This guide aims to help Curtin staff understand how we are all responsible for enabling staff and students to work in an open, safe and fair environment.

A GUIDE TO THE CURTIN CODE OF CONDUCT

This guide aims to help Curtin staff understand how we are all responsible for enabling staff and students to work in an open, safe and fair environment.

The information you will find here outlines Curtin’s values, our key areas of responsibility and your rights as a Curtin staff member.

I encourage you to familiarise yourself with the information in the guide.

Professor Deborah Terry
Vice-Chancellor
We provide an environment that’s founded on five core values: integrity, respect, courage, excellence and impact.

**Curtin’s Core Values**

**Integrity:** To act ethically, honestly and with fairness.

**Respect:** To listen, value and acknowledge.

**Courage:** To lead, take responsibility and question.

**Excellence:** To strive for excellence and distinction.

**Impact:** To empower, enable and inspire.

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 five core values.

Curtin respects and supports the diversity of cultural backgrounds, religions, sexuality and gender, and is committed to an inclusive environment in which all students, staff and the community feel respected, valued, welcome and safe.
THE CURTIN CODE OF CONDUCT

THE CURTIN CODE OF CONDUCT IS A STATEMENT THAT PROVIDES CLARITY AND GUIDANCE ABOUT ETHICAL BEHAVIOUR AND ABOUT HOW CURTIN STAFF MEMBERS ARE EXPECTED TO CONDUCT THEMSELVES AT ALL TIMES.

THE CODE OF CONDUCT REFLECTS THE UNIVERSITY’S VALUES.

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.

THE CODE OF CONDUCT REQUIREDS 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

7. **use of University resources** – use University facilities, equipment and work time conscientiously, honestly and in a proper manner.

Curtin staff are responsible for knowing, understanding and abiding by the code.
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:

**INTELLECTUAL FREEDOM**

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.
PERSONAL AND PROFESSIONAL BEHAVIOUR
perform their duties professionally with integrity, respect, courage, impact and excellence, and without harassment, bullying or discrimination

You are required to perform your duties according to Curtin’s values: integrity, respect, courage, impact and excellence.

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, or via the Complaints Hotline on 1800 907 998 or 9266 9140
- 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 and 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.
- declaring any close, personal relationship with a staff member or 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.

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

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
- 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
- actively preventing and addressing harassment, bullying and discrimination in your workplace
- taking reasonable care that your workplace is safe and secure for everyone, including identifying and reporting safety hazards and risks

(continued)
CONFLICTS OF INTEREST

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:

• endeavouering 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 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 all documents that form part of the University’s public record are placed on official files
• ensuring confidential/sensitive information is secured against loss, misuse or unauthorised access
• ensuring research data and other research documents are securely stored
• ensuring 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.

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

Adhering to the Code of Conduct (continued)
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 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.

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, another appropriate manager, via the Complaints Portal at complaints.curtin.edu.au/management/lodge.cfm or to other relevant external authorities.

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CONTACT:

Complaints Portal
Web: complaints.curtin.edu.au

Complaints Hotline
1800 907 998 OR +61 8 9266 9184

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