MANDATORY COMPLIANCE TRAINING PROCEDURE

SCOPE

This procedure applies to all staff and the associated workforce of the University herein collectively referred to as 'you' for the purpose of this procedure.

For the purpose of this procedure, references to 'the University' includes staff at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash University Suzhou and the Monash University Prato Centre, unless indicated otherwise ('us', 'our' or 'we').

PROCEDURE STATEMENT

This procedure outlines the requirement and process to complete mandatory compliance training.

1.   Mandatory compliance training

1.1   Mandatory compliance training is designed to inform you of your obligations and responsibilities at the University to ensure a culture of professional and ethical conduct and a safe working environment. The training will:

- outline University principles, expectations and the law (where relevant) as it relates to the subject matter;
- cover key policies, responsibilities and concepts; and
- articulate and contextualise the responsibilities of staff and supervisors.

1.2   Mandatory compliance training is delivered via online training modules through the relevant learning management system (such as myDevelopment).

1.3   You must complete the relevant mandatory compliance training (the 'modules') within 1 month of commencement or at an alternative time as directed by the University.

1.4   Completion of the modules is reflected in your relevant learning management system.

1.5   Each module has a period of validity, after which you must complete "refresher" training to ensure your knowledge remains current.

1.6   Towards the end the validity period, we will email your University email account to advise you:

- the modules due for completion and the specified timeframe for completion;
- the relevant link for accessing the training modules; and
- that the training is mandatory and the email constitutes a directive from the Chief People Officer as a delegate of the Vice Chancellor or equivalent local delegate.

1.7   The below tables in 'Section 2 – Modules to be completed' outline the required modules for completion and their validity periods, dependant on your engagement type.

2. Modules to be completed

2.1 You must complete the following modules according to your engagement type (and in some instances location specific):

Staff Training modules	Period of validity
Introduction to Cyber Security	18 months
Equal Opportunity	2 years
• Occupational Health and Safety Staff Induction • Occupational Health and Safety Induction – Malaysia & Indonesia	3 years
• Data Protection and Privacy	
Anti-Fraud & Corruption	
Ethics and Professional Conduct	
Respect at Monash	
Cultural Foundations: Building your knowledge of Australia's First Peoples - Australia	Ongoing
Modern Slavery • Australia (new staff - mandatory) • International locations (new staff - recommended)	
Assessing Achievement Relative to Opportunity • All academic leaders • All academic staff on key committees and panels that make assessments and employment-related decisions for academic staff, including appointments, probation reviews, promotions, the Outside Study Program (OSP), internal grant opportunities and relevant associated appeals panels • All academic supervisors	

Associated Workforce Training modules	Period of validity
Introduction to Cyber Security	18 months
Occupational Health and Safety Staff Induction	3 years
Engaging Ethically with Monash	
Respect at Monash (contractors only)	

3. Non-Compliance

3.1 You are responsible for ensuring you complete the mandatory compliance training. Your supervisor is responsible for ensuring you have the time to complete the relevant modules.

3.2 If you have not completed the modules within the relevant timeframe, we will notify you and your supervisor via email. If you do not complete the required modules despite the reminders, you may be deemed to have not complied with a reasonable and lawful direction. If you continue not to comply with this direction, it may lead to disciplinary action or termination of your engagement in accordance with clause 4.1 of this procedure.

3.3 Supervisors who fail to ensure their staff complete the required modules may have demonstrated unsatisfactory performance of their duties as a supervisor in accordance with the Disciplinary Matters Procedure (Monash University Australia) or equivalent local disciplinary procedure.

3.4 Heads of unit/departments will be provided with a report identifying staff who have not completed the training and should discuss non-completion of the modules with the staff member and/or supervisor. Monash HR or your local HR unit, should be contacted regarding disciplinary action.

3.5 The University's senior management will be periodically informed of completion rates across the University.

4. Breach of procedure

4.1 The University treats any breach of its policies, procedures and schedules seriously. It encourages reporting of concerns about non-compliance, and manages compliance in accordance with the applicable Enterprise Agreement, relevant instrument of appointment and/or applicable contract terms. A failure to comply with policies, procedures and schedules may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees, or the cessation of engagements with the University for other persons.

DEFINITIONS

Academic leaders	An appointment that carries a leadership, management and administrative function and includes the positions of Deans, sub-Faculty Deans, Deputy Deans, Associate Deans, Heads of Department/School/Unit, Deputy Heads of Department/School/Unit, Academic Directors, Directors of Centre/Institute and other like roles.
Associated workforce	Means any person appointed by the University to participate in University activities in an unpaid capacity and are not employees of the University. The associate workforce includes (but is not limited to), honorary appointments such as Adjunct and Emeritus Professors, Conjoint Appointments, Contractors, University Visitors, and Affiliates.
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.
Learning management system	The system that houses online learning modules. For Monash University Australia and Malaysia – this is myDevelopment.
Mandatory compliance training (modules)	Staff training mandated by legislation, regulation or policy. It is designed to educate staff and other affiliates on relevant legislation, key policies and responsibilities and obligations relevant to their job function or industry.
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. This includes staff employed by Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash University Suzhou and the Monash University Prato Centre.
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	Integrity and respect
Supporting procedures	N/A
Supporting schedules	N/A
Associated procedures	- Disciplinary Matters procedure - Performance development process: Academic Staff - Performance development process: Professional Staff - Data Protection and Privacy
Related legislation	***Australian Federal Legislation*** - Racial Discrimination Act 1975 (Cth) - Sex Discrimination Act 1984 (Cth) - Disability Discrimination Act 1992 (Cth) - Age Discrimination Act 2004 (Cth) - Australian Human Rights Commission Act 2004 (Cth) - Privacy Act 1988 (Cth) - Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

	Australian State Legislation
	• Equal Opportunity Act 2010 (Vic)
	• Racial and Religious Tolerance Act 2001 (Vic)
	• Privacy and Data Protection Act 2014 (Vic)
	• Occupational Health and Safety Act 2004 (Vic)
	Malaysian Legislation
	• Employment Act 1955 (Act 265)
	• Industrial Relations Act 1967 (Act 177)
	• Computer Crimes Act 1997 (Act 563)
	• Contracts Act 1950 (Act 136)
	• Malaysian Anti-Corruption Commission Act 2009 (Act 694)
	• Penal Code (Act 574)
	• Communication and Multimedia Act 1998 (Act 588)
	• Copyright Act 1987 (Act 332)
	• Personal Data Protection Act 2010 (Act 709)
	• Occupational Safety and Health Act 1994 (Act 514)
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