

Code of Conduct

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1.0 Purpose

The Code of Conduct (the Code) forms part of the terms of employment for all employee, contractors, consultants, and associates of Griffith University. The Code promotes a workplace that is professional, respectful, safe, inclusive and productive.

The Code sets out the University's expectations for professional standards and personal conduct and refers to the disciplinary procedure and outcomes for an employee who does not meet the standards and acceptable conduct.

This Code fulfils the requirements of the Public Sector Ethics Act 1994 (Qld) to have a Code of Conduct.

The Code reflects and supports the University's vision and values.

2.0 Scope

For the purpose of this Code 'employee' means all continuing, fixed term and casual employees, including senior management and Executive. It also includes Visiting, Honorary and Adjunct employees, conjoint appointments and volunteers. In addition, the Code applies to contractors and consultants that are engaged by the University as per the terms of their engagements.

The Code is also applicable to members of the University Council and external members of University Committees and Advisory Boards with regard to their committee work.

The Code applies in circumstances where employees are performing work, duties, or functions for the University. This includes but is not limited to activities such as work social functions, travel, conferences, field trips, and any other circumstances where they are attending as a University employee, or they are representing the University.

This Code is a set of overarching principles to be followed. It is not an exhaustive list of standards and behaviours. The Code cannot address all possible issues and scenarios which may be faced in the course of activities, performing work or functions of the University.

3.0 Policy Statement

Griffith University's vision and mission is to transform lives and add to human knowledge and understanding in a way that creates a future that benefits all. We will achieve the vision and mission through our core principles:

- Excellence
- Ethical behaviour
- Engagement

We recognise that Griffith University is a public institution with responsibilities to the communities we serve. Our individual and collective behaviour contribute directly to achieving our vision, mission and public obligations.

We comply with all relevant Commonwealth and State legislation, regulations, codes, standards and agreements derived from legislation. Consistent with the Public Sector Ethics Act 1994 (Qld), this Code aligns with the four fundamental, ethical principles:

1. Integrity and impartiality
2. Promoting the public good
3. Commitment to the system of government
4. Accountability and transparency.

3.1 The Way We Work Together

In our professional actions, and in working with other employees, students, partners and the community, we will be guided by the University Strategic Plan, our vision, mission and commitments, this Code, and by the University's policies and procedures. We will conduct ourselves in a way that supports our core principles of excellence, ethical behaviour and engagement in all our activities.

It is the responsibility of all employees to ensure that they are informed and understand all the University's policies and procedures.

3.1.1 Fairness and Respect

- At all times in our dealings with others and when making decisions that impact others, we:
 - always act mindfully of other people's rights and dignity
 - are courteous, honest and fair
 - always use appropriate language.
- We always uphold these behaviours in all contexts:
 - whether our interactions are in person, in writing or online, including social media
 - whether our interactions take place on University premises or elsewhere
 - whether we use University equipment, networks, or others
 - whether or not we claim to be speaking on behalf of the University.
- Academic employees have the right to express unpopular or controversial views, but this does not mean that they have a right to harass, vilify or intimidate. It is important to recognise that these behaviours and standards need to be considered in context of our obligations and rights to Academic Freedom and Freedom of Speech.
- We recognise that interactions between students and employees, or between employees, supervisors and managers, involve a power imbalance which has the potential for misuse.
- We will not use our position and the power imbalance to foster or pursue unwanted personal, sexual, or financial relationships with fellow employees, students or community members, nor to coerce anyone into any of these types of relationships.

3.1.2 Professionalism and Excellence

- We commit to excellence in our work, ambitious to ensure that our teaching and learning, research and engagement are of the highest quality.
- We act with care and diligence, always behaving professionally and adhering to the standards and legal requirements of our discipline or profession. This includes:

- Attending work punctually according to the requirements of the role and notifying a supervisor or manager of any inability to attend work, complete work or safely carry out work.
- Observing personal hygiene, safety and presentation standards appropriate to the role.
- Carrying out duties with diligence, competence and skill.
- Participating in professional development and completing any required training in a timely manner.
- Following any reasonable work direction given by supervisors or managers.
- Refraining from making public comments or claim to speak on behalf of the University to the media, including social media and other forums, unless it is part of the job we have been authorised to do.

3.1.3 Diversity and Inclusion

- We recognise the importance of the University being a workplace that is diverse and inclusive.
- We recognise and respect the unique place of First Peoples in our history and culture and the importance of respecting Indigenous knowledge, culture and talent.

3.1.4 Bullying, Discrimination and Harassment

- We will not engage in any of the following behaviours:
 - Bullying, sexual harm, harassment or misconduct, harassment, discrimination with respect to attributes protected by law, vilification, or victimisation.
 - Behaviour towards others that is disrespectful, threatening, intimidating or humiliating.
 - Deliberately making a false claim of any of these behaviours against another person.

3.1.5 Payment for Work and Additional Hours

- The University will ensure that employees of the University will be paid in accordance with the Fair Work Act, Award, contract of employment and the relevant Enterprise Agreement.
- The University commits to ensuring that the request to work additional hours are reasonable and will be managed through either flexible working arrangements, in accordance with the Overtime Clause of the relevant Enterprise Agreement or the Casual Time Recording Procedure.

3.1.6 Academic Freedom and Freedom of Speech

- The University strives to be an environment in which ideas may be debated and considered within the boundaries of the law and the need to protect the University as an inclusive academic environment. In exercising our academic freedom and freedom of speech, we comply with the relevant Enterprise Agreement and the Academic Freedom and Freedom of Speech Policy.
- The Academic Staff Enterprise Agreement specifically states that Academic employees, as employees of the University, have the right to intellectual and academic freedom which consists of the right to:
 - Teach, discuss, and research; and to disseminate and publish the results of their research.
 - Engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research.
 - Express their opinions in relation to the higher education provider in which they work.
 - Participate in professional or representative academic bodies.

- The University maintains authority to make final determinations in relation to the choice of academic courses and offerings, the ways in which they are taught, and which research activities are funded.
- Academic employees have the right to express unpopular or controversial views, but this does not mean that they have a right to harass, vilify or intimidate.
- These rights are linked to the responsibilities of staff to support the role of universities as places of independent learning and thought, where ideas may be put forward and opinions expressed freely; and as institutions which must be accountable for their expenditure of public money.

3.2 Integrity

3.2.1 Compliance with the Law

- We act in accordance with the law at all times, complying with all State and Commonwealth legislation as well as University policies, procedures, and regulations.

3.2.2 Conflicts of Interest

- We recognise that there are occasions where there is a conflict between our University duties and our personal interests, and that such conflict can (or appear to) influence decisions unfairly.
- It is the responsibility of each employee to proactively identify, declare and implement an approved management plan. Declaration and management of a Conflict of Interest should be managed in accordance with the Conflict of Interest Policy.
- We never use information obtained in the course of employment to gain advantage for ourselves or someone else.
- We comply with the Gifts and Benefits Policy when considering whether to accept or give gifts.
- We will not make false or misleading statements or fail to declare relevant information to the University at any stage of our employment, including during recruitment.
- Where an employee is considering or engaged in secondary employment outside of their position at the University, the employee must declare and manage this in accordance with the Secondary Employment Policy.

3.2.3 Bribery and Corruption / Anti Money Laundering

- We behave honestly, ethically and with integrity at all times. We take action to prevent unethical practices, bribery, corruption, money laundering or fraud. This includes, but is not limited to:
 - Using University property and funds efficiently, carefully, honestly and within the level of authority of our role.
 - Avoiding any activity with a third party that conceals or disguises the nature, location, source, ownership or control of funds.
 - Reporting suspected corruption, money laundering, maladministration, or fraud, e.g. misuse of funds.

3.2.4 Foreign Interference and Trade Sanctions

- We engage with our international partners and suppliers in a secure and considered way by:
 - Complying with global trade controls and economic sanctions that prohibit us from doing business with certain countries, governments, entities and individuals.
 - Using the international checking tool to assess third party risk.

3.2.5 Modern Slavery

- The University is committed to help eliminate Modern Slavery. The Modern Slavery Policy outlines our approach and ethical standards when purchasing goods or services and seek advice from the relevant experts within the University to help eliminate modern slavery.

3.2.6 Use of University Resources and Outside Work

- We use University facilities, vehicles and equipment properly and according to their purpose, instructions and in accordance with our workplace health and safety obligations.
- We ensure that University facilities, vehicles and equipment, including IT equipment, are not used for private interest or commercial gain, or for political purposes, unless expressly approved and within relevant policy.
- Notwithstanding, reasonable personal use of University communications facilities, photocopiers, internet access, and desktop computers is acceptable if that use is minimal, complies with University policies, and does not interfere with normal work.
- We use all resources, including IT equipment and information, in a lawful and ethical way, which respects the copyright and intellectual property rights. This includes not accessing content which is not required as part of a normal course of work and may be regarded as objectionable, obscene or offensive, or is contrary to University policies or the Law.
- We use University owned intellectual property and third-party intellectual property in accordance with the legislative and/or contractual rights of the owner
- In valuing the expertise of its people, we recognise that employees may engage in paid or unpaid outside employment or private practice. If undertaking outside work, we must ensure that:
 - it does not adversely impact on our ability to fulfil our obligations to the University
 - it does not interfere with the University's work health and safety commitments
 - prior approval has been obtained from the University.
- We do not, unless expressly approved, use the University's name, reputation, or resources in association with any outside work or private practice (see Private Practice Policy).

3.2.7 Research Ethics, Academic Standards

- We foster a research culture that demonstrates honesty and integrity, respect for human research participants, animals and the environment, good stewardship of public resources used to conduct research, and responsible communication of research results.
- We uphold the highest standards of academic integrity in teaching, research and commercial activities, and communicate those activities responsibly.

3.2.8 Recordkeeping

- We keep full, clear documentation and records of relevant organisational transactions (e.g. financial, human resources, legal) in accordance with the Information Management Policy.

3.2.9 Sustainability

- We have a long-standing commitment to environmental sustainability and guardianship of our unique campus ecosystems as outlined in the Environmental Sustainability Policy.
- We are committed to the attainment of the goals and standards set out in the United Nations Sustainable Development Goals.

- We are committed to all University facilities and resources being used in an efficient manner, to avoid or reduce waste. Where waste is generated, we are committed to dealing with it in a way that actively contributes to the economic, social and environmental goals of sustainable development.

3.2.10 University Funds

- We are all accountable for the efficient and effective use of University funds and must act only within the delegated authority and in accordance with University policies and procedures. We must always:
 - be prepared to justify expenditure
 - seek clarification about transactions where there is uncertainty over delegation, authority, policy or procedure
 - maintain proper documentation and records of all financial transactions
 - report instances of misuse or misappropriation of University funds
 - never use University funds or credit cards for personal purposes or benefits
 - comply with the Hospitality and Entertainment Policy when spending and approving hospitality and entertainment.

3.3 Everyone is Safe

3.3.1 Health and Safety

- We are all responsible for Griffith being a safe and healthy work, study and community environment.
- We will take all practical and reasonable steps to eliminate bullying, vilification, unlawful discrimination, and harassment in all its forms, including sexual harassment.
- We will ensure we comply with occupational health and safety legislation and the University's health and safety policies and procedures and we will:
 - Take steps to mitigate or report hazards, incidents and near-misses.
 - Inform managers of any health issues or injuries that may affect ability to carry out the inherent requirements of jobs.
 - Declare and manage known medical conditions in an appropriate manner to ensure that it does not impact on our employment or put others at risk.
 - Observe safety protocols and any equipment instructions for our work area.
 - Effectively use any Personal Protective Equipment (PPE) issued.
 - Never attend work or perform our duties while under the influence of alcohol or illegal drugs, or while taking prescribed medication that creates an impairment, which may be hazardous for ourselves or others or has a negative effect on work performance.

3.3.2 Children and Young People

- The University is committed to being a safe and inclusive space for all, which includes children and young people under the age of 18, in accordance with our Child Safety Policy.
- We will:
 - Work with children and young people in a manner that promotes their safety and wellbeing.
 - Take prompt and appropriate action in response to any allegation or suspicion of harm to a child or young person.

- Never engage in any behaviour with a child or young person which constitutes abuse, including verbal abuse.

3.3.3 Human Rights

- We respect the human rights and dignity of everyone we work with in the University and our wider community.
- We ensure that our decisions, and any advice we give, consider the human rights of all those involved and affected.
- We raise concerns about any circumstances that breach, or have the potential to breach, the human rights of others.

3.3.4 Privacy

- We respect and protect the privacy of others and maintain confidentiality regarding personal and University information. We will operate in accordance with our Privacy Plan, which includes but is not limited to:
 - Understand and follow the University's privacy policies and procedures.
 - Give individuals notice about the personal information we collect and how we use it, and we limit our collection based on what information is required.
 - Limit access to and use of personal information to what is required to perform our duties and where we have appropriate authorisation.
 - Disclose information only in accordance with University policy or legal obligations.
 - Ensure that personal or confidential information is never used for individual gain or benefit, or that of a third party.
 - Comply with the Information Technology Code of Practice to ensure privacy and safety are upheld in online and other digital environments.
 - Immediately notify privacyalert@griffith.edu.au of any known or suspected misuse, interference, unauthorised access, disclosure or loss of personal information.

3.3.5 Speaking up without Reprisal

- The University takes any potential breach of this Code seriously and encourage people to speak up when someone experiences, witnesses or becomes aware of behaviours that are contrary to this Code.
- The University will not victimise or retaliate against anyone who has raised a concern.
- Anyone can raise concerns by contacting:
 - your direct Manager or above
 - Human Resources Division
 - Compliance and Integrity team
 - the independent hotline Your Call
 - or any of the other avenues in our Public Interest Disclosure Policy.

3.4 Consequences of Breaching the Code

- Compliance with this Code of Conduct is required at all times. If you fail to meet the standards and obligations outlined in this Code, the University may take disciplinary action.

- Alleged or actual breaches of the Code of Conduct by an employee may be dealt with in accordance with the relevant Enterprise Agreement, University Policies or Procedures or in accordance with the relevant provision in an individual employment contract.
- Breaches that relate to research may be dealt with in conjunction with The Responsible Conduct of Research Policy.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
All employees	<p>Adhere to this Code of Conduct and all of the University's policies and procedures.</p> <p>Promote fairness, respect and professionalism.</p> <p>Embrace diversity and inclusion.</p> <p>Report health and safety concerns promptly.</p> <p>Speak up without fear of reprisal.</p>
All managers	<p>Lead by example in upholding this Code and all of the University's policies and procedures.</p> <p>Foster a fair, respectful and professional work culture.</p> <p>Encourage diversity, inclusion and open communication.</p> <p>Ensure a safe and healthy work environment.</p> <p>Address breaches promptly without retaliation.</p>

5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Conflict of Interest involves a conflict between the public duty and private interests of a public official, in which the public official has private interests which could improperly influence the performance of their official duties and responsibilities' (*OECD guidelines, 2003 paragraph 10*).

It arises when an employee member's personal interests, or those of a person with whom they have a close personal relationship, conflict with their primary obligation to act in the interests of the University. A conflict of interest may be actual, perceived or potential. It can be pecuniary (involving financial gain or loss), or non-pecuniary (based on enmity or amity) and can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise.

A conflict of interest includes a conflict of commitment.

Discrimination is prejudice on the grounds of a person's age, race, sex, people with variations of sex characteristics (intersex), sexuality, gender identity and expression (including transgender and gender diverse identities), disability, marital/relationship status, parental status, family responsibilities, pregnancy, breastfeeding, religion or belief, refugee or asylum seeker status, political belief or activity, trade union activity, or a person's association with someone who identifies with any of these attributes

Financial interest is any right, claim, title or legal share in something having a monetary or equivalent value. Examples of financial interest include, but are not limited to, shares, share options, and the right to receive remunerations such as salary, consulting fees, allowances, discounts and the like.

Maladministration is administrative conduct which is unlawful, arbitrary, improper, discriminatory or oppressive.

Sexual Harassment includes any unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature, in circumstances where a reasonable person, having regard to all the circumstances, would anticipate the possibility that the person harassed would be offended, humiliated or intimidated. A single incident is enough to constitute sexual harassment.

Sexual Harm is any unwanted behaviour of a sexual nature. Sexual Harm includes sexual assault, rape, Sexual Harassment, sex-based harassment, and any other unwanted sexual behaviour, whether online or in person. The behaviour may result in a person feeling uncomfortable, frightened, distressed, intimidated, or harmed either physically or psychologically.

Sexual Misconduct is a broad term that incorporates any misconduct of a sexual nature or with a sexual element. It includes Sexual Harassment, sexual assault, sex-based discrimination, and other related forms of behaviour.

6.0 Information

Title	Code of Conduct Policy
Document number	2024/0001033
Purpose	<p>The Code of Conduct (the Code) forms part of the terms of employment for all employee, contractors, consultants, and associates of Griffith University. The Code promotes a workplace that is professional, respectful, safe, inclusive and productive.</p> <p>The Code sets out the University's expectations for professional standards and personal conduct and refers to the disciplinary procedure and outcomes for an employee who does not meet the standards and acceptable conduct.</p> <p>This Code fulfils the requirements of the Public Sector Ethics Act 1994 (Qld) to have a Code of Conduct.</p> <p>The Code reflects and supports the University's vision and values.</p>
Audience	Staff; Public
Category	Operational
Subcategory	Staff

UN Sustainable Development Goals (SDGs) This document aligns with Sustainable Development Goals:

- 5: Gender Equality
- 8: Decent Work and Economic Growth
- 16: Peace, Justice and Strong Institutions

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Policy advisor Director, Human Resources

Approving authority University Council

7.0 Related Policy Documents and Supporting Documents

Legislation

- Academic Staff Enterprise Agreement 2023-2025*
- Professional and Support Staff Enterprise Agreement 2023-2025*
- Crime and Corruption Act 2001 (Qld)*
- Fair Work Act 2009 (Cth)*
- Griffith University Act 1998 (Qld)*
- Public Sector Ethics Act 1994 (Qld)*

Policy

- Academic Freedom and Freedom of Speech Policy
- Child Safety and Wellbeing Policy
- Conflict of Interest Policy
- Environmental Sustainability Policy
- Equity, Diversity and Inclusion
- Gifts and Benefits Policy
- Health, Safety and Wellbeing Policy
- Hospitality and Entertainment Policy
- Information Management Policy
- Information Security Policy

Modern Slavery Policy
Private Practice Policy
Public Interest Disclosure Policy
Responsible Code of Research Policy
Sexual Harm Prevention and Response Policy
Staff Harassment, Bullying and Discrimination Policy
Talent Acquisition Policy

Procedures	Casual Staff Time Recording Procedure
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Local Protocol	Privacy Plan
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Forms	N/A
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