Curtin University Code of Conduct

The Code of Conduct (the Code) is a statement that provides clarity and guidance about ethical behaviour and how parties to the Code are expected to conduct themselves at all times.

The Code reflects *Curtin's Values and its Guiding Ethical Principles*.

The Code requires that all parties to the Code will, with respect to:

1. **Intellectual Freedom;** use their right to intellectual freedom of enquiry and expression responsibly, honestly and with respect for the intellectual freedom of others;

2. **Personal and Professional Behaviour;** perform their duties professionally with integrity, respect, courage, impact and excellence, and without harassment, bullying, or discrimination;

3. **Relationships between staff and students;** take care that all working relationships are appropriate and do not compromise professional and ethical standards or involve a conflict of interest and/or breach of trust;

4. **Conflicts of Interest;** take reasonable steps to avoid any conflict of interest (real or apparent) to act in the best interests of the University;

5. **Communication and Use of University Information;** respect the confidentiality of sensitive and commercially significant information and not use it for their personal gain or the personal gain or benefit of others;

6. **Dishonest and Criminal Behaviour;** conduct themselves lawfully and properly and not use their position within the University for personal advantage or for the personal advantage or disadvantage of others; and

7. **Use of University Resources;** use University facilities, equipment and work time conscientiously, honestly, and in a proper manner.

Parties to and Application of the Code

The Code applies to parties acting on behalf of the University including:

- Academic and general staff (continuing, fixed-term, casual and sessional);
- Visiting, honorary and adjunct staff;
- Contractors and other individuals engaged by the University;
- Volunteers and representatives acting as agents for the University.

Parties to the Code will be provided with a copy of the Code on commencement of their engagement with the University, and are responsible for knowing, understanding and abiding by the Code.

The Code complements, but does not exclude or replace, common and statutory rights and obligations or requirements prescribed in relevant legislation, University policies and procedures. It articulates behavioural obligations under existing policies and does not impose any additional obligations.

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Breaches of the Code

Breaches of the Code or any of the principles, policies or procedures it prescribes may result in sanctions being applied.

Any sanction will be in accordance with relevant disciplinary and unsatisfactory performance procedures prescribed in relevant legislation, current industrial instruments or contracts of engagement as applicable.

Suspected or known breaches of the Code should be reported promptly to the appropriate delegated authority:

1. Vice Chancellor
2. Line manager or other appropriate manager.

Managers should provide support and guidance on ethical decisions, the application of the Code and considerations that arise from it. Advice about matters relating to the Code can be obtained from the Integrity and Standards Unit.

REVISION HISTORY

Revision / Ref. No.	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Resolution	Document Reference
	Approved	30/06/2009	Planning and Management Committee	PMC 62/09	Attachment 1 to Document No 00730/09
	Administratively Updated	28/10/2014	Director, Legal and Compliance Services		Minor Text Amendments

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