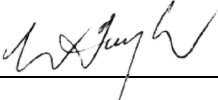


Policy Name	STAFF ACTING AS REFEREES AND PROVIDING REFERENCES
Policy Number	GO23_PO (Governance)
Purpose	To outline the policy for Whitehouse staff when acting as Referees and /or when providing references.
Scope	<p>This policy encompasses all Whitehouse campuses and Executive staff when they act as Referees and /or providing references for:</p> <ul style="list-style-type: none"> • Current students • Graduates (alumni) • Whitehouse staff. <p>Current Students: In the case of current students, (VET or Higher Education) it may include students:</p> <ul style="list-style-type: none"> • On Internships and / or work experience (unpaid) • On reciprocal exchange with international educational institutions in the UK, Europe, and Japan • Students studying part-time with Whitehouse and who seek / apply for employment elsewhere. <p>Graduates: In the case of graduates, (VET or Higher Education) it may include students applying for:</p> <ul style="list-style-type: none"> • Volunteering • Internships (paid, or unpaid) • Employment • Self-Employment (to establish and / or run own business). <p>Whitehouse staff: In the case of Whitehouse staff (full-time, permanent part-time, contractors) for:</p> <ul style="list-style-type: none"> • Former staff applying for work elsewhere • Staff applying for membership of a professional body / association • Staff applying / being invited to sit on governing Boards.
Policy Statement	<p>From time to time Whitehouse students, graduates and staff may request a Whitehouse staff member to act as a referee and /or provide a reference.</p> <p>Whitehouse students, graduates and staff are our ambassadors to industry and the wider community, both here and overseas.</p> <p>Whitehouse acknowledges excellence in its students, graduates and staff and values its continuing relationship with them.</p> <p>The Executive Director and the Co-Executive Director are the only Whitehouse staff who can act as Referees and /or provide references to individuals who request it, as detailed in the procedure.</p>

	<p>1. Categories of Referee and Reference Types</p> <p>1.1 Referee for a “specific” purpose (a one off)</p> <p>1.2 A general reference (more open ended, but conditional with an “as of... date”).</p> <p>2. Whitehouse staff and responsibilities:</p> <p>Whitehouse Executive staff who agree to act as Referees or provide references do so:</p> <p>2.1 by upholding the Whitehouse values, reputation and brand, and</p> <p>2.2 with professional honesty and integrity at all times, and</p> <p>2.3 with clear knowledge and due diligence of the recipient’s quality and standing, and</p> <p>2.4 in accordance with the Whitehouse Code of Conduct Policy (Staff), and the Whitehouse Staff Handbook.</p> <p>3. Exceptions:</p> <p>Whitehouse Executive / Co-Executive staff must not act as a Referee or provide a reference if:</p> <p>3.1 there is perceived or established conflict of interest (e.g. financial, family associations), and / or</p> <p>3.2 the request conflicts with Whitehouse’s stated vision, mission and values, and / or</p> <p>3.3 a risk assessment indicates likelihood of harm being caused to its reputation or brand.</p>
Relevant Legislation	N/A
Key Related Documents	Whitehouse – Vision and mission statements Staff Code of Conduct Staff Handbook
Definitions	Staff: means an employee of the Whitehouse Institute of Design Australia including a casual employee.
Responsible Officer	Executive Director Co-Executive Director Assigned Staff
Approval Authority/ Authorities	Joint Executive Directors Academic Board
Date Approved	16/12/2019
Date of Commencement	17/12/2019
Date for Review	16/12/2022

Documents superseded by this Procedure	N/A. This is a new policy		
Amendment History	N/A. This is a new policy		
Signed and dated for Whitehouse Pty Ltd		L.E. TAYLOR	16/12/2019
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Academic Board Executive Management Assigned Staff