff are required to go through an induction programme to be managed and reviewed by the school administration staff.

The induction programme will cover the employers' expectation and the school statute and condition of employment.

## 10. Code of Conduct

### 10.1 For all staff

Tupou College expects staff to abide by the following principles. These are in addition to the general obligations imposed on staff members including implied duties such as the duty of devotion and to act in good faith. Failure to behave in accordance with the Code of Conduct may lead to disciplinary action. Staff should report suspected breaches of the Code of Conduct in the first instance to an Executive. The Grievance Procedure should be followed in relation to investigation of breaches of the Code of Conduct.

This code has its basis in the teaching of Jesus Christ, the Tongan Cultural values and to reflect the complexity of teaching.

All employees are required to:

- Live out a Christian lifestyle that reflects love, peace, and respect for others.
- Present a professional appearance at all times.
- Perform their roles responsibly within the law of the country and the FWCT Education Policies and regulations.
- Respect the uniqueness and dignity of every individual, acting in a fair, courteous, sensitive, and professional manner.
- Refrain from **all forms of violence, verbal abuse, bullying, corporal punishment, or degrading treatment.**
- Uphold a **zero-tolerance policy towards any act that threatens the life of another person.**
- Demonstrate integrity, honesty, and impartiality in all duties.
- Maintain appropriate confidentiality of student and staff information.
- Use resources efficiently and responsibly.
- Safeguard and promote the safety, welfare, and wellbeing of staff and students at all times.
- Attend and participate in required school programmes such as morning assemblies and Church devotions.

### 10.2 For Teachers

Teaching staff are expected to:

- Prepare adequately for every class.
- Attend assemblies and promptly attend to class duties.
- Keep accurate attendance records and report absences.
- Provide lesson materials for substitute teachers when absent.
- Teach effectively, adapting to student needs and fostering a safe, supportive learning environment.
- Mark assessments promptly and set appropriate homework according to school policy.



- Prepare and mark examinations within agreed timelines.
- Participate in professional development and reflective practice.
- Support colleagues by covering classes when needed, within agreed limits.
- Teach in English for at least 50% of class time, and continue developing English teaching skills.
- Engage actively in co-curricular activities.
- **Treat all students with respect, refraining from any form of violence, verbal abuse, corporal punishment, or degrading treatment.**
- **Promote positive discipline through Christian values of love, care, fairness, and restorative practices.**
- Exercise duty of care for all students, ensuring their safety in class and during supervision.
- Report immediately to the administration any mistreatment, abuse, or threat to a student's wellbeing.

## 11. Employee Privacy Policy

Staff will need to provide detailed personal information such as name, contact details, date of birth and tax file number. Tupou College only collects personal information with the consent of the staff member where it is necessary for the school to be able to carry out functions relating to employment such as processing pay or if required to by law.

Tupou College will take such steps as are reasonable in the circumstances (having regard to the purposes for which the information is collected) to ensure that:

- The information collected is relevant to that purpose, is not excessive, and is accurate, up to date and complete; and
- The collection of the information does not intrude to an unreasonable extent on the personal affairs of the staff member to whom the information relates.

Personal information can be collected via forms, email, letters or other forms of communication. If personal information about a staff member is obtained from a third party, reasonable steps must be taken to ensure that the staff member is or has been made aware of the collection and the reason for the collection.

Tupou College will not use the information for a purpose other than that for which it was collected unless:

- The staff member to whom the information relates has consented to the use of the information for that other purpose;
- The other purpose for which the information is used is directly related to the purpose for which the information was collected;
- The use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom the information relates or of another person; or
- If so directed by a court of law.

Current and previous Employees can request, in writing, access to their personal information but inspection must be in the presence of an Executive. Tupou College will not provide access to their personal information if:

- In the case of personal information, other than health information, providing access would pose a serious and imminent threat to the life or health of any staff member;
- Providing access would have an unreasonable impact upon the privacy of other staff members;



- The request for access is frivolous or vexatious;
- Providing access would reveal the intentions of the school in relation to negotiations with the staff member in such a way as to prejudice those negotiations;
- Providing access would be likely to prejudice an investigation of possible unlawful activity;
- Denying access is required or authorised by or under law; and
- Providing access would be likely to prejudice the outcome of an internal investigation.

Tupou college will not disclose personal information to anyone or any organisation, unless:

- The disclosure is related to the purpose for which the information was collected;
- The staff member concerned was reasonably likely to have been aware, or had been notified, that the personal information is usually disclosed to the person or agency;
- The disclosure is necessary to prevent or lessen a serious and imminent threat to life or health of any person;
- In relation to some investigations and law enforcement process; and
- Where legislation recognises lawful access by some government agencies.

Tupou College will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

A failure to comply with this policy will be viewed seriously and may result in disciplinary action, including dismissal. Staff must report breaches of this policy to an Executive.

## **12. Legislation**

Tupou College expects you to comply with and have regard to all legislations, as amended from time to time, regulating the conduct of the school's business. In particular, any suspected, attempted or actual criminal act, including fraud and suspected theft, must be reported immediately to an Executive.

## **13. Changes to Personal Details**

You must ensure that any changes to personal details are communicated to an Executive in a timely manner. This is to ensure that we have adequate time to process any changes.

## **14. Staff Leave**

This section applies to all full-time, part-time employees and some fixed-term contractors. Unless otherwise stated below or in their contract of employment, casual employees do not have any paid leave entitlements. A leave application form can be picked up from the reception and must be submitted for approval before taking leave.

Full-time teachers are entitled to take leave with full pay during school holidays but are required to seek approval to take a holiday leave if traveling abroad or leave the campus.

Admin, support and farm staff are not entitled for holiday leave unless the school is closed.

### **14.1 Casual Leave**

All staff are entitled for casual leave of no more than 7 days a year and this has to be spread throughout the year and not taken at one time. Casual leave days cannot be carried over to the following year. A record of the staff casual leave must remain with the Admin Office.

### **14.2 Compassionate Leave**





Full-time and part-time employees are entitled to a Sick leave of more than two consecutive days but must be supported by a medical certificate obtained from a registered authorized medical practitioner. The maximum sick days with pay is 28 days p.a. If there is a need for extension, a letter from the Doctor to verify this should be submitted and the staff will be given further extension with or without pay.

#### **14.3 Bereavement leave**

A staff member can apply for a bereavement leave up to 10 working days. Bereavement leave is only for the immediate member of the family, parents, sisters and brothers, mother- in - law and father –in-law and grandparents.

#### **14.4 Long Service Leave**

Admin, support and farm staff are entitled for a 3 months leave with pay after working for 5 years. (The fact that they are not entitled for holiday leave)

Teaching staff are entitled for a 3 months leave with pay after working for 10 years. They can however, requests their Leave after working for 5 years and they are entitled for a 1 month leave with pay. They can also request their leave after working for 7 years and they are entitled to a 2 months leave with pay.

#### **14.5 Special Purposes**

In certain circumstances, you may be granted additional paid or unpaid leave for other special purposes. The granting and period of such leave will be at the discretion of and approval by the Principal.

#### **14.6 Maternity leave**

A staff member shall be encouraged not to return to work within a period of 28 calendar days following her confinement. In the event of the staff member being unfit to return to duty as a result of illness arising out of pregnancy or confinement at the end of this time, she may be granted by the Principal leave of absence and without salary for a further period of up to 14 days. A husband may request parental leave for a week without pay.

#### **14.7 Study leave**

A staff member who wishes to go for further studies locally or overseas with his/her own personal funding will be granted one month full pay only. A staff can make a request for a study leave if he/she accepted a donor funding scholarship outside of the FWCT scholarship award scheme and is required to submit an application for retention of position and salary for the duration of the study leave. Once the study programme applied for is completed, the staff is expected to return.

#### **14.8 Leave without pay**

Leave without pay shall only be granted by the Principal in special circumstances.

### **15. Remuneration**

Wages and salaries are paid fortnightly by electronic transfer to each employee's nominated bank account. Payments will not be made until such time as all completed payroll documents are received. Where employment commenced during the fortnight, the remuneration will be on a pro-rata basis for that fortnight.

### **16. Probationary Period**

This section applies to all full-time and part-time employees. Casual and fixed-term contract employees do not have a probationary period.

Your continued employment will be subject to satisfactory completion of an initial probationary period. This period is up to six months, and will be confirmed in your contract of employment. During the first



month after signing the contract, a probationary allowance will be paid to the staff after the first 2 weeks of employment.

You will be reviewed informally throughout the probationary period. An Executive may conduct a more formal review prior to the end of the probation period. Continuing employment will be confirmed when the final review has been completed, and if performance is determined to be satisfactory.

## **17. Equal Employment Opportunities Policy (EEO Policy)**

Tupou College aspires to be an equal opportunity employer and to have a workplace free from discrimination, bullying and harassment.

If you are in a management or supervisory position, you should take all reasonable steps to ensure that the work environment is free from the conduct prohibited under this policy.

If you have any questions about the EEO Policy or concerns about inappropriate conduct in the workplace, you are encouraged to raise these concerns in accordance with this policy.

### **17.1 Application of EEO Policy**

The EEO Policy applies to everyone who works at Tupou College in any capacity, whether full-time, part-time or casual, including temporary workers and contractors. It also applies to persons seeking employment with Tupou College.

The EEO Policy applies to the conduct of persons in the course of their employment:

- In the workplace (even outside normal working hours);
- During work activities (for example when dealing with students);
- All work-related events (for example at conferences and work social functions, wherever their location);
- In respect to certain interactions between work colleagues that occurs out of work hours.

The prohibition against discrimination and harassment extends to all persons with whom you come into contact in the course of your employment, including students, visitors and service providers. This is a mutual obligation in that you must not subject such persons to discrimination or harassment, nor can such persons subject you to discrimination or harassment.

### **17.2 Discrimination**

In accordance with any of the Country Legislations discrimination is prohibited on the following grounds or attributes:

- Gender;
- Marital status;
- Pregnancy and potential pregnancy;
- Race;
- Political belief or activity;
- Disability and impairment (both physical and intellectual);
- Carer status and family responsibilities;
- Physical features;
- Irrelevant medical record;



- Irrelevant criminal record;
- Age;
- Association with a person who is identified by reference to any of these attributes.

These grounds will not cover all behaviour that may be perceived as unfair. Where the above conduct occurs, you should refer to the Grievance Procedure.

### **17.3 Harassment in the workplace**

Unlawful harassment includes any unwelcome advance or request, offensive comment or action concerning a prohibited ground of discrimination. It is behaviour towards another person which a reasonable person would consider to be, intimidating, humiliating or offensive.

Harassment is unwelcome, uninvited conduct which is offensive from the viewpoint of the person harassed regardless of any “innocent intent” on the part of the offender. Harassment:

- Does not have to be directed at any person in particular;
- May include conduct which occurs in the workplace or in connection with work, for example, at a work function outside of work hours;
- Can involve a series of incidents or it can be a one-off occurrence. While single or isolated occurrences of some behaviour may appear relatively minor, when continued over an extended period they can become very wearing and stressful.

Tupou College may deem your conduct in breach of this policy even if no person raises a complaint.

It is not sexual harassment to develop friendships or relationships with other people at work. Mutually acceptable friendships which develop between people who meet at work have nothing to do with sexual harassment. Further, what you choose to do in your private life is your own business, however sexual harassment in the workplace is a matter for Tupou College. Behaviour which is acceptable privately or socially may be inappropriate in a work environment, or even in relation to your interactions with employees of Tupou College outside the workplace.

### **17.4 Workplace bullying**

Tupou college does not condone bullying or violent behaviour in the workplace. Bullying is unreasonable behaviour that is repeated over time, directed towards a worker, or group of workers, that creates a risk to health and safety. Single incidents of unreasonable behaviour can also create a risk to health and is also not acceptable as part of Tupou College work culture.

If you are being bullied, or see others being bullied at work, you must report it as soon as possible to an Executive. The Grievance Procedure below outlines steps you can take to report this matter.

No one who reports bullying will be victimised and reports will be investigated quickly and fairly. Violence between workers is not tolerated under any circumstances. Supervisors are responsible for ensuring that no person in their work group is bullied, threatened or physically hurt by other workers.

### **17.5 Victimisation**

Victimisation occurs when a person subjects or threatens to subject another to a detriment because that other person:

- Has asserted their rights under this policy or equal opportunity legislation;
- Has alleged that someone has breached this policy or equal opportunity legislation;
- Intends to provide information as a witness to any discriminatory conduct;



- Supports an individual(s) who intends to, or has made, a complaint under this policy or equal opportunity legislation;
- Is believed to have done or proposed to do any of the above.

Conduct likely to constitute a detriment in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work-related social functions, and being the subject of gossip or innuendo. A detriment in employment also includes the loss of a person's right to quiet enjoyment of their employment.

Tupou College prohibits retaliation against a person just because that person wishes to make a complaint of discrimination or other unlawful conduct under equal opportunity legislation.

If a person raises a genuine complaint directly with you, you should appreciate that they are giving you an opportunity to change your behaviour and potentially averting a complaint against you.

## **18. Grievance Procedure**

For Any Work Related Inappropriate Behaviour Complaint including EEO Complaints

The below information sets out the general grievance procedure for the handling of work related complaints. Tupou College reserves the right to vary the process, or adopt a different process if Tupou College at its sole discretion, considers it appropriate.

### **18.1 Raising a complaint**

If you have a genuine concern that you are suffering prohibited conduct in the workplace, the school will work with you to resolve your concerns.

At first instance, you are encouraged to raise your concerns directly with the person involved to ensure they are fully aware that the conduct is unwelcome, or that you believe the particular conduct is inappropriate. This will often resolve the issue quickly and effectively.

If this approach does not resolve your concerns or if you are not comfortable raising your concern directly, for any reason, you should report the behaviour verbally, or in writing, in accordance with the procedures set out below. If you wish to raise a formal complaint it will need to be in writing.

Tupou College has informal and formal procedures in place to deal with complaints of prohibited conduct. You may choose to have your concerns dealt with in accordance with the informal procedure or the formal procedure. You are not required to exhaust informal procedures in order to lodge a formal complaint. You have the right to formalise your complaint to the President of Education or the Church authorities at any stage.

### **18.2 Informal complaints**

If you have a genuine concern, you may raise your concerns with an Executive.

If they are unable to resolve the matter or, after discussion, the allegation seems sufficiently serious to warrant a formal investigation or a formal investigation is considered desirable for any other reason, the matter will be referred to the Principal, who will deal with it according to the formal procedure set out below.

If the nature of the grievance involves an Executive personally, you should discuss it with another Executive.

### **18.3 Formal complaints**



When you make a formal complaint, an appropriately qualified person will investigate the matter and make recommendations to resolve the issue.

#### *Complaints investigation procedure*

If you make a complaint it will be investigated by an appropriately experienced person appointed by the Principal as a complaint contact officer. The investigator will separately interview both the person who made the complaint and the person alleged to have engaged in the unlawful behaviour. The investigator may also interview any other parties that have knowledge of the incident/s the subject of the complaint.

An interviewee may request that a third party (support person) be present at the interview. Any third parties to an interview have observer status only and must not contribute to discussions unless permitted by the investigator. They must also comply strictly with Tupou College confidentiality requirement. During each interview, the investigator may take detailed notes of what is said, or bring an assistant with them to perform this function.

When the investigation is complete, both parties will be informed of the findings of the investigation. Disciplinary action may be taken against anyone who is found to have breached a school policy. Any such action will depend on the individual circumstances of each particular case but may involve a warning, counselling, demotion or dismissal.

### **18.4 Features of complaint management**

Whether you choose to make a formal or informal complaint, please be aware of the following:

#### *Confidentiality*

Only the people involved in the investigation, or attempted resolution, of a complaint (and, where Tupou College considers it appropriate, key management) will have access to information about the complaint. This means that only those with a genuine role to play in helping to resolve complaints should know its details or discuss them. Anyone found to have engaged in gossip or innuendo about a complaint is at risk of disciplinary action from Tupou College and, possibly, legal action under the respected laws of the country.

Tupou College considers confidentiality to be one of the most important aspects of dealing with prohibited conduct complaints. There are circumstances however, when the information may not be able to be kept confidential, such as if physical threats are involved or the law otherwise requires disclosure.

#### *Impartiality*

Both parties will have a chance to tell their side of the story. No assumptions will be made and, to the extent possible, no action will be taken until all relevant information has been collected and considered.

#### *No Repercussions*

No action will be taken against anyone for making or helping someone to voice a genuine complaint. Tupou College will take all reasonable steps to ensure that anyone making a complaint is not victimised.

#### *Promptness*

All complaints will be dealt with as quickly as possible.

#### *Vexatious or malicious claims*

Anyone found to abuse this policy by raising a malicious or vexatious claim against another person will face strict disciplinary action, which may result in disciplinary action including termination of employment.



### *Further action*

Following the initial interviews of each party, the procedure is at the discretion of the investigator, but the investigator will, if possible:

- Interview witnesses nominated by either party;
- Interview any other persons with information believed relevant to the complaint;
- Form a finding based on a balance of probabilities;
- Present that finding to relevant senior management at Tupou College to consider any disciplinary outcomes (conciliation may be deemed an appropriate outcome);
- Inform the parties of the findings of the investigation and any outcomes;
- Inform any relevant supervisor of either party of any outcomes they are required to implement;
- Invite all parties to approach them with any ongoing/new concerns;
- Confirm that no unnecessary matters appear on employee files;
- Confirm that all records have been passed on for confidential storage;
- Monitor the investigation outcomes on a regular basis for at least three months or longer.

Where the complaint cannot be substantiated (that is, it cannot be confirmed that it did happen) courses of action including but not limited to the following may occur:

- Both parties will be informed of this and the reasons why;
- Careful consideration of ongoing work difficulties will establish fair procedures to deal with the parties' ongoing concerns.

Where the complaint is substantiated, courses of action including, but not limited to, the following may occur:

- The respondent may be asked to make either a public or private written apology;
- An official warning may be issued to the respondent;
- The respondent may be demoted or dismissed;
- The complainant may be transferred out of the environment in which the unlawful conduct occurred with no employment disadvantage;
- Both parties may be talked to separately and have explained to them the reasons for the conclusion. the parties may have to sign a document detailing the outcome;
- A briefing may be held in the relevant area of Tupou College on anti-discrimination laws, harassment or bullying.

## **18.5 Appeals**

A party can appeal to an Executive of Tupou College if he or she thinks the grievance handling procedures were not followed or the procedures were applied improperly. An Executive will determine how any appeal will be conducted.

## **18.6 Liability for prohibited conduct**



In addition to the action that may be taken by Tupou College under this policy, separate action may be taken by the complainant against an Executive, employees and other persons working for Tupou College. These individuals may be found to be personally liable for prohibited conduct which occurs in the workplace or in connection with the person's work or in the course of providing or offering to provide services or facilities to clients.

Executives, employees and other persons working for Tupou College who cause, permit, instruct, aid or induce prohibited conduct may also be personally liable as accessories.

## **19. Software Protection**

The copying of computer software and the use of copied software in business or at home without the express permission of the software copyright owners is illegal.

The penalties for making unauthorised copies of any software program are substantial and relate not only to licensed software but also to programs or systems that may have been developed either for Tupou College by outside contractors or by employees of Tupou College.

Where software is intended for installation on local area networks or on multiple machines, you must make every effort to ensure that the software is used strictly in accordance with the license agreement.

The copying of any computer software or any instruction given to make such copies, without authorisation from the copyright owner is in breach of the law and against the policy of Tupou College. If you disregard such copyright conditions you may risk legal action and/or termination of your employment.

## **20. Computer Usage/e-mail and Internet Usage**

Information security is your responsibility.

Tupou College encourages the use of the internet and email to:

- Communicate with fellow employees regarding matters within your assigned duties;
- Acquire information related to, or designed to facilitate, the performance of regular assigned duties;
- Facilitate performance of any task or project in a manner approved by an Executive.

No school data or information is to be removed from the premises unless specifically authorised. This includes data in computer form in storage devices or electronic data transmission.

## **21. Representing Tupou College**

When using email, or participating in electronic dialogues on the internet, users shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of the Tupou College unless appropriately authorised (explicitly or implicitly) to do so.

Each and every authorised email must include the appropriate Tupou College email notice and disclaimer.

You are expressly prohibited from the following:

- Downloading, uploading, disseminating or printing copyrighted materials (including articles, music, images and other software) in violation of copyright laws;
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Tupou college;
- Using defamatory, obscene, discriminatory, offensive or harassing statements or language, including (but not limited to) disparagement of others based on their race, national origins, sex, sexual orientation, age, pregnancy, disability, religious, political beliefs or other unlawful biases;



- Downloading, storing, displaying, sending or soliciting sexually-oriented or offensive messages or images;
- Participation in internet chat rooms;
- Creating a business, usurping business opportunities or soliciting money for personal gain;
- Sending chain letters, unsolicited commercial email (spam), gambling or engaging in any other activity in violation of any law;
- Downloading, uploading or distribution of destructive programs such as viruses and/or self-replicating code or programs/systems designed to compromise the security, efficiency or effectiveness of systems or networks.

## **22. Personal Email**

Email may be used for personal communication within appropriate limits but will be subject to monitoring (see Computer Surveillance below). You are expected to respect and not abuse the privilege of personal email, and specifically must not:

- Use Tupou College email systems, content and mailing lists for personal gain;
- Directly or indirectly interfere with the operation of email services, and cause unwarranted or unsolicited interference with the use of email systems by others;
- Interfere with employment duties, or other obligations to Tupou College;
- Burden Tupou College with noticeable systems congestion and/or additional costs.

Procedures may be set up so that all material downloaded from the internet or from computers or networks that do not belong to Tupou College must be scanned and filtered for viruses and other destructive programs before being placed onto the school's computer system.

It is important that you note that email or internet usage may have criminal implications and makes it an offence to use telecommunication services to menace or harass other persons or to use the services in an offensive manner.

## **23. Computer Surveillance**

Tupou College monitors all use of computers operated and maintained by the school on a regular basis. Tupou College may also maintain a log of activity which may be audited from time to time. Computer surveillance encompasses remote access services and lap top computers. Instances of computer surveillance can include, without limitation:

- Monitoring of internet websites visited;
- Monitoring web traffic;
- Monitoring all incoming and outgoing email correspondence;
- Detecting and monitoring unauthorised applications, such as games;
- Key-stroke logging.

Tupou College may also inspect any files on the school system, even if those files are marked "personal" or "confidential" by a user.

Unauthorised or improper use of the school's computer and email systems may result in disciplinary action (including dismissal) in addition to civil and/or criminal penalties.

Tupou College may apply an Internet over excess charge on staff with Internet access that continues to download or upload large volume of data and cost the school unnecessary over excess data volume.





By continuing to use the Tupou College computer and email system, you indicate your awareness of and consent to these terms of use, including surveillance. This surveillance will be intermittent but ongoing throughout all employees' period of employment.

# Your Workplace

## Smoking

In order to look after the health and safety of Tupou College staff, students and visitors, you are required to refrain from smoking within the campus. Tupou college is a smoke free zone and it is protected by Law.

## Dress Code

The dress code is Tongan formal or business attire and this must be conservative. Clothing must be clean, well-pressed and have no visible flaws.

Tupou College reserves the right to amend the dress code at any time and may request that you dress more appropriately.

## Publicity and the Press

All articles written for publication in any journal, magazine or newspaper by employees, must have the prior written approval of the Principal.

All contact with the press is under the direct control of the Principal. No commentary can be made or given to the press on any matter by you without specific approval from the Principal. Such approval may be given on a general or case-by-case basis.

## Work Health and Safety

Tupou College recognises its moral and legal responsibilities to provide a safe and healthy work environment. This commitment means that we will:

- Provide a safe and healthy workplace and working conditions for all including employees, contractors, students and visitors;
- Provide appropriate training to enable all employees to work safely;
- Comply with all relevant legislation and industry standards;
- Provide support and assistance to employees;
- Provide adequate resources to aid employees in fulfilling their responsibilities;
- Conduct investigations where relevant into reported incidents;
- Ensure that appropriate return to work programs are in place.

While at work, all employees will:

- Take reasonable care to ensure good health and safety procedures are implemented at all times;
- Identify and support measures to eliminate or minimise unsafe conditions;
- Assume personal responsibility for their own safety and for those of other work colleagues by always operating in a safe and appropriate manner;
- Notify an Executive if any illness or injury is sustained whilst on duty.





The following outlines behaviour, which will result in immediate dismissal, but is not limited to:

- Under the influence of alcohol or illegal drugs or consuming alcoholic beverages whilst employed by Tupou College;
- Sexual relationship outside of marriage or action of infidelity;
- Purchase, sale, possession or use of illegal drugs at any time when on duty;
- Gambling on premises;
- Immoral conduct and soliciting for immoral purposes;
- Sexual harassment, threatening, intimidating, coercing or interfering with fellow employees or clients and/or Tupou College property;
- Dishonesty or the failure to report any act or plan of dishonesty, when knowledge or such an act or plan is obtained directly or indirectly;
- Interfering with work schedules, falsification of reports, documents or wages information;
- Destruction, damage or threat thereof, or unauthorised disruption, possession, misuse of, or removal from Tupou College premises of any property that does not belong to the employee irrespective of its conditions or values;
- Misappropriation of funds (cash and like);
- Possession of a gun or any other deadly instruments or weapons at any time when on premises;
- Breaches of confidentiality in regard to sensitive school information without authorisation from the Principal;
- Where you have accepted any form of commission or payment from a third party for services rendered by Tupou College which was not pre-approved in writing by the Principal;
- Improper behaviour towards a fellow employee that significantly damages relations;
- Refusing to obey the legitimate direct request of your Manager/Supervisor or an Executive;
- Negligence, carelessness or mischief which results in the loss, destruction or damage of workplace property, clients' property and safety to others;
- Fighting on workplace premises or whilst on duty outside the premises;
- If you have been convicted of a criminal offence which in the reasonable opinion of Tupou College may compromise your ability to perform your duties at work, bring the school into disrepute, or which damages the school's trust and confidence in you.

### **Termination on Notice**

After the probationary period, employment may be terminated at any time by either party giving notice in writing to the other party. The notice period will be confirmed in the contract of employment or relevant award.