**FLOWCHART 3 - Staff Misconduct under the SEA (Part A)**

**Line Manager**
- 3-A: Unable to resolve matter at local level?
- 3-C: Not appropriate to deal with matter at local level?
- 3-D: Conduct is serious enough to result in termination?
- 3-I: Conflict of interest in dealing with matter?
- 3-D: Resolve at local level
- 3-D: Disciplinary sanctions required?

**Executive Manager**
- 3-D: Warrants formal investigation?
- 3-D: Research misconduct matter?
- 3-I: Seek advice from and liaise with the designated person
- 3-E: Need to do Preliminary Enquiry?

**Director ISU**
- 3-E: Action Engagement Letter
- 3-G: Review and approve report

**Investigator**
- 3-F: Undertake work in accordance with Engagement Letter and other information

**PEP**
- 3-D: Assist / advise Executive Manager / Line Manager

**Connector Key**:
- Each circular process connector has a key structure of x-y, where x is the flowchart page no. and y is the unique point on the page e.g. 1-F means go to (or come from) Flowchart 1, point F.
- Red text indicates steps required to meet Australian Code for the Responsible Conduct of Research.

**Note:**
- In research misconduct matters, the assessment means determining whether a prima facie case for research misconduct (i.e. serious misconduct) exists. This should be done in liaison with the designated person.