This guide has been designed to assist staff in understanding the critical areas of responsibility we have in ensuring all staff and students work in an environment that upholds integrity in all that we do.
WORKING AT CURTIN

CURTIN UNIVERSITY UPHOLDS THE PRINCIPLES OF INTEGRITY, JUSTICE AND EQUALITY OF OPPORTUNITY FOR ALL STAFF AND STUDENTS. WE STRONGLY BELIEVE IN ALL STAFF HAVING A RIGHT TO, AND RESPONSIBILITY FOR, CREATING A FAIR, SAFE AND PRODUCTIVE WORK AND STUDY ENVIRONMENT.

Everything we do is designed to contribute to one overarching goal: to have a positive effect on our students and on the wider community.

To achieve this goal we provide staff and students with a welcoming environment that’s founded on four core values.

You can find more information about Curtin’s values at about.curtin.edu.au/vision-mission-and-values.cfm

CURTIN’S CORE VALUES

| INTEGRITY: being consistently honest and trustworthy in all activities |
| RESPECT: having regard for self and others |
| FAIRNESS: ensuring just decisions through open decision-making |
| CARE: acting to ensure the welfare of others |

CURTIN IS COMMITTED TO ENSURING AND PROMOTING ETHICAL BEHAVIOUR IN ACCORDANCE WITH THE CURTIN UNIVERSITY GUIDING ETHICAL PRINCIPLES.

Among other things, the Guiding Ethical Principles require that you:

• encourage and promote ethical behaviour
• defend the rights of individuals within the University
• observe the duty of care to each member of the University community with equity and justice
• provide an appropriate environment for all so that everyone can express ideas, theories and beliefs freely
• foster individual abilities and enterprise
• provide equity of access to the learning environment, career development and University management
• ensure that the working environment is a safe and healthy one
• provide fair and open government of University operations
• consider the impact of decisions on the wellbeing of individuals, groups and society
• acknowledge and encourage equity and justice.

You can find more information about the Guiding Ethical Principles at policies.curtin.edu.au/local/docs/geps.pdf
Curtin staff are responsible for knowing, understanding and abiding by the code. The Code of Conduct articulates behavioural obligations under existing policies and does not impose any additional obligations.
ADHERING TO THE CODE OF CONDUCT

As a Curtin Staff member you have a right to expect that others will behave in accordance with the Code of Conduct at all times, and a responsibility to ensure that you behave in accordance with the Code of Conduct at all times.

Here are some examples about the sorts of behaviours that adhere to the code:

**Intelectual Freedom**

Use their right to intellectual freedom of enquiry and expression responsibly, honestly and with respect for the intellectual freedom of others.

You have a right to intellectual freedom of enquiry and expression. You also have a responsibility to use this freedom responsibly, honestly and with respect for the intellectual freedom of others.

You can adhere to the ‘intellectual freedom’ requirement of the Code of Conduct by:

- supporting the role of the University as a place for independent learning and thought, where ideas and opinions can be freely expressed
- ensuring intellectual freedom is used in a manner consistent with a responsible and honest search for and dissemination of knowledge and truth
- respecting the intellectual freedom of others
- engaging in constructive criticism and rational debate, but not initiate, participate in or condone acts which are detrimental to others
- adhering to the highest standards of honesty in scholarship, research, professional practice and administration
- ensuring that when making public comment on any matter as an individual member of the community, the opinions expressed are not represented as an official view of the University
- only using the University’s name with its designated title when the matter of public comment relates directly to your academic or other specialised subject area.
You are required to perform your duties according to Curtin’s values: respect, integrity, fairness and care.

You can adhere to the ‘personal and professional behaviour’ requirement of the Code of Conduct by:

- being informed of and complying with relevant legislation, industrial instruments and the policies and guidelines of the University;
- reporting unethical or suspected unethical behaviour of staff members to your line manager or other appropriate manager, and/or to the Professional Standards and Conduct Unit (PSCU);
- carrying out all lawful instructions and implementing decisions taken by the University;
- discussing ethical concerns with your line manager or other appropriate manager and/or with Ethics, Equity and Social Justice at eesj@curtin.edu.au;
- making decisions in a fair, transparent and timely manner, giving proper attention to relevant information, legislation and University policies and procedures;
- dealing respectfully, courteously and fairly with University colleagues, students, other members of the University community and external clients/stakeholders, with regard for their moral and legal rights and obligations;
- accepting gifts or benefits only in approved circumstances and completing and submitting an official declaration of the gift or benefit at: webforms.curtin.edu.au/complaints/gifts.cfm;
- not soliciting or accepting money, gifts or other benefits which might, or might be perceived to, compromise or influence you in the performance of your duties, either directly or indirectly;
- limiting the giving of gifts to circumstances approved by the University;
- practising tolerance in interaction with others, particularly in relation to beliefs and cultural values;
- not engaging in offensive behaviour, actions or comments;
- not harassing, bullying or unlawfully discriminating against others;
- actively preventing and addressing harassment, bullying and discrimination in your workplace;
- taking reasonable care to protect the health and safety of yourself and of others in the workplace;
- taking reasonable care that your workplace is safe and secure for everyone, including identifying and reporting safety hazards and risks;
- taking reasonable care to protect the environment, including reporting environmental hazards and risks.

You can adhere to the ‘relationships between staff and students’ requirement of the Code of Conduct by:

- not supervising or assessing a student with whom you have, or have had, a close, personal or other significant relationship;
- not being individually accountable for decisions regarding significant education-related matters, including selection processes, for a student with whom you have, or have had, a personal or other significant relationship;
- not being solely accountable for decisions regarding significant employment-related matters, including staff selection for a person with whom you have, or have had, a close, personal or other significant relationship.

Care should be taken with close, personal relationships between members of the University community. Such relationships have the potential to compromise professional and ethical behaviour or may involve a conflict of interest and/or a breach of trust.

You can adhere to the ‘relationships between staff and students’ requirement of the Code of Conduct by:

- not supervising or assessing a student with whom you have, or have had, a close, personal or other significant relationship;
- not being individually accountable for decisions regarding significant education-related matters, including selection processes, for a student with whom you have, or have had, a personal or other significant relationship;
- declaring any close, personal relationship with a student to your line manager or other appropriate manager where there could be, or could be perceived to be, a conflict of interest and/or breach of trust through the conflict of interest register at webforms.curtin.edu.au/complaints/conflict;
- avoiding situations requiring you to supervise another member of staff with whom you have, or have had, a close, personal or other significant relationship. Where this cannot be avoided you will ensure that supervision is openly seen to be of the highest professional standard, neither advantaging, nor disadvantaging, the person being supervised;
- not being solely accountable for decisions regarding significant employment-related matters, including staff selection for a person with whom you have, or have had, a close, personal or other significant relationship.
A conflict of interest is when private interests could, or could be perceived to, impinge on a person’s ability to act in the best interests of the University. Undeclared and unmanaged conflicts of interest can cause significant harm to the University.

You can adhere to the ‘conflicts of interest’ requirement of the Code of Conduct by:

- endavouring to avoid situations in which a potential or actual conflict of interest arises in the performance of your duties. This includes the giving and receiving of gifts and benefits
- promptly declaring any actual or potential conflict of interest to your line manager or other appropriate manager through the conflict of interest register at webforms.curtin.edu.au/complaints/conflict
- only engaging in outside employment and/or private practice/consultancy in accordance with University policy. Prior to engaging in outside employment or other professional activities, consult University policy and seek advice from your line manager
- ensuring that your participation in any personal, political or community activity does not cause a conflict of interest or impede the performance of your duties.

As a member of Curtin staff you may have access to confidential, sensitive, commercially significant and personal information that is not available to the public. You are required to respect the confidentiality of information and not use it for personal gain or benefit, or for the personal gain or benefit of others.

Official decisions must be properly recorded and all information must be stored appropriately.

You can adhere to the ‘communication and use of University information’ requirement of the Code of Conduct by:

- maintaining the confidentiality, integrity and security of official University information
- only disclosing confidential or restricted information when required to do so by law and where proper authority has been given
- not processing any transactions or making any other changes to the records of friends, relatives, colleagues or business or other associates other than where necessary in order to undertake your duties, and as approved by your supervisor or manager
- not processing your personal records for any purpose other than through means made available to staff and students generally
- respecting the University’s intellectual property rights and acknowledging that anything we develop, invent or create as a consequence of being engaged or employed by the University remains the property of the University
- ensuring transparency of University actions and decision-making
- establishing and maintaining appropriate records of official University actions
- ensuring that all documents that form part of the University’s public record are placed on official files
- ensuring that confidential/sensitive information is secured against loss, misuse or unauthorised access
- ensuring that research data and other research documents are securely stored
- ensuring that access to research documents is limited to authorised people
- following national guidelines for the conduct of research
- ensuring research information is used in an ethical manner.
Dishonest and criminal conduct is detrimental to the University community.

You can adhere to the ‘dishonest and criminal behaviour’ provision of the Code of Conduct by:

• performing your duties to the highest standards of honesty and integrity
• conducting yourself lawfully and properly at all times, and not using your position within the University for personal advantage or for the personal advantage or disadvantage of others

• promptly reporting any suspected or known dishonest or criminal behaviour to your line manager or other appropriate manager, and/or to the PSCU at complaints.curtin.edu.au/management/lodge.cfm or to other relevant external authorities.

USE OF UNIVERSITY RESOURCES

You have a responsibility to be conscientious when using University facilities, equipment and work time. The University’s assets are to be used in an appropriate and responsible manner. The unauthorised removal of assets is not allowed.

You can adhere to the ‘use of university resources’ requirement of the Code of Conduct by:

• ensuring that University resources are used economically and that waste is avoided

• taking measures to secure resources against theft and misuse
• using all University facilities and equipment responsibly, carefully and honestly, using University resources for personal use only where approval is granted under University policy
• using working time for personal purposes only briefly and infrequently, and where appropriate, seeking the approval of your line manager.
REPORTING SUSPECTED BREACHES OF THE CODE OF CONDUCT

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 of Conduct should be promptly reported to the appropriate delegated authority:

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

In case of doubt about to whom a breach should be reported, complaints and reports can be lodged with the PSCU by:
- filling out the form on the Curtin website at complaints.curtin.edu.au/management/lodge.cfm
- lodging it in person at the PSCU in Building 100
- lodging it in writing to the PSCU
- calling the hotline on 1800 907 998.

You are encouraged to access support mechanisms within and external to the University to help you manage any situation involving a complaint or conflict, as required.

PROFESSIONAL STANDARDS AND CONDUCT UNIT

THE ROLE OF THE PSCU IS TO:

- receive and triage complaints from staff, students and the wider community for the purposes of sending them on to the appropriate line manager for their attention and action
- assist line managers to prevent and manage conflict and complaints at the lowest appropriate level and at the earliest possible time, and in accordance with Curtin’s values, the Code of Conduct and relevant policies and procedures
- provide investigative services at the request of the line manager
- collect and analyse data about complaints for the purposes of reporting on emerging trends and issues
- provide advice about decision-making related to conflict and complaints.

You can access support to help you manage any situation involving a complaint or conflict.
Receive and triage complaints from staff, students and the wider community for the purposes of sending them on to the appropriate line manager for their attention and action.

When a complaint is received by the PSCU, the unit’s staff will:
- acknowledge receipt of your complaint
- record it in the complaints database
- assess the nature of your complaint and forward it to the most appropriate line manager for their attention and action
- request that the line manager keeps the PSCU informed of progress and of the outcome.

It is the duty of the appropriate line manager to manage the complaint.

Conflict and complaints are to be resolved at the lowest appropriate level and at the earliest possible time with the most appropriate outcome.

Assist line managers to prevent and manage conflict and complaints at the lowest appropriate level and at the earliest possible time, and in accordance with Curtin’s values, the Code of Conduct and relevant policies and procedures.

It is good practice to address and manage conflict and complaints at the lowest appropriate level and at the earliest possible time with the most appropriate outcome.

Incidents of inappropriate behaviour should be resolved in the workplace at the lowest appropriate level and in accordance with the relevant policies, procedures and employment instruments.

In many circumstances, conflict resolution mechanisms, including Alternative Dispute Resolution processes (below), may be used to address and manage conflicts or disputes caused by incidents of inappropriate behaviour, before the situation escalates.

The PSCU provides conflict prevention and management assistance designed to minimise the likelihood of conflict escalation. The PSCU can provide, or arrange to provide:
- training in dealing with conflict, negotiation skills and decision-making
- one-on-one support
- Alternative Dispute Resolution processes including conflict analysis, conflict coaching, facilitation, facilitated negotiation and mediation.

Provide investigative services at the request of the line manager.

The PSCU provides resources to line managers, including a suitably qualified and experienced investigator.

The PSCU only becomes involved with investigations at the request of the line manager, and in accordance with policies and procedures and the relevant employment instrument.

Collect and analyse data about complaints for the purposes of reporting on emerging trends and issues.

The PSCU collects and analyses data associated with complaints, which is used to contribute to continuous improvement mechanisms at the University.

Curtin values your feedback and takes action to address emerging trends and issues as appropriate, and in accordance with relevant policies and procedures and relevant employment instruments.

Provide advice about decision-making related to conflict and complaints.

The PSCU provides advice to line managers to assist them to make decisions about the most appropriate next course of action upon receiving a complaint.