
CODE OF CONDUCT

VERSION CONTROL

Version	Responsibility	Authorised By	Approved By	Sections Modified	Date Approved	Next Review Date
1	Chief of Staff	CEO	CEO	N/A	29.05.18	29.05.20
2	COO	Dean & CEO	Board	Various	09.09.24	09.09.26

RELATED POLICIES AND PROCEDURES

Workplace Complaints and Grievance Policy and Procedure

Bullying, Harassment and Discrimination Policy
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1. OVERVIEW

At ANZSOG we all have a responsibility to conduct ourselves with the highest level of integrity at all times.

The goal of the Code of Conduct is to encourage ethical behaviour, in everything we do. It also seeks to provide guidance to employees regarding what is expected of us as individuals as we go about our daily work, as well as our collective responsibilities and obligations to our customers, members, partners and key stakeholders.

You should be familiar with the Code of Conduct and you are encouraged to make use of it to exercise sound judgement to properly discharge your responsibilities in your engagement with ANZSOG. If you are unsure of what to do in a particular situation, speak to your manager or refer to the resources at the end of the Code.

Working together we can all deliver ANZSOG's goals and uphold our organisational values of respect, trust and collegiality. We should all be proud of ANZSOG and the role we each play in representing the organisation and maintaining its reputation.

2. PURPOSE

The Code of Conduct underpins everything we do, and provides an ethical framework which guides our decisions, conduct and behaviour. In simple terms, the Code helps us understand our individual and collective accountabilities to each other, and our shared obligation to act with integrity in the best interests of ANZSOG.

This Code of Conduct should be read in conjunction with the *Workplace Complaints and Grievance Policy and Procedure* and *Bullying, Harassment and Discrimination Policy*.

3. SCOPE

This Code applies to all employees, whether employed on a permanent, temporary or casual basis. It also applies to students and program participants. All other individuals engaged in activities connected with ANZSOG are expected to conduct themselves in a manner consistent with this Code, where reasonable this Code may extend to activities that extend beyond ANZSOG's premises such as electronic communications and virtual environments.

Such individuals include:

- employees;
- contractors;
- consultants;
- visiting academics;
- board members;
- members of governance committees;
- students;
- participants;
- alumni;
- volunteers;
- service providers;
- delivery partners; and
- others who undertake work for and on behalf of ANZSOG.

3.1. When does the Code apply?

The Code applies whenever you are involved in ANZSOG activities or appointed by or representing ANZSOG. This includes:

- day-to-day work;
- internal and external meetings;
- work functions, events or activities;
- social activities;
- seminars, training courses and conferences;
- out-of-hours work activities; and
- community events.

If you are an employee, your behaviour and conduct outside of working hours must not bring our reputation into disrepute or diminish public confidence in ANZSOG.

4. POLICY, STANDARDS AND EXPECTATIONS

The Code is designed to help us make the right choices. If you are ever in doubt about whether your conduct or the conduct of others is consistent with this Code, it is important that you stop and think and seek advice from your manager, the people you work with or the Director HR. We have zero tolerance of potentially harmful behaviour in contravention of the conduct set out in this Code, and a commitment to achieving an environment of zero harm. In cases of uncertainty, it may also help to ask yourself the following questions:

- Does this feel like the right thing to do?
- What would a customer or stakeholder expect or want me to do in this situation?
- What would the reaction be if this was reported in the media or public domain?
- Would my colleagues or manager consider my behaviour appropriate?
- What impact might this have on both ANZSOG's reputation and my own?

4.1. Our responsibilities

Everyone

You are covered and bound by the Code when at work-related functions, events or social situations, including any situation where you are involved in ANZSOG activities, or appointed by or representing ANZSOG. We must all:

- be responsible for our behaviour and actions, and responsible for ensuring they reflect the standards set out in the Code;
- uphold the integrity and reputation of ANZSOG;
- report situations we think could be in breach of the Code through the appropriate channels (see '5.2 Reporting a breach');
- live our values, and speak out when we feel our culture is threatened or compromised;
- act with care, integrity and courage;
- treat others (including customers and stakeholders) with respect, professionalism and courtesy;
- use ANZSOG property and finances efficiently, carefully and honestly with due authorisation and without misappropriation or favouritism; and
- make truthful statements, promises and commitments that we as individuals and ANZSOG are able to meet.

Managers

In addition to everyone's responsibilities, managers have additional responsibility to:

- lead by example and comply with the Code, our policies and procedures and all applicable laws;
- ensure employees are familiar with the Code;
- create an environment where our employees can raise their concerns openly and discuss them without fearing or experiencing negative consequences;
- manage behaviour that is inconsistent with our Code;
- provide constructive feedback to, and welcome feedback from, employees, including taking concerns seriously and responding in an appropriate and timely manner; and
- lead and manage people in accordance with ANZSOG's values.

4.2. Standards and expectations

The standards and expectations set out in this policy are consistent with ANZSOG's aspirations to:

- maintain the highest international standards of ethics and quality in research, teaching and administration;
- recognise the particular needs and aspirations of Indigenous Australians and New Zealanders;
- sustain a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
- maintain a respectful, safe, rewarding and environmentally sustainable learning and working environment.

Employees are expected to take all reasonable steps to protect ANZSOG property and financial resources and demonstrate respect for others at all times. Employees must comply with:

- all relevant Commonwealth and state legislation, regulations, codes and agreements derived from legislation;

- ANZSOG policies;
- their respective terms and conditions of employment as set out in their contract.

4.2.1. Zero Harm

ANZSOG is committed to achieving zero harm in the workplace by taking the safety of our people as our highest priority. We are committed to ensuring everyone can count on a healthy, safe and supportive work environment.

Our priority is to ensure that all our people – regardless of where they work or what they do – return home safe and well at the end of every working day. Safety considerations include both physical and psychological wellbeing.

All persons covered by this Code must:

- be mindful of their own health and safety and the health and safety of those people that are working with them or around them;
- make risk-based safety management their first priority;
- be committed to and responsible for following all health and safety policies, guidelines and legislation;
- be actively involved in identifying, promoting and implementing initiatives that improve psychological and physical health and safety;
- be aware of possible hazards in our workplace and act accordingly, including promptly reporting, containing and – if safe – rectifying them;
- attend work in a fit state and not under the influence of alcohol or other drugs and substances (illicit or prescribed); and
- maintain a smoke-free workplace in accordance with our policies. We do not smoke on company premises.

4.2.2. Personal and professional behaviour

Employees must:

- act in good faith and use skill, care and diligence in the performance of their duties and responsibilities, and not intentionally cause serious risk to the reputation or viability of ANZSOG, consistent with their employment obligations;
- uphold the values of ANZSOG;
- maintain the standard of conduct and work performance required by ANZSOG and demonstrate professionalism and courtesy in dealing with other employees, students, contractors, visitors and members of the public; and
- respect the opinions and beliefs of others and their right to freely and openly practice their beliefs;

Employees and all contracted faculty and presenters are expected to protect the interests of students and participants and to:

- take all reasonable steps to avoid and disclose any real or perceived conflicts of interest;
- respect the trust involved in the employee–student relationship and accept the constraints and obligations inherent in that relationship;
- ensure that relationships with students are professional, trusting and respectful including:
 - not initiating or encouraging relationships with students that do not accord with the constraints and obligations referred to in the previous point; and
 - not engaging in sexual activity with a student.

To meet the standards and expectations set by ANZSOG, employees are expected to actively participate in performance development, training and development activities as and when determined and requested by ANZSOG.

To address conflict of interest, employees must:

- act in the best interests of ANZSOG when carrying out their duties and responsibilities and must not allow their private interests or the interests of others to interfere with that obligation; and
- disclose any conflict of interest and adhere to ANZSOG's determination on the management of the conflict.

Employees for whom ANZSOG is the primary and substantive employer must not engage in external

employment where ANZSOG has determined that a conflict of interest may arise, and the conflict is not able to be addressed.

4.2.3. Promoting a diverse and inclusive workplace

In Australia and New Zealand, national and state laws cover equal employment opportunity and anti-discrimination (see '6 Legal framework'). ANZSOG is committed to equal employment opportunity and to ensuring a non-discriminatory environment and is required by law to create a workplace free from discrimination and harassment.

ANZSOG's approach to diversity aims to strengthen our organisational capability and deliver an inclusive, flexible and high-performing environment through a diverse workforce of employees from a diverse range of backgrounds. This includes but is not limited to employees of different ages, gender, ethnicity, physical ability, sexual orientation, religious beliefs, work experience, and educational background.

ANZSOG recognises and appreciates the value of our differences, both within our organisation and externally among those we interact with such as our students, stakeholders, suppliers and contractors.

We will not tolerate unlawful discrimination, harassment of any kind, bullying, victimisation or other unacceptable or offensive conduct.

We abide by the following principles:

- treat all people with dignity and respect;
- make decisions on employment, promotion and reward based on merit including the importance of diversity and lived experience;
- a commitment to recognising and addressing our own unconscious biases; and
- respect others' opinions, differences, perspectives and expertise.

We will:

- continually develop and improve our practices and structure to provide an inclusive and diverse workplace;
- regularly review our policies, processes, practices, official documentation and publications to accord with equal opportunity and health and safety principles;
- support and assist managers and supervisors to exercise their leadership and authority to ensure a supportive, flexible, safe and inclusive work environment;
- provide continued advice and support to employees, contracted faculty, presenters, students and participants through awareness, training and development programs; and
- require all individuals to participate in and complete any programs or training to promote a diverse and inclusive workplace, as appropriate.

All individuals must not directly or indirectly, or incite others to:

- unlawfully discriminate against other individuals based on an attribute defined in this policy or at law;
- engage in harassment;
- engage in sexual harassment;
- sexually assault an individual;
- engage in bullying;
- engage in stalking;
- engage in victimisation;
- vilify an individual or group of individuals.

4.2.4. ANZSOG finances

Employees must observe the highest standards of integrity in financial matters in accordance with relevant financial management legislation and ANZSOG's financial policies as updated from time to time.

4.2.5. Theft, fraud and corrupt conduct

ANZSOG does not tolerate fraudulent, dishonest, corrupt or improper activity or behaviour.

4.2.6. ANZSOG resources

Employees must reasonably endeavour to:

- use and manage ANZSOG equipment and resources economically, efficiently and for legitimate ANZSOG purposes;
- secure ANZSOG equipment and resources against theft or misuse; and
- minimise their environmental impact by complying with ANZSOG's Environmental Policy Statement and environmentally sustainable practices.

3.2. Gifts

Unless authorised by ANZSOG, employees are not permitted to offer or solicit gifts or benefits or to offer or provide benefits to others in exchange for gifts.

5. PROCEDURE

5.1. Breaching the Code

ANZSOG treats breaches of the Code seriously.

Suspected breaches of the Code will be investigated. If a breach has occurred, we will address the circumstances of the conduct in accordance with this and other policies and procedures. A breach could result in disciplinary action and if serious or involving a breach of legislation may be referred to external authorities such as police.

Some breaches of this Code are likely to result in termination of employment. Examples are:

- serious safety breaches, including physical or psychological violence, threats of violence, serious harassment, sexual harassment, discrimination or bullying;
- misleading or defrauding ANZSOG;
- theft;
- reckless or intentional actions causing serious damage of ANZSOG property; and
- a serious breach of the law or ANZSOG's policies and procedures.

5.2. Reporting a breach

If you genuinely believe a breach of the Code has occurred, we expect you to raise your concerns with your manager. If your manager is not available or it is not appropriate to raise the matter with them, please raise your concern with the Director HR, the Dean and CEO or external provider where available. We encourage non-punitive reporting and a learning environment that increases trust and collaboration and holds individuals and teams accountable for their actions.

You have a responsibility to report breaches of the Code. Any reports of breaches of the Code will be taken seriously and investigated appropriately. Reporting can be verbal or in writing and should be treated confidentially by the person with whom the issue is raised. There is no set format or procedure for reporting a breach to make it as easy as possible for any person to raise a concern in good faith. You are protected in raising any concerns from any detrimental action. If you make a report in good faith, you will not be disadvantaged, even if the conduct reported is later found not to be a breach of the Code. Equally, you have a responsibility not to use reporting in a vexatious manner that could impugn the reputation of another person. Any falsified reports will be investigated, and appropriate action will be taken.

6. LEGAL FRAMEWORK

The Code supports compliance with regulatory regimes at a national level in Australia and New Zealand, and at state and territory levels in Australia. Relevant acts should be sourced from the appropriate jurisdiction.

Conflict of interest is a conflict between an employee's private interests and performance of their duties and responsibilities to ANZSOG, which improperly influences their actions as an ANZSOG employee or is contrary to the interests of ANZSOG. Conflicts of duty are a form of conflict of interest. These can occur where an employee has two or more roles and there is a

- conflict between their duties to act in each role. Conflicts of interest can be actual, perceived or potential:
- an actual conflict of interest occurs where there is a conflict;
- a potential conflict of interest occurs where circumstances exist that could create a conflict; and
- a perceived conflict of interest occurs where it appears that a conflict exists but this is not in fact the case.

Corrupt conduct means conduct that:

- adversely affects a public officer or public body in the honest performance of their functions;
- constitutes or involves the dishonest performance of a public body or public officer's functions as a public officer or public body;
- constitutes or involves knowingly or recklessly breaching public trust;
- involves the misuse of information or material acquired in the course of the performance of public duties, whether or not this is done for the benefit of the public body or officer, or for any other purpose;
- constitutes a conspiracy or an attempt to engage in any of the above conduct; or
- where such conduct, if proven, would constitute an indictable offence or a common law offence (perverting, or attempting to pervert, the course of justice, bribery of a public official).

Detrimental action means action taken against a whistle-blower in reprisal for making a disclosure.

Detrimental action can include:

- action causing injury, loss or damage;
- intimidation or harassment; and
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

External employment means work undertaken not for ANZSOG or as part of the normal duties of the employee's role and includes secondary employment, paid work external to ANZSOG (including proprietorship), directorships or consultancy.

Reasonable management action includes, among other actions by ANZSOG:

- requesting an employee to perform reasonable duties in keeping with their position and responsibility;
- maintaining reasonable workplace expectations and standards;
- performance management processes;
- disciplinary action;
- informing an employee about unsatisfactory work performance or inappropriate workplace behaviour.