FLOWCHART 2 - Staff Misconduct under the Staff Agreement (Part A)

NOTE: The Designated Officer (DO) initially determines if there is an apparent or potential breach of the Code by arranging for an appointed Assessment Officer (AO) to do a preliminary assessment, supported by expert advice.

2-A

Matter related to a breach of the Code?

Circumstances deem it appropriate for matter to be escalated?

NOTE: As per clause 68.6.2 of the Staff Agreement, if the circumstances of the complaint deem it appropriate for the matter to be escalated, the ISU should be informed and the complaint will be re-directed to the appropriate Executive Manager.

2-C

Response received to allegations?

2-D

Response admitted in full?

Further action to be taken?

2-E

Develop Engagement Letter

3-A

Send to Director ISU for actioning

Inform Respondent of investigation to be conducted

Letter to Respondent

Respondent

2-B

Review Letter of Allegations

Respond to allegations?

Y

Develop formal response to allegations

Formal response to allegations

Send formal response to Line Manager

2-C

2-B

NOTE: The Designated Officer (DO) makes a recommendation to the Designated Officer (DO).

NOTE: This process includes giving the respondent an opportunity to respond to the complaint.

2-E

Evidence of a breach of the Code?

Any misconduct found?

NOTE: The preliminary assessment found no evidence of a breach of the Code, so matter not upheld.

2-D

Disciplinary sanctions required?

Disciplinary sanctions to proceed?

3-K

Send Letter to Respondent

Letter to Respondent

NOTE: The Officer (DO) connector has a key structure of n.x, where n is the flowchart page no. and x is the unique point on the page e.g. 1-F means go to or come from Flowchart 1, point F.

Red text and shapes indicate steps required to deal with breaches of the Australian Code for the Responsible Conduct of Research (the Code).

Line Manager (or other person assigned to resolve complaint e.g. a DO under the Code)