

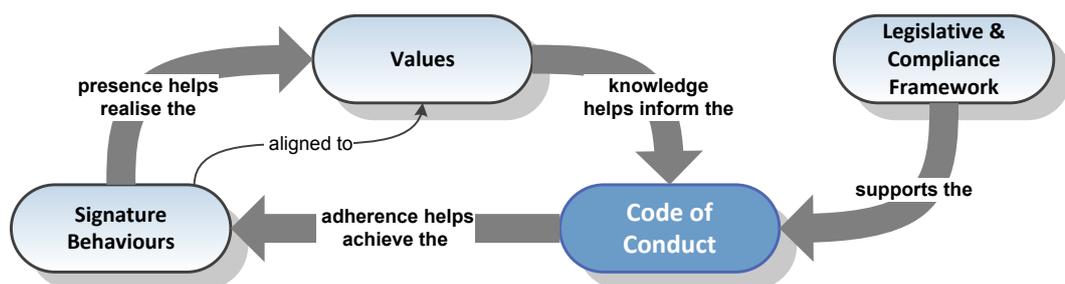
Curtin University Code of Conduct

1. The Code of Conduct

- 1.1 This Code of Conduct (the Code) sets out the minimum professional standards of behaviour and probity (the Professional Standards) that the University expects all parties to the Code to meet in conducting their day-to-day work and when interacting with other members of the University community. These Professional Standards are described in detail in [Schedule 1](#).
- 1.2 The Code is supported by, but does not exclude or replace, common and statutory rights and obligations or requirements prescribed in the University's Legislative and Compliance Framework (the Framework) i.e. the relevant legislation, regulations, industrial instruments, ethical, professional and national codes, and University policies and procedures that together regulate the University's operations – refer to documents listed in [Schedule 2](#).
- 1.3 The Code is not intended to inhibit intellectual freedom, limit resourcefulness and independent thinking, or impose more personal behavioural obligations than those that already exist under the Framework.

2. Context

- 2.1 We demonstrate our commitment to the University's [Values](#) (Integrity, Respect, Courage, Excellence and Impact) by the presence of our [Signature Behaviours](#). These Signature Behaviours collectively illustrate the positive workplace culture that the University continually strives to achieve and maintain in support of its [Vision and Mission](#).
- 2.2 The Professional Standards in the Code are informed by and therefore reflect selected University Values. As such, adherence to the Professional Standards is a necessary driver for the achievement of relevant Values-aligned Signature Behaviours. This circular relationship is shown diagrammatically here:



3. Parties to the Code

- 3.1 The Code covers all parties acting on behalf of the University (i.e. those who enter into particular relationships with the University for a specified time period or time periods), including:
- Academic and general staff (continuing, fixed-term, casual and sessional);
 - Visiting, honorary and adjunct staff, University fellows and emeritus professors;
 - Contractors, consultants and other individuals engaged by the University;
 - Volunteers and representatives acting as agents of the University; and
 - Other persons who may be appointed as an associate of the University.

- 3.2 The Code does not cover students of the University except where they also come under the definition of parties to the Code, and only for those duties each student performs as a party to the Code.
- 3.3 The Council Members' Code of Conduct, as defined in the Curtin University Corporate Governance Statement, governs the conduct of members of Council (including Curtin staff or students who have been appointed to that role) in their capacity as Council members.

4. Application of the Code

- 4.1 The Code applies to conduct exhibited in all circumstances by parties to the Code, including (but not limited to) personal interaction, in meetings, via phone and electronic communications (including social media), and in written and published material.
- 4.2 The Code applies to all of the University's activities whether within Australia or off-shore, subject to the operation of relevant legislation in Australia and overseas.
- 4.3 The Code applies when a party to the Code is performing official University duties on or off campus, at or away from their normal place of work, or inside or outside of normal business hours.

5. Awareness, Education and Training

- 5.1 Parties to the Code will be made aware of the Code on commencement of their employment or engagement with the University.
- 5.2 Parties to the Code must undertake and successfully complete University-specified education and training in the Code and its application within the University, where required and in accordance with timelines set by the University.

6. Breaches of the Code

- 6.1 Parties to the Code are personally responsible for knowing, understanding and abiding by the Code in connection with their employment or engagement with the University.
- 6.2 Suspected, alleged or known breaches of the Code will be registered and managed in accordance with the University's [Complaints Procedures](#).
- 6.3 Breaches of the Code or any of the legislation, regulations, codes, policies or procedures it reflects may result in sanctions being applied by the University.
- 6.4 Any sanction imposed for breaches of the Code will be in accordance with relevant disciplinary and unsatisfactory performance procedures prescribed in relevant legislation, current industrial instruments or contracts of employment / engagement as applicable.
- 6.5 Breaches of the Code, once reasonably suspected, will be promptly reported by the University to appropriate external regulatory and oversight agencies in cases where relevant legislative reporting requirements dictate that such reporting must occur e.g. under the Corruption, Crime and Misconduct Act 2003, where there is reasonable suspicion of misconduct or that which may be misconduct, the Vice-Chancellor is obliged to report serious misconduct matters to the Corruption and Crime Commission and minor misconduct matters to the Public Sector Commission.

7. Advice and Assistance

- 7.1 The Code cannot address every situation that may be encountered in University life. Therefore, where there is doubt as to the application of the Code, or the appropriate course of action to be adopted, parties to the Code should discuss the matter with their line manager.
- 7.2 Line managers have a special responsibility to their staff to model behaviour that is consistent with the Code and to provide all necessary assistance in understanding and applying the Code. Line managers also have a duty to investigate and act accordingly where allegations of breaches of the Code are reported to them or brought to their attention.
- 7.3 Advice about matters relating to the Code and its application may 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
	Approved	22/02/2017	Planning and Management Committee	PMC 07/17	Attachment A to Item 9
	Administratively Updated	20/06/2017	Director, Integrity and Standards Unit	-	Schedule 2 – change of policy name to Diversity and Inclusion Policy
	Administratively Updated	5/06/2019	Director, Integrity and Standards Unit	-	Schedule 2 – correct broken links, update policy list

Schedule 1

Code of Conduct - Professional Standards

1. Intellectual Freedom
2. Personal and Professional Behaviour
3. Conflicts of Interest / Gifts, Benefits and Hospitality
4. Communication and Use of University Information
5. Recordkeeping
6. Fraudulent, Corrupt and Criminal Behaviour
7. Use of University Resources

1. INTELLECTUAL FREEDOM

The University expects that you will use your right to intellectual freedom of critical enquiry, scholarly endeavour and public discourse responsibly, honestly and with respect for the intellectual freedom of others.

INFORMED BY:

✓	INTEGRITY
✓	RESPECT
✓	COURAGE
✓	EXCELLENCE
✓	IMPACT

In practice, this means you are required to:

- 1.1 Support the role of the University as a place of independent learning and thought, where ideas and opinions may be freely expressed.
- 1.2 Search for and disseminate knowledge and truth in a responsible and honest manner.
- 1.3 Engage in constructive criticism and rational debate, while respecting the intellectual freedom of others by not initiating, participating in or condoning acts which are detrimental to them e.g. by way of victimisation, harassment, defamation, bullying, vilification, intimidation or violence.
- 1.4 Adhere to the highest standards of intellectual rigour and honesty in scholarship, research, professional practice and administration.
- 1.5 Comply with any obligations imposed by ethics committees or codes of practice of funding or professional bodies.
- 1.6 Ensure that when commenting on any matter in a private capacity, the opinions you express are not portrayed to be or purport to represent an official view of the University.
- 1.7 Only use or make visible the University's name with its designated title and the title of your University appointment when the comments you make relate directly to your academic or other specialised subject area and you have appropriate authority to make such comments.

2. PERSONAL AND PROFESSIONAL BEHAVIOUR

The University expects that you will conduct yourself in a professional manner at all times and refrain from any activities or behaviours that may harm the reputation or wellbeing of others, or could bring the University into disrepute.

INFORMED BY:

✓	INTEGRITY
✓	RESPECT
✓	COURAGE
✓	EXCELLENCE
	IMPACT

In practice, this means you are required to:

- 2.1 Keep yourself informed of and comply with relevant statutory and regulatory obligations, industrial instruments, external codes, University plans, policies and procedures, and contractual agreements.
- 2.2 Observe and obey the laws of Australia and any jurisdiction in which you conduct University business.
- 2.3 Respond positively to lawful and reasonable directions given by those who are authorised to do so.
- 2.4 Exercise your authority and discharge your duties in good faith, for proper purpose, and with a reasonable degree of care and diligence.
- 2.5 Not exceed or misuse your influence or authority, or abuse the trust placed in you in order to gain an advantage for yourself or others, or cause detriment to the University or others.
- 2.6 Deal respectfully, courteously, fairly and equitably with others, with due regard for their moral and legal rights and obligations.
- 2.7 Make decisions that are risk-informed, reasonable, timely, procedurally fair and appropriate to the circumstances, based on all the relevant facts and supported by adequate documentation.
- 2.8 Value difference, diversity, opinions, choices and approaches of others, and practise tolerance and sensitivity in your interactions, particularly in relation to personal beliefs, religions and cultural values.
- 2.9 Not engage in or condone offensive, unwelcome, degrading or humiliating behaviour, actions or comments.
- 2.10 Not harass, bully, unlawfully discriminate against or threaten others, or engage in any form of physical violence, menacing or stalking behaviour, and do all that is reasonable to prevent such behaviour.
- 2.11 Ensure that your communications are always respectful, professional and lawful, and do not include false, obscene, threatening, harassing, discriminatory or hateful comments to or about the University or others.
- 2.12 Take reasonable care to ensure your own safety and health and avoid adversely affecting the safety or health of others.
- 2.13 Take reasonable care that your workplace is safe and secure for everyone, including identifying and promptly reporting safety hazards and risks.
- 2.14 Take reasonable care to protect the physical and natural environment, including reporting hazards and risks and using resources in a manner that does not harm the environment.
- 2.15 Promptly report or raise with your line manager any unethical, improper or illegal behaviour that arises or that you become aware of in your workplace or in the University's dealings with others.

3. CONFLICTS OF INTEREST / GIFTS, BENEFITS AND HOSPITALITY

The University expects that you will take reasonable steps to avoid (and where this is not possible, then properly disclose) situations where a conflict exists in relation to your primary duty to act in the best interests of the University.

INFORMED BY:

<input checked="" type="checkbox"/>	INTEGRITY
<input checked="" type="checkbox"/>	RESPECT
<input checked="" type="checkbox"/>	COURAGE
<input type="checkbox"/>	EXCELLENCE
<input type="checkbox"/>	IMPACT

In practice, this means you are required to:

- 3.1 Take reasonable steps to understand your obligations and the expectations placed upon you by the University in relation to the avoidance, disclosure and management of conflicts of interest.
- 3.2 Take reasonable steps, wherever possible, to avoid and not inadvertently create or facilitate any situation in which an actual, perceived or potential conflict of interest may arise.
- 3.3 Promptly disclose any actual, perceived or potential conflict of interest involving yourself to your line manager or other appropriate manager through the University's conflict of interest register.
- 3.4 Take special care that any previous, current or future close personal relationship involving yourself and any other person, including staff and students, is promptly and fully disclosed where that relationship could give rise to an actual, perceived or potential conflict of interest.
- 3.5 Not demand or solicit any fee, commission, reward, gratuity or remuneration of any kind which is outside the scope of your official University entitlements.
- 3.6 Only accept gifts, benefits or hospitality in situations where a reasonable person would conclude that no actual, perceived or potential conflict of interest would arise in doing so.
- 3.7 Disclose gifts, benefits and hospitality received in accordance with University procedures.

4. COMMUNICATION AND USE OF UNIVERSITY INFORMATION

The University expects that you will respect the confidentiality of sensitive, commercially significant and personal information and not use it for your personal gain or the personal gain or benefit, or to the detriment, of others.

INFORMED BY:

<input checked="" type="checkbox"/>	INTEGRITY
<input checked="" type="checkbox"/>	RESPECT
<input checked="" type="checkbox"/>	COURAGE
<input type="checkbox"/>	EXCELLENCE
<input type="checkbox"/>	IMPACT

In practice, this means you are required to:

- 4.1 Maintain the confidentiality, integrity and security of University information for which you are responsible or have access to in the course of your duties.
- 4.2 Not make use of, obtain access to, attempt to obtain access to or assist others to obtain access to University systems and information in order to gain or seek to gain a personal benefit or advantage for yourself or others, or cause detriment to the University or others.
- 4.3 Only disclose or release University information in accordance with University policies and procedures or other laws, regulations or codes which the University is required or has elected to abide by, and where proper authority has been given.
- 4.4 Respect the security of personal information held by the University and, within the scope of your responsibilities take reasonable steps to ensure it is accurate, complete, up-to-date and not misleading.
- 4.5 Respect the University's intellectual property rights and acknowledge that anything that you develop, invent or create as a consequence of being engaged or employed by the University remains the property of the University, except under approved circumstances.

5. RECORDKEEPING

The University expects that you will make and maintain proper records, in accordance with the law and University policy.

INFORMED BY:

<input checked="" type="checkbox"/>	INTEGRITY
<input checked="" type="checkbox"/>	RESPECT
<input checked="" type="checkbox"/>	COURAGE
<input type="checkbox"/>	EXCELLENCE
<input type="checkbox"/>	IMPACT

In practice, this means you are required to:

- 5.1 Take reasonable steps to understand your obligations and the expectations placed upon you by the University in relation to your recordkeeping responsibilities and the need to meet legal requirements to adhere to proper records management practices and procedures.
- 5.2 Establish and maintain appropriate records of official University actions and decisions to assist transparency and accountability.
- 5.3 Ensure all documents that form part of the University's public record are maintained and, where necessary, disposed of in accordance with University recordkeeping requirements.
- 5.4 Ensure sensitive / confidential / personal information is secured against loss, misuse or unauthorised access.
- 5.5 Not process any transactions or make any other changes to the records of those with whom you may have, or have had, a close personal relationship, other than where necessary in order to undertake your duties, and as approved by your supervisor or manager.
- 5.6 Not process any University records pertaining to yourself for any purpose other than through means normally made available to members of the University Community generally, and in accordance with any conditions set by your supervisor or manager.
- 5.7 Not falsify, destroy, alter, back-date, damage or remove without authorisation, official University records.

6. FRAUDULENT, CORRUPT AND CRIMINAL BEHAVIOUR

The University expects that you will conduct yourself lawfully and properly, and not use your position within the University for personal advantage or for the personal advantage or disadvantage of others.

INFORMED BY:

<input checked="" type="checkbox"/>	INTEGRITY
<input checked="" type="checkbox"/>	RESPECT
<input checked="" type="checkbox"/>	COURAGE
<input type="checkbox"/>	EXCELLENCE
<input type="checkbox"/>	IMPACT

In practice, this means you are required to:

- 6.1 Perform your duties and conduct yourself to the highest standards of honesty and integrity.
- 6.2 Not promote, encourage, ignore, condone, participate in or benefit from any fraudulent, corrupt or criminal acts perpetrated on the University by others.
- 6.3 Promptly report to the University any actual or reasonable suspicion of fraudulent, corrupt or criminal behaviour, maladministration, mismanagement of public resources or that which involves a substantial risk to public or personal health and safety or the environment.

7. USE OF UNIVERSITY RESOURCES

The University expects that you will use University facilities, equipment, funds and work time conscientiously, honestly and in a proper manner.

INFORMED BY:

✓	INTEGRITY
✓	RESPECT
✓	COURAGE
✓	EXCELLENCE
	IMPACT

In practice, this means you are required to:

- 7.1 Adhere to appropriate legislation and University procurement policies and procedures in the sourcing, selection, engagement and management of contractors, consultants, suppliers and other external parties.
- 7.2 Strive wherever possible to obtain value for money in the procurement of University resources.
- 7.3 Use University resources economically in order to ensure waste is avoided or reduced, and costs are minimised.
- 7.4 Take responsibility for the appropriate use of University funds and ensure they are expended only for the purpose and benefit of the University, within budget and in accordance with University policies and procedures.
- 7.5 Use all University resources responsibly, carefully and honestly, with any incidental personal use occurring only in accordance with University policies and procedures.
- 7.6 Within your capabilities, take appropriate measures to secure University resources against theft and misuse.
- 7.7 Use working time for personal purposes only briefly and infrequently and where appropriate, after first seeking the approval of your line manager.
- 7.8 Report any damage to, or loss or theft of, University resources immediately to the appropriate person.

Schedule 2

Legislative and Compliance Framework

Below is a listing of the key documents, policies and legislation that regulate the University's operations and are relevant in supporting the professional standards covered in the Code. Note that the University is also subject to the general 'laws of the land' and a range of acts dealing with registration for particular professions.

The listing is current at the time of publication but is subject to change. Existing policies and procedures are reviewed and amended regularly, and new policies and procedures are added as needed. As such, reference should always be made to the University's [Compliance, Legislation and Policy](#) website in order to access the most recent information.

The *key external legislation* link below refers to key pieces of legislation that have the most direct impact on Curtin's activities, but should not be taken as a comprehensive set of all relevant statutes. State and Commonwealth legislation can be readily accessed via a number of Australian web sites including those of the [Western Australian State Law Publisher](#) and the [Australasian Legal Information Institute \(AustLII\)](#).

1. Legislation, regulations, industrial instruments and codes

- [Australian Code for the Care and Use of Animals for Scientific Purposes](#)
- [Australian Code for the Responsible Conduct of Research](#)
- [Curtin Act, statutes, rules and by-laws](#)
- [Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research](#)
- [Industrial agreements](#)
- [Key external legislation](#)
- [National Statement on Ethical Conduct in Human Research](#)

2. Curtin policies and procedures

Policies approved by Council

- Compliance Policy
- Delegations Policy
- Honorary Awards Policy
- Risk Management Policy

Policies approved by Academic Board

- Admission and Enrolment Manual
- Assessment and Student Progression Manual
- Authorship, Peer Review and Publication of Research Findings Policy
- Awards and Graduation Manual
- Course Approval and Quality Manual
- Credit for Recognised Learning Manual
- Fieldwork Policy
- Higher Degree by Research (HDR) Milestones Policy
- Intellectual Freedom Policy
- Research Data and Primary Materials Policy
- Research Management Policy
- Responsible Conduct of Research Policy
- Scholarships and Financial Assistance Manual
- Supervision of Higher Degree by Research (HDR) Students Policy

Policies approved by Planning and Management Committee

- Best Practice Financial Management Policy
- Diversity and Equity Policy
- Fraud and Corruption Control Policy
- Generating and Receiving Income Policy
- Health and Safety Policy
- Information Management Policy
- Information Security and Information and Communication Technology (ICT) Appropriate Use Policy
- Information Security Classification Policy
- Intellectual Property Policy
- Physical Security Policy
- Purchasing and Payment Policy
- Recruitment, Selection and Appointment Policy
- Staff Performance and Development Policy
- Students with Disability Policy

Procedures approved by the Vice-Chancellor / Executive Managers

- Academic Promotions Procedures
- Act of Grace Payment Procedures
- Appointment of Casual Academic Staff Procedures
- Appointment of Fixed-Term and Continuing Staff Procedures
- Appointment of Visiting or Adjunct Staff Procedures
- Assets Procedures
- Authorship, Peer Review and Publication of Research Findings Procedures
- Banking Management Procedures
- Complaints Procedures
- Compliance Procedures
- Confirmation of Continuing Appointment of Academic Staff Procedures
- Conflict of Interest Procedures
- Consultancy Procedures
- Copyright Procedures
- Criminal Record Screening Procedures
- Digital Publishing Procedures
- Disclosure of Personal Information Procedures
- Discrimination and Harassment Prevention Procedures
- Diversity in the Workplace Procedures
- Family and Domestic Violence Leave and Support Procedures
- Fieldwork Procedures
- General Debtors Procedures
- Health and Safety Responsibilities Procedures
- Higher Degree by Research (HDR) Milestones Procedures
- Hospitality, Gifts, Donations and Prizes Procedures
- Incident and Hazard Reporting and Investigation Procedures
- Inclusive Language Procedures
- Information and Communication Technology (ICT) Appropriate Use Procedures
- Intellectual Property Procedures
- International Marketing Procedures
- Media Procedures
- Money Handling Procedures
- Payment Card Data Security Procedures
- Procurement Procedures
- Purchasing Procedures
- Records and Information Management Procedures
- Responsible Conduct of Research Procedures

- Revenue Procedures
- Risk Management Procedures
- Sponsorships Funded by Curtin Procedures
- Students with Disability Procedures
- Supervision of Higher Degree by Research (HDR) Students Procedures
- Travel Procedures
- University Fleet Procedures
- Working with Children Check Procedures
- Write-Offs Procedures

Procedures approved by other committees

- Curtin University Fellow Procedures
- Titles of Emeritus Professor and John Curtin Distinguished Emeritus Professor Procedures
- Titles of John Curtin Distinguished Professor and John Curtin Distinguished Visiting Professor Procedures

3. Other relevant Curtin guidelines, websites and documents

- [Copyright at Curtin website](#)
- [Curtin Information Management and Archives – Procedures and Advice](#)
- [Health, Safety and Emergency Management – Policies, Procedures, Standards, Guidelines](#)
- [Incidental Expenditure Guidelines](#)
- [Other ICT Standards and Guidelines](#)
- [Privacy Statement](#)
- [Social Media Guidelines](#)
- [Talent Acquisition Guide](#)
- [Workplace Respect website](#)