

# Staff Code of Conduct

## 1. Purpose and Scope

- 1.1 The Staff Code of Conduct ('The Code') details the legal and ethical obligations and expectations of all staff to act in accordance with the expressed standards of conduct, integrity and accountability contained in relevant legislation and AIAT policies and procedures.
- 1.2 The Code establishes the standards of behaviour that must be met by all staff, and outlines what is considered to be inappropriate behaviour and how to report potential breaches.
- 1.3 The Code should be read in conjunction with AIAT's policies and procedures.
- 1.4 The Code applies to:
  - 1.4.1 all non-academic and academic staff of AIAT whether full-time or fractional, continuing, fixed-term, or casual (known as staff in this document);
  - 1.4.2 members of the Board of Directors, Academic Board and respective committees (known as Board Members in this document); and
  - 1.4.3 all dealings and interactions with students, agents, suppliers, co-workers, management, and the general public.
- 1.5 In addition, individuals who are granted access to AIAT facilities or who are engaged in providing services to AIAT, such as contractors and consultants, are also expected to comply with applicable provisions of the Code.
- 1.6 This policy does not apply to students. Students are referred to the Student Code of Conduct and Student Misconduct Policy. Complaints are managed via the Student Complaints and Appeals Policy and Procedure.

## 2. Definitions

Refer to *Glossary of Terms*.

## 3. Policy Statement

- 3.1 AIAT's Code of Conduct aims to foster and maintain trust and confidence in the integrity and professionalism of AIAT by expecting that staff and Board members will:
  - 3.1.1 maintain appropriate standards of conduct;
  - 3.1.2 maintain fairness in decision making;
  - 3.1.3 maintain and enhance the reputation AIAT; and
  - 3.1.4 adhere to appropriate ethical standards.
- 3.2 This Code is a set of overarching principles to be followed. Staff should be familiar with the substance and spirit of the Code and should be aware that breaches may result in

sanctions which may include counselling, disciplinary action, performance review, or civil or criminal action, depending on the nature of the breach.

- 3.3 The code cannot address every situation that may be encountered. Therefore, if faced with a difficulty, individuals should ask for guidance and support from a senior staff member or refer to one of the resources listed at the end of this document.

## 4. Code of Conduct Principles

- 4.1 All staff and Board Members have the right to
- 4.1.1 feel and be safe; and
  - 4.1.2 be able to conduct their individual roles in relation to teaching, research, administration, or any other activity without unnecessary disruption.
- 4.2 Staff should perform their duties diligently, impartially and conscientiously to the best of their ability. AIAT staff are expected to:
- 4.2.1 exercise proper diligence, care and attention;
  - 4.2.2 be transparent in business dealings;
  - 4.2.3 use all facilities appropriately;
  - 4.2.4 use all AIAT resources for AIAT purposes only;
  - 4.2.5 use and manage confidential information appropriately;
  - 4.2.6 refrain from acting in a way that would unfairly harm the reputation and career prospects of colleagues or students;
  - 4.2.7 maintain adequate records to support any decisions made; and
  - 4.2.8 apply natural justice in their decision making. This is particularly important if the decision has negative consequences for the staff member involved.
- 4.3 Staff should comply with relevant laws and their obligations, relevant employment contracts/agreements and AIAT policies and procedures by:
- 4.3.1 being familiar with all AIAT workplace policies, procedures, rules, regulations and contracts;
  - 4.3.2 complying with all reasonable and lawful instructions given by or on behalf of AIAT; and
  - 4.3.3 working in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities.
- 4.4 Staff are encouraged to contribute and engage with the community by providing assistance to government, community agencies, the professions and industry through a range of activities including consulting work, collaborative research and participation on committees.
- 4.4.1 Any activity should not conflict with their role as an AIAT staff member, and/or impede or detract from their work performance.
  - 4.4.2 AIAT intellectual property should not be provided without obtaining appropriate prior permission from the CEO.

- 4.5 Staff should inform their manager if they are employed elsewhere to ensure there is no conflict with their role as an AIAT staff member.
- 4.6 Staff should demonstrate integrity in their dealings with colleagues, students and members of the wider community, by:
  - 4.6.1 being honest, open and transparent in their dealings;
  - 4.6.2 using their powers responsibly;
  - 4.6.3 demonstrating impartiality by making decisions and providing advice on merit and without bias or self-interest;
  - 4.6.4 reporting improper conduct;
  - 4.6.5 avoiding any real or apparent conflicts of interest;
  - 4.6.6 striving to earn and sustain trust of a high level;
  - 4.6.7 complying with all relevant legislative, industrial or administrative requirements, and AIAT's policies and procedures;
  - 4.6.8 maintaining confidentiality of personal information in accordance with the AIAT's Privacy Policy;
  - 4.6.9 complying with Intellectual Property obligations under their employment contract, the Intellectual Property Policy and copyright law;
  - 4.6.10 avoiding any activity that could potentially compromise the performance of their professional duties; and
  - 4.6.11 carrying out their work safely and avoiding conduct that puts themselves or others at risk, (this includes the misuse of alcohol, drugs or other substances).
- 4.7 Academic staff are encouraged to share their expertise within their area of qualification with media on matters of community interest. Any comment on matters outside the academic staff member's area of expertise must be made in their capacity as a private citizen.
- 4.8 Staff and Board Members should treat others with respect, value difference and opinions (including but not limited to):
  - 4.8.1 treating them fairly and objectively with courtesy and sensitivity;
  - 4.8.2 ensuring freedom from discrimination, harassment and bullying;
  - 4.8.3 using their views to improve outcomes on an ongoing basis;
  - 4.8.4 being responsive, courteous and prompt in dealing with others;
  - 4.8.5 valuing and promoting diversity as an important element of demonstrating respect; and
  - 4.8.6 abiding by the Academic Inquiry and Freedom of Speech Policy.
- 4.9 When interacting with students, Staff should (including but not limited to):
  - 4.9.1 maintain an attitude of high expectation for every student, recognising and developing each student's abilities, skills and talents;
  - 4.9.2 consider all viewpoints fairly and communicate well and appropriately with students;
  - 4.9.3 work to create an environment which promotes mutual respect;
  - 4.9.4 use respectful and unbiased language;

- 4.9.5 encourage the protection of students from intimidation, embarrassment, humiliation or harm;
  - 4.9.6 enhance student autonomy and sense of self-worth and encourage students to develop and reflect on their own values; and
  - 4.9.7 respect a student's privacy in sensitive matters, such as health or family problems, and only reveal confidential matters when appropriate.
- 4.10 Staff and Board Members must avoid any actual or potential conflicts of interest and act in the best interests of AIAT as per the Conflict of Interest Policy.
- 4.11 Staff and Board Members are accountable for
- 4.11.1 the efficient and effective use of funds and must only act within the delegated authority and in accordance with the Delegation of Authority Policy and Delegation Schedule;
  - 4.11.2 maintaining proper documentation and records of financial transactions;
  - 4.11.3 reporting instances of misuse or misappropriation of AIAT funds
- 4.12 Breaches of the Code of Conduct
- 4.12.1 Where a staff member, board member or student suspects a breach of the Code may have occurred they may seek advice from their manager, Student Services or the senior officer responsible for human resource management. Individuals with concerns are encouraged to come forward in the knowledge that AIAT will:
    - a. consider and investigate, if appropriate, allegations of behaviour that may breach the Code or other AIAT policies;
    - b. take all reasonable steps to provide protection for staff who make disclosures in good faith regarding conduct that is inconsistent with this Code; and
    - c. follow the appropriate procedures depending on the issues/concerns raised.

## 5. Roles and responsibilities

- 5.1 Staff and Board Members are required to
- 5.1.1 be familiar with and comply with the terms of this policy at all times;
  - 5.1.2 comply with any relevant legislative, industrial or administrative requirements; and
  - 5.1.3 seek clarification from their manager if they have doubts on any aspect of the Staff Code of Conduct.
- 5.2 The CEO will ensure that this policy is provided to new staff during induction.
- 5.3 The Executive Management Team is responsible for:
- 5.3.1 Exhibiting a high level of commitment to the Staff Code of Conduct; and
  - 5.3.2 Ensuring that potential, perceived, and actual breaches of the Staff Code of Conduct are effectively, transparently, and fairly addressed.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Code of Conduct Policy
Policy Reference No.	POL – 51
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 6.1.3, 6.2.1
Related Documents	<p>Academic Inquiry and Freedom of Speech Policy</p> <p>Conflict of Interest Policy</p> <p>Discrimination, Bullying and Harassment Policy</p> <p>Diversity and Equity Policy</p> <p>Health and Safety Policy</p> <p>Intellectual Property Policy</p> <p>Privacy Policy</p> <p>Staff Performance Management Policy</p> <p>Student Code of Conduct</p> <p>Student Complaints and Appeals Policy</p> <p>Student Misconduct Policy</p>
Related Legislation	<p>Age Discrimination Act (2004)</p> <p>Australian Human Rights Commission Act (1986)</p> <p>Disability Discrimination Act (1992)</p> <p>Racial Discrimination Act (1975)</p> <p>Sex Discrimination Act 1984</p> <p>Fair Work Act (2009)</p> <p>Racial Vilification Act 1996 (SA)</p>
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>Australian National University (2019) Policy: Code of Conduct</p> <p>Melbourne Institute of Technology (2021) Staff Code of Conduct Policy</p> <p>University of New England (2015) Code of Conduct</p> <p>University of Southern Queensland (2020) Code of Conduct Policy</p> <p>University of the Sunshine Coast (2020) Staff Code of Conduct – Governing Policy</p>
Date of approval	31 March 2022
Review date	December 2026
Policy Category	Governance

## 6. Document Version Control

Document No	POL - 51	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Added new clause; added legislation; modified policy number
Created Date	Dec 2021		