



## ***Code of Conduct***

### ***Overview***

This document covers the code of conduct principles that apply to all employees, elected officials, club and society representatives and individuals who enter into a relationship with the Associations.

### ***Scope***

This Policy applies across all student Associations.

**“Associations”** refers to ANUSA, PARSA & ANUSM.

### ***Policy Statement***

This Policy applies to all Association employees, elected officials and to all individuals who enter into particular relationships with the Associations for a specified time period or time periods, for example contractors and volunteers participating in association activities (referred to as ‘employees’ for the purposes of this Policy).

The Code applies to employees in all their work-related interactions with each other, and with customers, contacts or clients.

It applies in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

The Code provides a broad framework for the identification and resolution of issues concerning the conduct of employees and is intended to guide employees, elected officials and representatives in their dealings with colleagues, students, and the wider University community.

The Code does not address all possible situations but is a set of principles that provide guidance on acceptable and unacceptable behaviour within the Association context.

The Code stands beside but does not exclude or replace the rights and obligations under common and statute law.

Release Date:

## **Code of Conduct**

Employees, elected officials of an Association, Department Officers and representatives of clubs and societies affiliated with an Association or funded by an Association, are expected to:

- behave honestly and with integrity in connection with their role;
- act with care and diligence in connection with their role;
- treat employees of Associations, students and members of the University community with respect and courtesy, and without harassment;
- not discriminate on the basis of irrelevant characteristics, such as sex, race, religious or political opinion, disability, pregnancy, age, marital status, sexual orientation or other protected characteristics set out in Territory or Commonwealth legislation;
- comply with all applicable Territory or Commonwealth legislation;
- comply with any lawful and reasonable direction given by someone in the Association who has authority to give the direction;
- maintain appropriate confidentiality about official dealings that the person has with any student or member of staff or confidential information of the Association;
- take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal interest of the person in connection with their role;
- use Association and University resources in a proper manner and for a proper purpose;
- not improperly use inside information or the person's duties, status, power or authority in connection with an Association or a student club or society:
  - to gain, or seek to gain, a benefit or an advantage for themselves or any other person; or
  - to cause, or to seek to cause, detriment to the Association or any other person.
- Display and maintain a high standard of personal behaviour in the workplace which includes:
  - Not commencing work, returning to work, or engaging in work duties while under the influence of illegal drugs or alcohol;
  - No fighting in the workplace; and
  - No swearing in the workplace.

## **Resolving issues of concern under the Code of Conduct**

The following steps are to be followed in attempting to resolve concerns under the Code. It should be noted that minor or isolated breaches of the Code may not warrant action but, in addition to serious isolated instances, as part of a pattern of behaviour, may be viewed more seriously.

**Step 1:** As a general principle, and wherever it is possible to do so, attempts should be made to resolve an issue at the local level. This may involve discussions directly between the person concerned and their immediate supervisor. If the matter is not able to be resolved at that level, or if the matter directly concerns the supervisor, discussions should be held with their President/Editor in Chief. Persons who have had their behaviour raised under this Code of Conduct may also seek external advice.

**Step 2:** The relevant supervisor will assess the issue to determine the most appropriate course of action to follow, which could involve referring the matter directly to the President/Editor in Chief. If the matter is related to work performance or employment conditions, the supervisor will follow the Managing Underperformance and Misconduct policy and procedures.

Release Date:

### **Record keeping**

Notes should be taken at all stages of the resolution process, including where a person raises a concern under the Code and the supervisor intervenes to resolve it without otherwise formally managing the concern. Records or notes of the supervisor, President/Editor in Chief and copies of relevant communication during the resolution process should be stored on a confidential file.

Not all issues will be dealt with under the procedure detailed above. Some, for example those covering harassment and discrimination concerns, are dealt with by the processes outlined in the relevant policy.

Any disciplinary action against an employee will be in accordance with the procedures detailed in the Associations' Underperformance and Misconduct policy.

Any disciplinary action against an elected official will be in accordance with the procedures detailed in the relevant Association constitution.

### **Association Executives and other elected officials**

In addition to the principles outlined above Association executive members and elected officials, as members of a "committee of management" have additional responsibilities imposed on them by the Corporations Act and Common Law. These are detailed below.

#### **To act in accordance with the Association Constitution and the Incorporation Law**

The Constitution applies to all its members of the Association and is a binding covenant between the members to act in accordance with the Constitution (*section 48 Associations Incorporations Act*). It is an offence for a member of a management committee to fail to take reasonable steps to ensure the association runs accordance with the Act. (*Associations Incorporations Act s. 107*)

#### **To act in accordance with the Rules of Natural Justice**

In adjudicating any dispute involving members or concerning the rules of the Association, the Association must act in accordance with the rules of natural justice. (*Section 50 Associations Incorporation Act*)

#### **To keep accounting records and to ensure an annual audit**

An Association must keep financial records, prepare annual reports, present them to members and ensure that they are audited and deposited with the registrar general. (*Associations Incorporations Act, ss 71-74, 79*)

#### **Not to engage in trade or pecuniary gain except for ancillary activities or to provide member services**

An Association must not engage in trade or pecuniary gain. (Note there are exceptions for ancillary activities and services for members). (*Associations Incorporations Act, s109, s 4*)

#### **To apply the funds and resources of the Association for the purposes of the Association**

The income and property of Association are to be applied solely to the promotion of the objects of the Association and shall not be distributed to members. (Reference relevant Association constitutional provision)

Release Date:

