NOVEMBER 2026

CODE OF CONDUCT

FOR MEMBERS OF THE UNIVERSITY COMMUNITY



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INTRODUCTION

La Trobe University strives to integrate its values into teaching, research and business practices.

The purpose of this Code of Conduct (the "Code") is to provide members of La Trobe University (the "University") with an understanding of the standards required of them in their dealings with colleagues and the University community.

CODE OF CONDUCT

Exercising academic freedom in accordance with the University's Protection of Freedom of Speech and Academic Freedom Policy will not constitute a breach of the code of conduct.

This Code is a statement of the commitment to upholding the ethical, professional and legal standards we use as the basis for our day-to-day and long-term decisions and actions that support our vision, values, objectives and strategy.

Members of the University community are each individually accountable for their actions and are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

It applies to all staff and associates performing work on behalf of the University such as contractors, agency staff, volunteers, adjunct, honoraries, Council members, visiting appointments, students representing the University and other personnel.

It covers all circumstances when performing work, duties or functions of the University, both during and outside work hours and includes work-related functions, travel, conferences and any circumstance when an individual is representing the University.



WORKPLACE BEHAVIOUR

Valuing diversity and inclusion and being committed to a respectful and fair working environment for all, which does not tolerate bullying, harassment, discrimination, victimisation, vilification or violence.

We demonstrate our Cultural Qualities of care, connection, innovative and accountable in all that we do.

We take responsibility for understanding and upholding the La Trobe Code of Conduct, policies, and procedures, actively participate in mandatory training, and seek guidance when needed to foster a respectful, ethical, and connected workplace.

We are all required to:

- Behave in a manner that supports the University values and treat people with courtesy and respect and uphold their dignity, in line with our expected workplace behaviours
- Support the University as a place of independent learning and thought where ideas may be put forward, while ensuring that this freedom does not harass, vilify, intimidate or defame individuals, the community or the University
- Treat all members of the University community with dignity and respect, and refrain from conduct, statements or behaviours that are racist, antisemitic, Islamophobic, discriminatory, harassing, vilifying or otherwise inconsistent with a safe, respectful and inclusive environment
- Exercise intellectual freedom in a manner consistent with a responsible and honest search for, and dissemination of, knowledge, and maintain behaviours consistent with applicable University policies and legislation, including where conduct outside the workplace falls within scope of this Code
- Raise a workplace issue in accordance with our policies/Enterprise Agreement when we believe we have witnessed/experienced unacceptable workplace behaviour
- Apply the principles of natural justice and procedural fairness in dealing with employment matters
- Comply with the relevant legislation and University policies/procedures

Conduct does not need to occur during work hours or in the workplace to be relevant under this Code. The University does not seek to regulate employees' private lives, and conduct outside work will not ordinarily fall within the scope of this Code. However, conduct outside work, including personal activities and social media use, may fall within the scope of this Code where there is a sufficient connection to the University or an individual's role, and the conduct has caused, or is reasonably likely to cause, a material adverse impact on:

- The health, safety or wellbeing of members of the University community
- The safety, wellbeing, dignity or respectful working relationships of members of the University community
- An individual's ability to perform the inherent requirements of their role; or
- The University's legitimate interests or reputation

The mere expression of a lawful opinion, participation in lawful public debate, academic activity, or the exercise of workplace rights will not, of itself, constitute a breach of this Code. However, this does not limit the University's ability to address conduct that otherwise falls within the scope of this Code because of its impact on members of the University community or the University's legitimate interests.

EXTERNAL COMMUNICATION AND SOCIAL MEDIA USE

All members of the La Trobe community are expected to use social media appropriately and responsibly and, in a manner, consistent with La Trobe's Cultural Qualities.

Social media includes digital platforms and tools that enable the sharing of information, ideas, and content, such as social networking sites, blogs, wikis, and video or photo sharing services.

This applies to official University accounts and to personal social media use where there is a sufficient connection to the University or an individual's employment, and the use falls within the scope of this Code.

The University recognises that staff may lawfully express personal opinions, participate in public debate and exercise academic freedom in accordance with the University's Protection of Freedom of Speech and Academic Freedom Policy. However, where communications have a sufficient connection to the University or an individual's role, and adversely affect members of the University community, workplace relationships, or the University's legitimate interests, they may fall within the scope of this Code. This section should be read consistently with the University's Protection of Freedom of Speech and Academic Freedom Policy.



When engaging on social media platforms:

- Be respectful, professional, and considerate in all communications
- Ensure your social media use complies with relevant legislation and University rules, including policies on privacy, confidentiality, and respectful behaviour
- Avoid posting content or sharing content that is unlawful, breaches confidentiality or privacy obligations, constitutes bullying, harassment, discrimination, victimisation or vilification, falsely represents University positions, or is reasonably likely to adversely affect workplace relationships, the health, safety or wellbeing of members of the University community, or the University's legitimate interests
- Respect confidentiality and privacy; do not disclose confidential, personal or proprietary information relating to the University, its staff, students, partners or members of our community, except where authorised or otherwise permitted by law
- When identifying your association with La Trobe University, make clear that opinions expressed are your own and do not represent official University positions, unless authorised to speak on behalf of the University

Adherence to these social media guidelines is essential to maintain a respectful, professional, and safe University and workplace environment for all.

Breaches of these guidelines may result in disciplinary action.

HEALTH AND SAFETY

Providing a safe and healthy working and learning environment for all, aspiring to eliminate all risks to health and safety.

We are all required to:

- Promote a positive safety culture and openly challenge unsafe behaviour
- Promptly report accidents, incidents, near-misses and non-compliance in accordance with our reporting system
- Integrate health and safety considerations into our day-to-day activities
- Undertake the required health and safety training
- Ensure our capacity to perform our duties free from impairment of the use of alcohol or drugs and that these substances do not put any staff, student or associate's health or safety at risk
- Comply with the relevant legislation and University policies / procedures





ASSETS AND RESOURCES

University assets and resources such as finances, facilities, equipment, information systems, vehicles and information systems equipment are used efficiently and effectively and in accordance with University policies / delegations of authority.

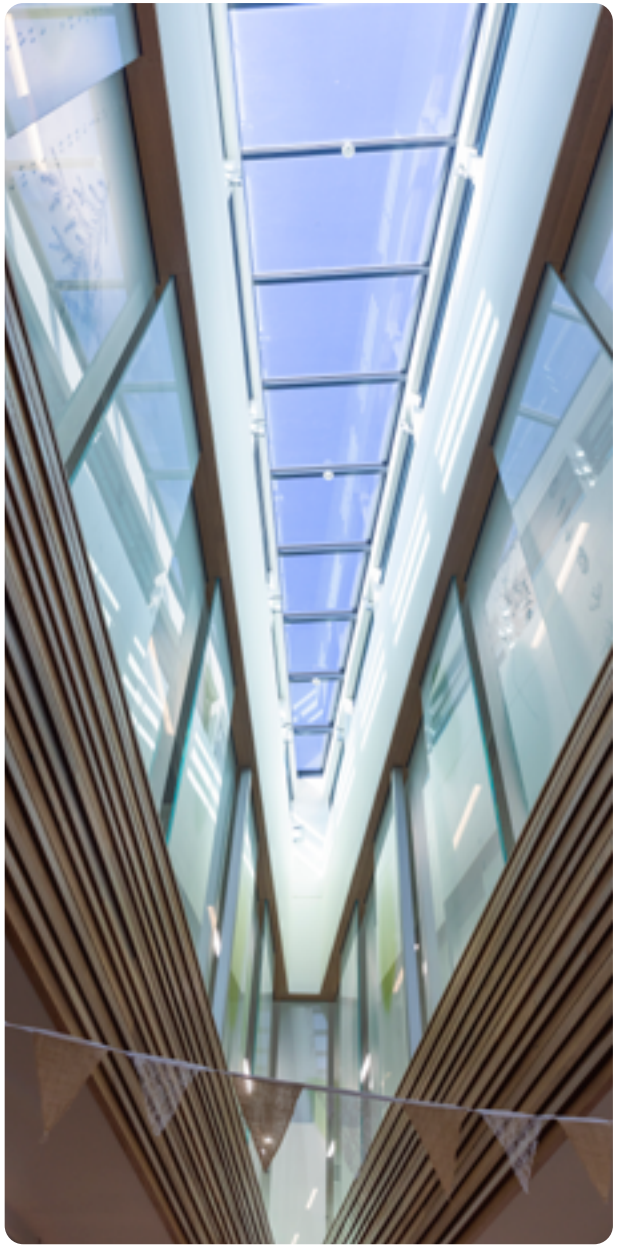
We are all required to:

- Use and maintain University assets and resources to optimally support the operations of the University
- Appropriate and responsible use of University assets and resources
- Report damage/defects to assets and resources
- Report suspected/actual misuse of or fraudulent activity of University assets or resources
- Comply with and report breaches of legislation, policies / procedure or University statutes



CONFIDENTIALITY, PRIVACY AND INTELLECTUAL PROPERTY

The protection of commercially sensitive and confidential information / records and intellectual property together with protecting personal information relating to staff and students in accordance with privacy laws.



We are all required to:

- Take steps to protect confidential information and intellectual property and only use the information/intellectual property for the purpose authorised by the University
- Collect, use, store, handle, update and destroy information, in line with applicable policies and procedures
- Protect intellectual property rights and avoid infringing the rights of others
- Comply with and report breaches of legislation, policy / procedure or University statutes



INTEGRITY, ACCOUNTABILITY AND ETHICAL STANDARDS

Conduct that results from choices, behaviours and actions must uphold the values of the University.

We are all required to:

- Be responsible for our decisions and actions
- Conduct ourselves in a manner that upholds the values and integrity of the University
- Be honest, fair and trustworthy in all our activities and relationships
- Refuse money or anything of value and avoid making any offer of money or anything of value, to induce or reward favourable treatment for or from the University
- Make decisions relating to teaching, research and work which are guided by the principles of openness, fairness and honesty
- Comply with the relevant legislation and University policies / procedures

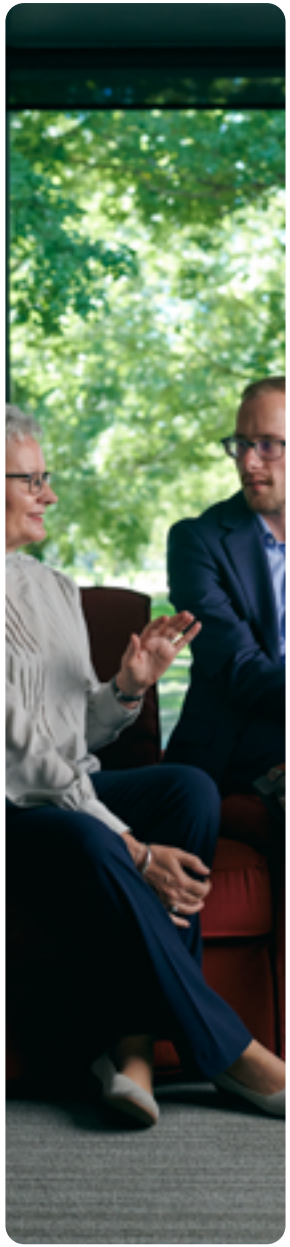
RESEARCH

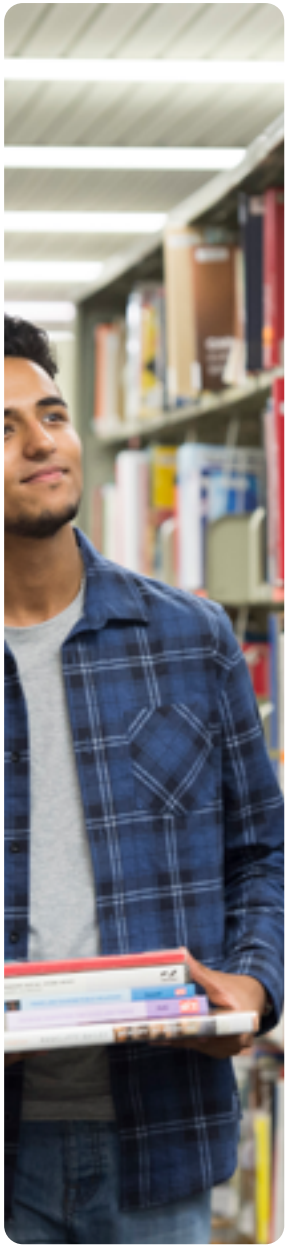
Our actions demonstrate excellence in research and the integrity of our research values and principles that include honesty, objectivity, fairness, accuracy, reliability and responsibility.

We are all required to:

- Comply with the Australian Code for the Responsible Conduct of Research, other research related policies and relevant laws
- Disclose to the funding or publication bodies any actual, potential or perceived conflicts of interest
- Adhere to accepted standards of research conduct within the scholarly community, including the submission of original authored work
- Comply with the relevant legislation and University policies / procedures
- Comply with legislation and University policies/procedures applicable to the University's dealing and interaction with foreign governments, entities, and individuals









FREEDOM, INNOVATION AND CREATIVITY

Support academic freedom and encourage innovation and creativity in our work performance/outcomes in the pursuit of knowledge, information and advancement

We are all required to:

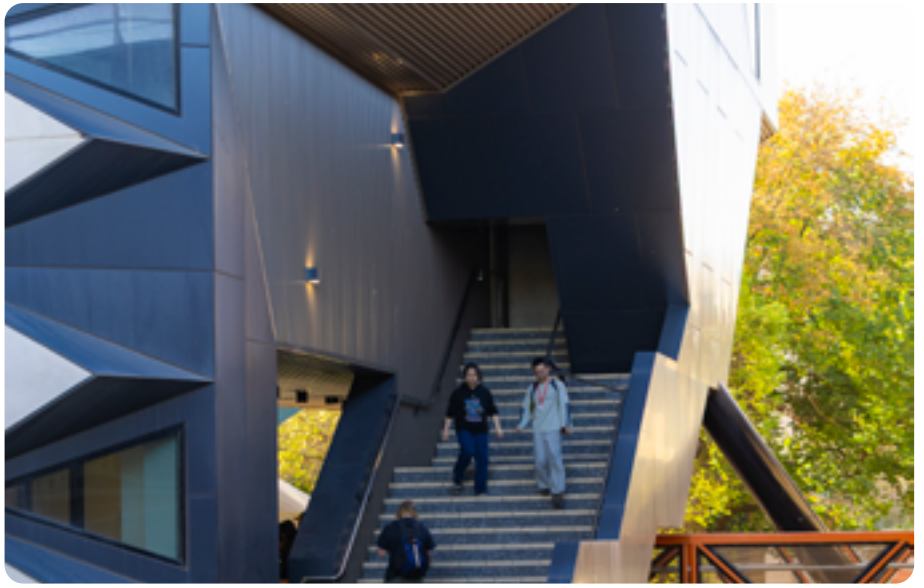
- Support the University as a place of independent learning and thought where ideas may be put forward yet ensure that this freedom does not harass, vilify, intimidate or defame individuals within the University community
- Exercise intellectual freedom in a manner consistent with a responsible and honest search for and dissemination of knowledge
- Use our knowledge and expertise to deliver high-quality learning and teaching outcomes, as well as identifying opportunities to improve service
- Comply with the relevant legislation and University policies/procedures

COMPLIANCE

Respect the law and act accordingly, ensuring our actions do not breach laws, rather they support the laws under which we are governed and provide good governance.

We are all required to:

- Comply with any lawful and reasonable instruction given by an individual who has authority to give instruction
- Comply with all University statutes, regulations, policies and procedures
- Comply with the law, customs and business practices of those with whom we interact, without compromising our values, this Code, our Policies and the law
- Create and maintain true, complete and accurate financial and non-financial information
- Report to the University any matters we believe constitute misconduct, fraud, corruption, breach of law or similar conduct
- Comply with laws relating to trade practices
- Comply with the relevant legislation and University policies / procedures







POLICIES AND PROCEDURES

The Code does not address all workplace conduct.

The University maintains additional policies and procedures that provide further guidance on matters both in and out of the Code.

These policies and procedures (and other supporting documentation) are available on the University internet.

ADDRESSING CONCERNS

Concerns about questionable behaviour, breaches of the Code, the law or other University policies (or governing rule), should be raised through the appropriate reporting pathway, including with your manager, next up manager, People and Culture or another authorised reporting mechanism.

BREACHING THE CODE

The University takes all actual and potential breaches of the Code seriously.

Breaching the law, the Code or our workplace policies can have serious consequences for the University and each of us as individuals. Those who fail to follow the Code put themselves, their colleagues and the University at risk.

The University considers breaches of the Code of Conduct to be serious and will address alleged breaches fairly, objectively and in accordance with the applicable legislation, the Enterprise Agreement (where applicable) and contractual obligations. Breaches may result in disciplinary action, including termination of employment where appropriate.









FOR FURTHER INFORMATION

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La Trobe University
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