



CODE OF CONDUCT FOR STAFF

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University College

Code of Conduct for Staff

SUMMARY

The success of University College depends not only on the competence of its staff, but also upon its reputation for honesty, integrity, and lack of bias in conducting its affairs. This Code of Conduct identifies basic policy and standards including ethical conduct and honesty and integrity and provides guidance for the conduct and behaviour of employees in alignment with its values of Empowerment and Growth, Personal responsibility, Staying true, Respect and kindness, Care for community, Progressive. Each member of University College Staff has a role to play in maintaining the College's reputation and standing. Our Code of Conduct is a valuable tool to help each University College Staff member successfully live the University College ethos at all times to the required standard.

University College's Code of Conduct principles are:

1. We act with honesty and integrity.
2. We treat others with respect, value difference and maintain a safe workplace.
3. We act in the College's best interests and value the College's reputation.
4. We identify conflicts of interest and manage them responsibly.
5. We respect and maintain privacy and confidentiality.
6. We do not make or receive improper payments, benefits or gains.
7. We comply with and abide by this Code, the law and University College's policies and procedures.
8. We immediately report any breaches of this Code, the law or the College's policies and procedures.
9. We act in accordance with the University College Values

Additional expectations of University College staff are covered in other policies, e.g., the Sexual Harassment and Sex Based Harassment Policy, Bullying Policy, Equal Opportunity Policy and those policies relating to appropriate use of electronic media such as the Internet and electronic mail, amongst others.

Applying the Code of Conduct

University College takes this Code very seriously. As someone working for the College, you are required to comply with the principles and the ethos set out in this Code.

Who does this Code apply to?	This Code applies to anyone who is employed by or works at University College including employees (both permanent and temporary), and staff such as contractors, consultants and resident tutors. Everyone working at University College must be familiar with this Code and their responsibilities under the College's policies and is expected to adhere to its standards of conduct.
When does this Code apply?	This Code applies to you whenever you are identified as a representative of University College. In some circumstances, this will include times when you are outside your immediate workplace or working hours, e.g., at work functions, out of hours work activities or when you are out in the community representing University College (e.g., as a University College volunteer).

Who can support me in complying?	If you need more information or are unsure of University College's expectations or your obligations under this Code, you should speak with the Commercial Manager or Head of College.
What will happen if I breach this Code?	Failure to comply with this Code will be considered a serious breach of University College policy and will be investigated. Breaches of this Code may result in disciplinary action being taken including from a verbal warning through to the termination of your employment for serious breaches.

1. GENERAL PRINCIPLES

- 1.1. University College is an educational community in which all conduct is expected to be based on respect, honesty and integrity and consideration for others. This Code sets out a framework around how University College Staff are expected to behave and imposes obligations on University College Staff to demonstrate respectful, considerate behaviours in their dealings with students and each other and with all members of the University College community and act with the highest standards of behaviour at all times. When in doubt about the propriety of a proposed course of action or behaviour or conduct, the University College Staff should seek counsel and/or guidance from the Commercial Manager, or Head of College who can assist in determining the right and appropriate course of conduct and/or how to comply with this Code. The College will not accept unacceptable behaviours.
- 1.2. The College recognises a general responsibility to seek to ensure that the College as an educational community and workplace, functions on the basis of respect and consideration for others. These two factors mean the application of this Code to specific conduct is not based on a person having to make a complaint, although a complaint process is available. The College itself, once informed of a possible breach of this Code, may decide unilaterally to investigate the circumstances giving rise to the possible breach, make a determination about those circumstances and impose consequences on any University College Staff found to be in breach of this Code.
- 1.3. The College reserves the right to make changes to this Code from time to time.

2. DEFINITIONS

“Discrimination” means any conduct in which an individual or group of persons is treated less favourably on the basis of a personal characteristic that is protected by the law (e.g. sex, race, religious belief, sexual preference, political opinion), amongst others. See also the Sexual Harassment and Sex Based Harassment Policy, Bullying Policy, Equal Opportunity Policy.

“Harassment” means any offensive, belittling or threatening behaviour directed at an individual or group of persons which takes place in circumstances in which any reasonable person, having regard to the circumstances, would have been offended, humiliated or intimidated. Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and often (but not always) repeated. Sexual harassment is included in this definition and is one particularly serious form of harassment. Sexual harassment means conduct which is unwelcome and sexual in nature that causes a person to feel offended, humiliated and intimidated, where a reasonable person could have anticipated that reaction in the circumstances. In addition to sexual harassment, people may experience harassment because of their belief systems, including political or religious beliefs or activities, cultural, racial, or socio-economic background, gender, sexual orientation, parental status, physical features or disability, among other things. See also the Sexual Harassment and Sex Based Harassment Policy, Bullying Policy, Equal Opportunity Policy.

“University College Staff” means all persons engaged as staff by University College on a full-time, part-time, fractional, sessional, contract, casual, paid or voluntary basis.

“Victimisation” means conduct where a person is subjected to, or threatened to be subjected to, detriment because that person has made a complaint, it is believed that they intend to make a complaint, or they have been involved in a complaint. See also the Sexual Harassment and Sex Based Harassment Policy, Bullying Policy, Equal Opportunity Policy.

“Workplace bullying” is any repeated unreasonable behaviour directed towards a person, or group of persons, that creates a risk to their mental or physical health and safety. See also the Sexual Harassment and Sex Based Harassment Policy, Bullying Policy, Equal Opportunity Policy.

“Unreasonable behaviour” means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten.

“Behaviour” includes actions of individuals or a group. Some examples of behaviour that may constitute bullying are:

- continually making jokes or remarks about a person, or making more remarks about one member of a team compared to other team members;
- verbal abuse, swearing or name calling;
- excluding or isolating employees;
- intimidation;
- assigning meaningless tasks unrelated to a person’s job;
- deliberately changing work rosters to inconvenience particular employees;
- deliberately withholding information that is vital for effective work performance;
- cyber bullying.

On the other hand, bullying is not:

- occasional differences of opinion, non-aggressive conflicts, and problems in working relations;
- allocation of work in accordance with University’s College’s operational requirements or systems;
- reasonable management actions including workplace counselling, constructive feedback, managing under-performance and other disciplinary action in accordance with University College policies and processes.

3. APPLICATION OF THE CODE OF CONDUCT

- 3.1. This Code applies to all members of University College Staff. It does not apply to students, who are supported via a separate Code of Conduct.
- 3.2. University College Staff must act in accordance with this Code. This Code assumes the commitment of every University College Staff member to advocate and practise respect for all people, regardless of gender, race, religion, disability, marital status, sexual orientation or any other personal characteristic protected by the law.

- 3.3. University College Staff are expected to adhere to acceptable behavioural standards, and to be role models for others and, to demonstrate the highest level of personal integrity at all times. University College Staff must actively express such commitment in their actions and words. They must respect the rights of all other members of the College, while also acting in accordance with law.
- 3.4. Agreeing to abide by this Code of Conduct is a requirement for membership of University College Staff and the wider College and abiding by this Code is a requirement for University College Staff remaining members of the College.

4. OBLIGATIONS ESTABLISHED UNDER THE CODE

University College Staff must abide by each of the following standards of behaviour:

4.1. Respect for and responsibility to self

It is expected that University College Staff will always behave responsibly. They are responsible for their own conduct at all times. It is also expected they will seek help if and when it is needed and will at all times apply themselves to their duties with dedication and vigour. They are expected to know and to adhere to this Code and other College policies, particularly in respect of all forms of harassment.

4.2. Respect and empathy for, and responsibility to others

University College Staff should show respect, empathy and consideration for others, so that all may live, study and work in harmony, and so that College community members of every background may feel respected, safe, and included. University College Staff should permit and facilitate others to live and study in a safe, respectful environment and are entitled to expect such an environment for themselves.

Bullying, discrimination, harassment, victimisation and are expressly prohibited.

As University College Staff are in a position of authority over students, relationships of a sexual or otherwise intimate nature between University College Staff and students are not acceptable in any circumstances.

University College Staff must respect diversity and inclusion and be thoughtful in communication, both online and off.

4.3. Ethical and honest behaviour

University College Staff must behave with personal integrity and honesty. They must accept the consequences of their own actions, apologise where appropriate and practise ethical and responsible behaviour in their dealings with others.

4.4. Proper Use of University College Property and Funds

University College Staff must ensure College resources are not used for other than their intended purposes. University College Staff have an obligation to manage the College's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, other donors, and government agencies. University College Staff are responsible for safeguarding the tangible and intangible assets of the College that are under their control. College resources may not be converted to personal use, either for oneself or another person.

4.5. Accuracy of Records and Reporting

The records, data, and information owned, used, and managed by the College must be accurate and complete. The accuracy and reliability of financial reports is of the utmost importance to the business operations of the College. University College Staff must record, allocate, and charge costs accurately and maintain supporting documentation as required by established policies and procedures or as directed. All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with diligence and honesty and retained and stored in accordance with any applicable legislative requirements e.g. the National Privacy Principles.

4.6. Grants and Contracts

University College Staff requesting funding from government agencies, corporations, foundations, and other granting organisations have a positive obligation to make full, accurate, and honest representations and disclosures concerning all relevant information submitted to or requested by the granting organisation. Accurate and complete records, including supporting documentation as required by the granting organisation, of the uses to which grant funds are put, must be made.

4.7. Confidential Information

University College Staff may be privy to confidential information in the course of their daily work. This information may relate to, among others, students, parents, alumni, donors, employees, and candidates for positions on staff. All University College Staff must treat and safeguard confidential information and not disclose confidential information to any third party without the prior written consent of the College. This includes ensuring that confidential documents, in either paper or electronic form, are not left unattended; refraining from engaging in discussion of confidential information in forums where the information may be overheard; and protecting the privacy of past and present students and University College Staff by maintaining the confidentiality of student and employee records.

4.8. Conflicts of Interest

University College Staff should avoid conflicts of interest that might compromise the integrity and objectivity of the College. Examples of situations involving conflicts or potential or perceived conflicts of interest include, but are not limited to, working for the College as an outside vendor; using information that the College considers privileged or confidential for the benefit of a person or entity other than the College; utilising discounts allowed to the College for personal gain; and soliciting for oneself or for a third party anything of value from any person or entity in return for any business or service provided by the College.

Financial conflicts of interest (e.g. an employee's participating in the ownership or management of an entity that regularly does business with the College) should be disclosed to the College and then directions from the College followed and otherwise appropriately managed or eliminated. No University College Staff may approve, recommend, or promote a business transaction with a firm in which that person is an officer or senior management employee, or holds more than a 5 percent equity interest, unless such person first discloses in writing the business relationship and the circumstances of the contemplated activity to the Head of College and/or the President of the University College Council and approval is given.

University College Staff must not solicit anything of value from any third party in return for influencing or exercising his or her discretion in a particular way on a College matter. University College Staff must not accept any material gift, gratuity, or other payment, in cash or in kind, from a vendor currently doing business with the College or seeking to do so. All gifts or benefits received must be reported to the Head of College and/or the President of the University College Council. University College Staff may not solicit or receive discounts or rebates on goods and services offered to them in their private capacity by vendors to the College that exceed those generally available to other customers. Exceptions to accepting benefits or gifts include unsolicited gifts of a nominal value given at holidays, birthdays, weddings, and other commonly recognised social occasions.

4.9. Antitrust

University College Staff may not improperly collude with other entities, including other Residential Colleges and universities, in matters affecting the financial or administrative decisions of University College.

4.10. Compliance with Laws and Regulations

University College Staff must transact College business in strict compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and anti-discrimination laws; laws regarding the privacy and confidentiality of employee and student records; and laws regarding workplace safety.

4.11. Obligation to Report Suspected Breaches of the Code

University College Staff are obligated to report breaches of this Code and suspected breaches of behavioural standards promptly to their supervisor, the Commercial Manager or Head of College.

5. SUPERVISOR'S OBLIGATIONS

Individuals who supervise others must ensure that their direct reports have received appropriate instruction and explanation with respect to their obligations under this Code.

6. CONSEQUENCES OF BREACHES OF THE CODE

Breaches of this Code or related College policies and procedures will be considered under the College's established disciplinary practices and procedures for University College Staff and may result in disciplinary action being undertaken, up to and including termination of employment. Such violations may also subject individuals to civil or criminal actions in state or federal courts.

University College Staff must be aware that all possible breaches of this Code which are characterised by the College as capable of amounting to serious misconduct will be:

- investigated, whether or not a person makes a complaint about the conduct;
- the subject of a determination, after investigation, of whether the University College Staff member concerned has engaged in serious misconduct; and
- capable of resulting in, after a determination, serious consequences that may include termination of employment.

Complaints may be made to the Commercial Manager, or where the matter relates to that individual, to the Head of College. The process in relation to any complaint, or where the College decides itself to investigate a University College Staff member's conduct, will be at the discretion of the College. There may be a legal obligation to report criminal offences e.g. allegations of serious physical violence, including sexual assault; these will be immediately reported to the police by the College.

7. OTHER RELEVANT POLICIES, PROCEDURES AND GUIDELINES

The Sexual Harassment and Sex Based Harassment Policy, Bullying Policy, Equal Opportunity Policy.

8. REVIEW OF THE CODE

This Code will be reviewed annually to ensure it remains relevant and up to date.

9. COMMUNICATION AND IMPLEMENTATION OF CODE OF CONDUCT

This Code of Conduct will be communicated and discussed with staff at the Annual Review and Planning Day and with students at their Semester 1 and Semester 2 Induction.

APPROVAL AND REVIEW DETAILS

Approval and Policy Owner	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Governance Committee
Policy Owners	Head of College, Dean of Students, Dean of Studies and Commercial Manager
Next Review Date	February 2025

Version Control	Date Approved	Description of Change
V1	16 February 2023	Original Insert Clause 9: Communications and Implementation of Policy.
V2		Insert Values in 'Summary' Remove dates of review