

Code of Conduct

Section 1 - Purpose

(1) The purpose of this Code is to outline the standards of conduct that are expected from all staff of Charles Sturt University (the University).

(2) This Code aims to foster and maintain public trust and confidence in the integrity and professionalism of the the University staff by ensuring that they shall:

- a. maintain appropriate standards of conduct;
- b. develop, where necessary, those skills necessary for the efficient performance of their duties;
- c. maintain fairness and equity in decision making; and
- d. maintain and enhance the reputation of the the University.

Section 2 - Scope

(3) This Code applies to:

- a. all employees of the the University within Australia, or working or travelling overseas on the University business; and
- b. those persons who hold an honorary, visiting or adjunct appointment with the the University.

(4) It is the responsibility of all staff to familiarise themselves with the content of this Code and to be aware of the sanctions that can be applied by the the University for a breach of the Code (see Section 15 of this Code).

Section 3 - Intellectual Freedom

(5) The the University encourages and supports academic freedom of both enquiry and expression. While academic freedom is a right, it carries with it the duty of academics to use the freedom in a manner consistent with a responsible and honest search for and dissemination of knowledge and truth. Within the ambit of academic freedom lies the traditional role of academics in making informed comment on societal mores and practice, and in challenging held beliefs, policies and structures, within his or her discipline area.

(6) All employees of the the University have the responsibility to participate in the life of the the University, in its governance and administration, through membership on committees, provided that this participation is consistent with the discharge of their primary responsibilities.

(7) This Code focuses on general matters affecting the the University as a corporate entity. Faculty, Division and Research Centre policy documents, which should be read in conjunction with this Code, cover matters specifically relating to them.

Section 4 - Personal and Professional Conduct

(8) The personal and professional behaviour of the University employees should conform to standards that could reasonably be expected of such persons by virtue of their positions. This includes:

- a. performing duties in accordance with the the University's mission, values, priorities and objectives;
- b. a commitment to perform official duties with professionalism, care, skill, fairness and diligence and to exercise their given powers for the purposes for which those powers have been granted;
- c. engaging in conduct which is professional and which has regard to the the University's interests and policies and which does not bring the the University into disrepute;
- d. treating students, staff and members of the public with courtesy, and with respect for their rights, duties and aspirations; and
- e. when presenting a professional judgment on a colleague at the request of an appropriate the University committee or authority (e.g. a committee dealing with appointments, tenure, dismissal or research grants), the obligation both to the colleague and to the the University to be fair and objective.

Section 5 - Equal Opportunity

(9) The the University is committed to following policies and practices that do not discriminate against individuals on the basis of race, ethnicity, age, sex, marital status, pregnancy, disability, sexual orientation, transgender identity, responsibilities as a carer, or religious or political affiliation.

(10) The the University considers that harassment is unacceptable behaviour and is committed to the prevention and elimination of harassment within the the University community.

(11) Employees are required to comply with established the University policies and procedures pertaining to discrimination and harassment , to respect the rights and differences of others and ensure that their own conduct contributes to a work and study environment free of discrimination and harassment.

Section 6 - Confidentiality of Personal Information

(12) Employees and students are entitled to confidentiality and privacy with respect to information which is personal to them.

(13) Employees have a duty to maintain the confidentiality, integrity and security of such information to which they have access in the normal course of their duties.

Section 7 - Disclosure of Information

(14) The the University is entitled to the protection and integrity of the information it holds.

(15) Employees should only release information that they are authorised to release in the course of their duties.

(16) Employees should not release information in a manner which is misleading or which is likely to be misused.

(17) To protect the integrity of official the University information, any the University information released by employees will not have attached to it any expression of opinion on official the University policy or practice, unless authorised to do so.

(18) To ensure that internal documents (e.g. working papers, budgets, committee agendas and minutes, and incident reports) are only accessible to the University staff, they should be password protected on the Internet and/or placed in restricted access in the campus library for staff who cannot reasonably access the documents via the Internet.

Section 8 - Protected Disclosure of Information

(19) In the public interest, staff are encouraged to report the following to an appropriate authority: breaches of this Code, suspected corrupt conduct, maladministration or serious or substantial waste of public money.

(20) The the University will use its best endeavours to protect staff who in good faith report breaches referred to in clause 19, in accordance with the provisions in the [Public Interest Disclosures Act 1994](#) (NSW).

(21) Such disclosures shall not be deemed to be a breach of this Code.

Section 9 - Public Comment

(22) The the University is committed to encouraging public comment and the engagement of staff in intellectual debate and cultural pursuits.

(23) Public comment includes public speaking engagements, comments on radio or television and expressing views in letters to newspapers or in books, journals or notices where it might be expected that the publication or circulation of the comment will spread to the community at large.

(24) In making written or oral comments which purport to represent the views or authority of the the University and which might reasonably be expected to be become public, employees have a responsibility to ensure that they hold proper authority to make such public comments, and that such authority has been given to them by a person holding actual authority on behalf of the the University.

(25) Employees may make public comment on any issue, subject to the following:

- a. where the matter of a media statement or letter relates directly to the academic or other specialised area of an employee's appointment, the employee may use the the University's name and address and give the title of his or her the University appointment in order to establish his or her credentials; or
- b. where the matter does not relate directly to the academic or other specialised area of an employee's appointment, the employee should clearly indicate that his or her comments are being made in a private capacity and should not be attributed as official comment of the the University.

Section 10 - the University Resources

(26) Employees have a general responsibility to safeguard, properly use and care for the University resources. They are responsible for the maintenance and protection of the University property and for the proper expenditure of the University funds. Financial procedures and systems are designed to ensure that the the University is publicly accountable for expenditure of monies entrusted to it. Fraud or theft by an employee may result in dismissal, and where appropriate, legal action will be taken.

(27) Employees have a general responsibility to use the University resources only for official the University business. the University facilities are necessarily provided in an accessible manner on trust to staff and students. Employees have a responsibility not to abuse that implied trust. the University equipment, including motor vehicles, is for official use by staff and students. Other use of equipment, or its use by persons who are not employees or students of the the University, must be in accordance with the University policy and undertaken only with the approval of a duly

authorised the University officer.

(28) Employees have a general responsibility to use the University information systems only for official the University business. Electronic equipment and copying devices represent particular areas where employees are obliged to act responsibly. the University information systems, including software and computer equipment, may be used only by staff or students of the the University in accordance with the University policy, and only with the approval of a duly authorised officer of the the University.

Section 11 - Acceptance of Gifts and Benefits

(29) When acting for the the University, employees shall not do anything which could compromise either their or the the University's position.

(30) Employees must not solicit gifts or benefits that might in any way compromise or influence them in their capacity as employees of the the University.

(31) Gifts received as employees of the the University may be accepted in accordance with the the University's [Gifts Guidelines - Receipt by Staff](#), provided there is no possibility that the recipient may be, or might appear to be, compromised in the process or where the gift could be seen by others as either an inducement or reward which might place an employee under an obligation.

(32) Where employees, directly or indirectly, receive a royalty, gratuity, commission or any other benefit in respect of any patented or protected article or process used in any work with which they are connected as employees of the the University, full disclosure shall be made in writing to the Secretary of the University Council.

Section 12 - Outside Employment and Private Practice

(33) Employees may be permitted to engage in private practice and/or employment outside the the University upon terms and conditions prescribed by the the University.

Section 13 - Health and Safety

(34) Every employee shall:

- a. take reasonable care for the health and safety of persons who are at their place of work and who may be affected by their acts or omissions at work; and
- b. cooperate so far as it is necessary to enable compliance with any requirement imposed under occupational health and safety legislation in the interests of health, safety and welfare on the the University or any other person.

Section 14 - Conflict of Interest

(35) All employees are required to take responsibility for their own conduct and decisions in respect to actual, potential or perceived conflicts of interest, taking into consideration the arrangements and procedures set out in the [Conflict of Interest Procedure](#).

(36) A "conflict of interest" is a situation where there is an actual, potential or perceived divergence between the

individual interests of an employee and his/her professional and work related obligations to the the University, such that an independent observer might reasonably question that the employee's conduct may have been influenced by his or her own private interests or personal circumstances.

(37) Situations of actual, potential or perceived conflict of interest may arise in regard to previous, concurrent, or successive interests held by an employee. The situations in which conflicts of interest might arise are as follows:

- a. personal and family relationships;
- b. staff and students;
- c. financial interests and affiliations;
- d. receipt of gifts;
- e. acceptance of outside professional work or secondary employment;
- f. use of the University information;
- g. external activities and public comment;
- h. multiple roles; and
- i. conduct of research.

(38) A situation giving rise to an actual, potential or perceived conflict of interest may compromise the administration, teaching and research environment and/or the workplace generally. It can create difficulties in maintaining the integrity of the University procedures as well as professional and personal standards.

(39) It is the responsibility of each employee of the the University to disclose to their immediate supervisor or other senior officer within their Faculty or Division details of situations that may give rise to an actual, potential or perceived conflict of interest. Where the employee is not a member of a Faculty or Division, then the disclosure must be made to the Vice-Chancellor or, in the case of the Vice-Chancellor, to the Chancellor. The employee shall also withdraw himself or herself immediately and indefinitely from the situation giving rise to the conflict, pending advice from his or her immediate supervisor or other the University officer to whom the disclosure was made.

(40) Employees shall take all appropriate measures to avoid situations that may give rise to conflicts between their private interests and their the University responsibilities and the interests of the the University.

(41) Employees in supervisory positions must be especially alert to the various situations in which conflicts of interest may arise in the workplace and handle such situations in a sensitive manner.

Section 15 - Breach of Code

(42) Breaches of this Code should be dealt with as a breach of discipline or misconduct under any relevant industrial instrument (e.g. Enterprise Agreement, Australian Workplace Agreement or contract of employment) or any legislation, policy or By-law of the the University.

(43) An employee who breaches the conflict of interest provisions in this Code may be subject to one or more of the following sanctions, depending on the seriousness of the breach:

- a. counseling;
- b. formal censure;
- c. withholding of a salary step;
- d. demotion by one or more salary steps;
- e. demotion by one or more classification levels;
- f. termination of employment;

- g. civil action; and/or
- h. reporting of the breach to the police, or any other appropriate authority external to the the University.

Status and Details

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