

# Code of Conduct

## Our Code of Conduct

(1) 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 the University with an understanding of the standards required of them in their dealings with their colleagues and the La Trobe University (‘the University’) community.

(2) 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.

(3) 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.

## Scope of the Code

(4) This Code applies to all staff and associates performing work on behalf of the University such as contractors, agency staff, conjoints, volunteers, honoraries, Council members, visiting appointments, students representing the University and other personnel.

### **Please provide feedback on the revised wording in the clause (5)a.**

(5) 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 where the actions of a person reflect negatively on the University and any circumstances when an individual is representing the University (this is the existing wording)

- a. 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 (this is the revised wording)

## Workplace Behaviour

(6) 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.

(7) We are all required to:

- a. behave in a manner that supports the University values and treat people with respect, dignity and in line with our expected workplace behaviours’
- b. behave in a professional manner; do not discriminate, harass, bully (including intimidate), vilify, victimise, act or threaten to act violently towards staff, students, associates and members of our community
- c. raise a grievance in accordance with our policies/Collective Agreement when we believe we have witnessed/experienced unacceptable workplace behaviour
- d. apply the principles of natural justice and procedural fairness in dealing with employment matters
- e. comply with the relevant legislation and University policies/procedures

## **Health and Safety**

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

(9) We are all required to:

- a. promote a positive safety culture and openly challenge unsafe behaviour
- b. promptly report accidents, incidents, near-misses and non-compliance in accordance with our reporting system
- c. integrate health and safety considerations into our day-to-day activities
- d. ensure we know what to do if an emergency occurs at our place of work
- e. 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
- f. comply with the relevant legislation and University policies/procedures

## **Assets and Resources**

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

(11) We are all required to:

- a. use and maintain University assets and resources to optimally support the operations of the University
- b. use University assets and resources for the benefit of the University only
- c. report damage/defects to assets and resources
- d. report suspected/actual misuse of or fraudulent activity of University assets or resources
- e. comply with the relevant legislation, building codes and University policies/procedures

## **Confidentiality, Privacy and Intellectual Property**

(12) 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.

(13) We are all required to:

- a. take steps to protect confidential information and intellectual property and only use the information/intellectual property for the purpose authorised by the University
- b. collect, use, store, handle, update and destroy information, in line with applicable policies and procedures
- c. protect intellectual property rights and avoid infringing the rights of others
- d. comply with and report breaches of legislation, policy/procedure or University Statutes

## **Conflict of Interest**

(14) A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the individual's private interests and the interests of the University, which may raise ethical or legal issues.

(15) We are all required to:

- a. manage conflicts of interest to ensure we never put ourselves in situations that place

- b. or appear to place our own personal interests before those of the University
- c. disclose potential or actual conflicts of interest
- d. make decisions relating to teaching, research and work which are guided by the principles of openness, fairness and honesty
- e. ensure other employment does not conflict with our role at the University (unless otherwise agreed with the University)
- f. comply with the relevant legislation and University policies/procedures including the [Conflict of Interest Policy](#)

## **Integrity, Accountability and Ethical Standards**

### **Please provide feedback on the revised wording in the clause (16)a.**

(16) Conduct that results from choices, behaviours and actions must uphold the values and good reputation of the University at all times (this is the existing wording)

- a. Conduct that results from choices, behaviours and actions must uphold the values of the University (this is the revised wording)

### **Please provide feedback on the revised wording in the clause (17)b.i.**

(17) We are all required to:

- a. be responsible for our decisions and actions
- b. conduct ourselves in a manner that upholds the values, integrity and good reputation of the University at all times (this is the existing wording)
  - i. conduct ourselves in a manner that upholds the values and integrity of the University (this is the revised wording)
- c. be honest, fair and trustworthy in all our activities and relationships
- d. refuse money or anything of value and avoid making any offer of money or anything
- e. of value, to induce or reward favourable treatment for or from the University
- f. comply with the relevant legislation and University policies/procedures.

## **Research**

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

(19) We are all required to:

- a. comply with the Australian Code for the Responsible Conduct of Research, other research related policies and relevant laws
- b. disclose to the funding or publication bodies any actual, potential or perceived conflicts of interest
- c. comply with acceptable conduct within the scholarly community and submitting original work
- d. comply with the relevant legislation and University policies/procedures.

## **Freedom, Innovation and Creativity**

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

(21) We are all required to:

- a. 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, the community or the University
- b. exercise intellectual freedom in a manner consistent with a responsible and honest search for and dissemination of knowledge
- c. use our knowledge and expertise to deliver high-quality learning and teaching outcomes, as well as identifying opportunities to improve service
- d. comply with the relevant legislation and University policies/procedures.

## **Compliance**

(22) 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.

(23) We are all required to:

- a. comply with all University Statutes, Regulations, Policies and Procedures
- b. comply with the law, customs and business practices of those with whom we interact with, without compromising our values, this Code, our Policies and the law
- c. create and maintain true, complete and accurate financial and non-financial information
- d. report to the University any matters that we believe constitutes misconduct, fraud, corruption, breach of law or similar conduct
- e. comply with laws relating to trade practices and money laundering
- f. comply with the relevant legislation and University policies/procedures.

## **Policies and Procedures**

(24) 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 intranet.

## **Clarifying Concerns**

(25) Concerns about questionable behaviour/actions such as breaches of the Code, the law or any other policy (or governing rule), must be promptly discussed with your manager or next up manager or alternatively Human Resources.

## **Breaching the Code**

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

(27) 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.

(28) The University deems breaches to be a serious matter and may result in disciplinary action including possible termination of employment.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	To Be Advised
<b>Review Date</b>	To Be Advised
<b>Approval Authority</b>	
<b>Approval Date</b>	To Be Advised
<b>Expiry Date</b>	Not Applicable
<b>Unit Head</b>	Fiona Reed Executive Director, Human Resources +61 3 9479 2755
<b>Author</b>	Fiona Reed Executive Director, Human Resources +61 3 9479 2755
<b>Enquiries Contact</b>	Human Resources +61 3 9479 1234