

# Staff Code of Conduct



## Purpose/objective

This Policy sets out the Australasian Academy of Higher Education's expectations in relation to the conduct of its staff members, contractors, consultants and visitors.

The Staff Misconduct Procedure explains how the Academy handles alleged breaches of the Staff Code of Conduct.

## Scope

This Policy and Procedure applies to all Australasian Academy of Higher Education (AAHE) staff members, contractors, consultants and visitors.

## Definitions

Terms used in this document are defined in the [AAHE Glossary](#).

## Policy

### 1 Expectations of staff

Every AAHE staff member is expected:

- 1.1 to conduct themselves professionally and with honesty and integrity:
  - supporting AAHE's goals, acting in its best interests and upholding its reputation at all times
  - representing AAHE appropriately in the wider community and making it clear that any views they express are their own and do not represent those of the Academy
  - obeying all Australian laws and those of any country through which they may travel on AAHE business
  - being honest in all their interactions with and in relation to AAHE, including providing accurate personal details and genuine documents and other information
  - dressing in an appropriate manner to avoid causing offence
  - avoiding any action that may jeopardise another individual's reputation, privacy, safety or wellbeing, or may compromise their own ability to fulfil their obligations to AAHE
  - declining any gifts or payments offered by anyone other than AAHE for their work
  - not disclosing to any third party information about AAHE that is commercial in confidence
  - notifying their supervisor as early as possible when they will be absent from work
- 1.2 to demonstrate academic integrity in any teaching or research activity and to actively promote the development of academic integrity in their students
- 1.3 to contribute actively to the creation and maintenance of a safe, inclusive and harmonious working and learning environment:
  - modelling appropriate behaviour and fostering positive interactions between AAHE staff, students and partners
  - treating students kindly and with compassion

- communicating respectfully at all times, particularly in areas of disagreement
  - ensuring that all teaching material is accessible and inclusive
  - avoiding inappropriate or offensive behaviour, including discrimination, sexual harassment, bullying or intimidation, of other staff, students, visitors or the general public
  - complying with AAHE's Health and Safety Policy and Procedure, protecting the safety of AAHE students and staff, and acting promptly to address any threats or hazards
  - not smoking or having weapons, alcohol or illegal drugs in their possession and not being under the influence of alcohol or illegal drugs while on or near AAHE premises
  - informing their supervisor when they are taking prescribed medications that may affect their performance
  - handling any personal information they have about students or other staff discreetly and in accordance with AAHE's Privacy Policy
  - intervening quickly and sensitively when inappropriate staff or student conduct is observed or reported to ensure that it does not continue
  - acting promptly to mitigate any reported risk to health and safety
- 1.4 to engage constructively with AAHE processes and comply with AAHE policies and procedures:
- identifying, disclosing and managing any perceived, actual or potential conflict of interest in accordance with the AAHE Conflict of Interest Policy and Procedure, and avoiding any form of relationship with a student that may interfere with the staff member's professional responsibilities and ability to act impartially, particularly in relation to the student's assessment
  - avoiding and reporting suspected cases of fraud or corruption in accordance with the Prevention of Fraud Policy
  - undertaking any training that is required of staff
  - providing fair and honest feedback to assist AAHE in its continual improvement activities
  - raising any concerns and complaints in an appropriate manner through the Staff Grievance Policy and not victimising any person for making or supporting a complaint
  - meeting the deadlines set by AAHE for key activities
  - reading and responding promptly to AAHE communications
  - carrying their staff identity card with them whenever they are at AAHE and presenting it when requested
  - notifying AAHE of changes to their personal circumstances that are likely to affect their work performance
- 1.5 to use AAHE property and resources appropriately, and AAHE information technology services in accordance with AAHE's ICT policies and procedures
- 1.6 to follow all reasonable and lawful instructions.

## 2 Breaches of the Staff Code of Conduct

- 2.1 Alleged breaches of the Staff Code of Conduct will be handled in accordance with the Staff Misconduct Procedure.

## 3 Communicating the Staff Code of Conduct

The Staff Code of Conduct will be communicated through a variety of channels, including position descriptions, employment contracts, the AAHE website, induction sessions and training modules, to ensure that staff are aware of what is expected of them and understand the consequences of breaches.

#### 4 Records and reporting

- 4.1 All records relating to alleged breaches of the Staff Code of Conduct must be stored securely and retained in accordance with the Records Management Policy.
- 4.2 The Registrar and Dean will brief the Executive Management Committee regarding breaches of the Staff Code of Conduct and, where appropriate, the Principal and Chief Executive Officer will make a material change notification to TEQSA.

#### Related documents and relevant legislation

Staff Misconduct Procedure  
Staff Grievance Policy  
Student Academic Integrity Policy  
Prevention of Fraud Policy  
Conflict of Interest Policy  
Equity and Diversity Policy  
ICT Acceptable Use Policy  
ICT Security Policy  
Privacy Policy  
Records Management Policy  
Health and Safety Policy  
Tertiary Education Quality and Standards Agency Act 2011  
TEQSA Guidance Note: Wellbeing and Safety

#### Document information

**Document owner:** Board of Directors

Version	Approved by	Approved on	Implementation date	Changes made
1	Board of Directors	14/10/21	1/10/23	

# Staff Misconduct Procedure

## 1 Initial response

- 1.1 A minor or unintentional breach of the Staff Code of Conduct will normally be handled informally by the staff member's supervisor.
- 1.2 Repeated or more serious breaches must be reported to the responsible Officer for handling. This will normally be the Registrar or Dean, except where they relate to the Registrar or Dean, in which case they will be reported to the Principal and Chief Executive Officer (CEO). Allegations concerning the CEO should be directed to the Chair of the Board of Directors. Serious breaches include alleged bullying, discrimination, victimisation, assault, sexual harassment, and privacy breaches (such as disclosing another person's health condition or sexual orientation without their permission).
- 1.3 If the responsible Officer considers that the staff member's conduct may cause harm to other people's wellbeing or safety, or to AAHE property, they may direct the staff member to leave AAHE premises immediately, and not to return until advised. Where appropriate, they may involve the police or refer the matter to the police for investigation.
- 1.4 A staff member who is concerned about another staff member's conduct may ask the Human Resources Officer to assist them to resolve the situation informally or may lodge a complaint in accordance with the Staff Grievances Policy and Procedure.
- 1.5 The responsible Officer will ensure that the staff member raising the concerns has access to relevant supports.

## 2 Formal process

- 2.1 Where an alleged breach is reported to the responsible Officer or is the subject of a complaint, the responsible Officer will review the evidence and may:
  - give the staff member against whom the allegations have been raised a verbal warning and counselling regarding inappropriate behaviour
  - issue a written warning to the staff member that explains why the behaviour is inappropriate, directs the staff member to refrain from such behaviour and sets out what will happen if the behaviour is repeated
  - where appropriate facilitate a discussion or organise a conciliation meeting between the parties involved
  - conduct, or appoint another senior staff member or external investigator to conduct, a formal investigation to determine whether the allegations are more likely than not to be substantiated.
- 2.2 The investigator:
  - must act fairly and in accordance with the principles of natural justice at all times
  - will give the staff member an opportunity to respond to the allegations against them
  - may require the staff member to attend an interview, to which they will be allowed to bring a support person of their choice, other than a legal practitioner
  - will make a decision on the balance of probabilities based on the staff member's statement and any other available evidence.

## 3 Outcomes

- 3.1 Where a breach of the Staff Code of Conduct is found to have occurred, the responsible Officer will determine the penalty, which may range from a reprimand to termination of employment.
- 3.2 The responsible Officer may take the following into account when determining the penalty:
  - previous breaches or alleged breaches of the Staff Code of Conduct

- the seriousness of the breach
  - whether the breach appears to have been intentional
  - any mitigating circumstances.
- 3.3 The responsible Officer will notify the staff member in writing of the outcome and the reasons for the decision.
- 3.4 A staff member may appeal the outcome in accordance with the Staff Grievance Policy and Procedure.

## Document information

**Document owner:** Board of Directors

Version	Approved by	Approved on	Implementation date	Changes made
1	Board of Directors	14/10/21	1/10/23	