
CODE OF CONDUCT POLICY

At ANZSOG we all have a responsibility to conduct ourselves with the highest level of integrity at all times.

The goal of the Code of Conduct is to encourage ethical behaviour, in everything we do. It also seeks to provide guidance to employees regarding what is expected of us as individuals as we go about our daily work, as well as our collective responsibilities and obligations to our customers, owners, partners and key stakeholders.

You should be familiar with the Code of Conduct and you are encouraged to make use of it to exercise sound judgement to properly discharge your responsibilities in your engagement with ANZSOG. If you are unsure of what to do in a particular situation, speak to your manager or refer to the resources at the end of the Code.

Working together we can all deliver ANZSOG's goals and uphold our organisational values of respect, trust and collegiality. We should all be proud of ANZSOG and the role we each play in representing the organisation and maintaining its reputation.

1 Purpose

The Code of Conduct underpins everything we do, and provides an ethical framework which guides our decisions, conduct and behaviour.

In simple terms, the Code helps us understand our individual and collective accountabilities to each other, and our shared obligation to act with integrity in the best interests of ANZSOG.

2 Scope

This Code applies to all employees, whether employed on a permanent, temporary or casual basis. It also applies to students and program participants. All other individuals engaged in activities connected with ANZSOG are expected to conduct themselves in a manner consistent with this Code, including in activities that extend beyond the School's premises and encompass electronic communications and virtual environments.

Such individuals include:

- employees
- contractors;
- consultants;
- visiting academics;
- board members;
- members of governance committees;
- students;
- participants;
- alumni;

- volunteers;
- service providers;
- delivery partners; and
- others who undertake work for and on behalf of ANZSOG.

2.1 When does the Code apply

The Code applies whenever you are involved in ANZSOG activities, or appointed by or representing ANZSOG. This includes:

- day-to-day work;
- internal and external meetings;
- work functions, events or activities;
- social activities;
- seminars, training courses and conferences;
- out-of-hours work activities; and
- community events.

If you are an employee, your behaviour and conduct outside of working hours must not bring our reputation into disrepute or diminish public confidence in ANZSOG.

3 Policy, standards and expectations

The Code is designed to help us make the right choices. If you are ever in doubt about whether your conduct or the conduct of others is consistent with this Code, it is important that you stop and think and seek advice from your manager, the people you work with or the Director HR. We have zero tolerance of potentially harmful behaviour in contravention of the conduct set out in this Code, and a commitment to achieving an environment of zero harm. In cases of uncertainty, it may also help to ask yourself the following questions:

- Does this feel like the right thing to do?
- What would a customer or stakeholder expect or want me to do in this situation?
- What would the reaction be if this was reported in the media or public domain?
- Would my colleagues or manager consider my behaviour appropriate?
- What impact might this have on both ANZSOG's reputation and my own?

3.1 Our responsibilities

Everyone

You are covered and bound by the Code when at work-related functions, events or social situations, including any situation where you are involved in ANZSOG activities, or appointed by or representing ANZSOG. We must all:

- be responsible for our behaviour and actions, and responsible for ensuring they reflect the standards set out in the Code;
- uphold the integrity and reputation of ANZSOG;

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- report situations we think could be in breach of the Code through the appropriate channels (see '4.2 Reporting a breach');
 - live our values, and speak out when we feel our culture is threatened or compromised;
 - act with care, integrity and courage;
 - treat others (including customers and stakeholders) with respect, professionalism and courtesy;
 - use ANZSOG property and finances efficiently, carefully and honestly with due authorisation and without misappropriation or favouritism;
 - make truthful statements, promises and commitments that we as individuals and ANZSOG are able to meet;
 - fulfil our contract of employment; and
 - agree to read, familiarise ourselves with and comply with ANZSOG's Code of Conduct, policies and procedures (as amended from time to time), and all relevant laws.

Managers

In addition to everyone's responsibilities, managers have additional responsibility to:

- lead by example and comply with the Code, our policies and procedures and all applicable laws;
- ensure employees are familiar with the Code;
- create an environment where our employees can raise their concerns openly and discuss them without fearing or experiencing negative consequences;
- manage behaviour that is inconsistent with our Code;
- provide constructive feedback to, and welcome feedback from, employees, including taking concerns seriously and responding in an appropriate and timely manner; and
- lead and manage people in accordance with ANZSOG's values.

3.2 Standards and expectations

The standards and expectations set out in this policy are consistent with ANZSOG's aspirations to:

- maintain the highest international standards of ethics and quality in research, teaching and administration;
- recognise the particular needs and aspirations of Indigenous Australians and New Zealanders;
- sustain a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
- maintain a respectful, safe, rewarding and environmentally sustainable learning and working environment.

Employees are expected to take all reasonable steps to protect ANZSOG property and financial resources and demonstrate respect for others at all times. Employees must comply with:

- all relevant Commonwealth and state legislation, regulations, codes and agreements derived from legislation;
- ANZSOG policies;
- their respective terms and conditions of employment as set out in their contract.

ANZSOG does not tolerate acts of violence, assault or aggression in any form or manifestation. Employees and all other individuals involved in ANZSOG activities must take all reasonable steps to bring to the attention of ANZSOG at the first available opportunity and, where appropriate, take action to prevent any:

- apparent instances of non-compliance with this Code;
- behaviour that breaches any law;
- behaviour that breaches any ANZSOG policy; or
- possible instances of corrupt conduct or improper conduct.

Contravention of this Code and related policies will be considered to be inappropriate behaviour and dealt with in accordance with the employee's particular terms and conditions of employment.

3.2.1 Zero Harm

ANZSOG is committed to achieving zero harm in the workplace, where the safety of people is paramount and everyone can count on a healthy, safe and supportive work environment. We will achieve this by continuously improving safety and wellbeing through effective leadership and consultation with all employees, service providers, suppliers, customers and other stakeholders.

Our priority is to ensure that all our people – regardless of where they work or what they do – return home safe and well at the end of every working day. Safety considerations include both physical and psychological wellbeing.

We all:

- are mindful of our own health and safety and the health and safety of those people that are working with us or around us;
- make risk-based safety management our first priority;
- are committed to and responsible for following all health and safety policies, guidelines and legislation;
- are actively involved in identifying, promoting and implementing initiatives that improve psychological and physical health and safety;
- are aware of possible hazards in our workplace and act accordingly, including promptly reporting, containing and – if safe – rectifying them;
- attend work in a fit state and not under the influence of alcohol or other drugs and substances (illicit or prescribed). See '3.2.8 Alcohol and other drugs';
- maintain a smoke-free workplace in accordance with our policies. We do not smoke on company premises.

Related policies: [ANZSOG WH&S Manual \(under construction\)](#)– If you are reading this policy as a hard copy, please refer to the [Policy link on Employment Hero](#) to [access this manual](#).

3.2.2 Personal and professional behaviour

Employees must:

- act in good faith and use skill, care and diligence in the performance of their duties and responsibilities, and not intentionally cause serious risk to the reputation or viability of ANZSOG, consistent with their employment obligations;
- uphold the values of ANZSOG;
- maintain the standard of conduct and work performance required by ANZSOG and demonstrate professionalism and courtesy in dealing with other employees, students, contractors, visitors and members of the public;
- respect the opinions and beliefs of others and their right to freely and openly practise their beliefs;
- take reasonable care that their actions and decisions do not harm the health and safety of themselves or others, and that personal use of alcohol or any other substance does not adversely affect their work performance or the health and safety of others.

Employees and all contracted faculty and presenters are expected to protect the interests of students and participants and to:

- take all reasonable steps to avoid and resolve conflicts of interest;
- respect the trust involved in the employee–student relationship and accept the constraints and obligations inherent in that relationship;
- ensure that relationships with students are professional, trusting and respectful including:
 - not initiating or encouraging relationships with students that do not accord with the constraints and obligations referred to in the previous point; and
 - not engaging in sexual activity with a student.

To meet the standards and expectations set by ANZSOG, employees are expected to actively participate in performance development, training and development activities as and when determined and requested by ANZSOG.

To address conflict of interest, employees must:

- act in the best interests of ANZSOG when carrying out their duties and responsibilities and must not allow their private interests or the interests of others to interfere with that obligation; and
- disclose any conflict of interest and adhere to ANZSOG’s determination on the management of the conflict.

Employees for whom ANZSOG is the primary and substantive employer must not engage in external employment where ANZSOG has determined that a conflict of interest may arise and the conflict is not able to be addressed.

3.2.3 Promoting a diverse and inclusive workplace

In Australia and New Zealand, national and state laws cover equal employment opportunity and anti-discrimination (see '5 Legal framework'). ANZSOG is committed to equal employment opportunity and to ensuring a non-discriminatory environment, and is required by law to create a workplace free from discrimination and harassment.

ANZSOG's approach to diversity aims to strengthen our organisational capability and deliver an inclusive, flexible and high-performing environment through a diverse workforce of employees from a diverse range of backgrounds. This includes but is not limited to employees of different ages, gender, ethnicity, physical ability, sexual orientation, religious beliefs, work experience, and educational background.

ANZSOG recognises and appreciates the value of our differences, both within our organisation and externally among those we interact with such as our students, stakeholders, suppliers and contractors.

We will not tolerate unlawful discrimination, harassment of any kind, bullying, victimisation or other unacceptable or offensive conduct.

We abide by the following principles:

- treat all people with dignity and respect;
- make decisions on employment, promotion and reward based on merit, a recognition of the importance of diversity, and a commitment to recognising and addressing our own unconscious biases;
- respect others' opinions, differences, perspectives and expertise.

We will:

- continually develop and improve our practices and structure to provide an inclusive and diverse workplace;
- regularly review our policies, processes, practices, official documentation and publications to accord with equal opportunity and health and safety principles;
- support and assist managers and supervisors to exercise their leadership and authority to ensure a supportive, flexible, safe and inclusive work environment;
- provide continued advice and support to employees, contracted faculty, presenters, students and participants through awareness, training and development programs; and
- require all individuals to participate in and complete any programs or training to promote a diverse and inclusive workplace, as appropriate.

All individuals must not directly or indirectly, or incite others to:

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- unlawfully discriminate against other individuals based on an attribute defined in this policy or at law;
 - engage in harassment;
 - engage in sexual harassment;
 - sexually assault an individual;
 - engage in bullying;
 - engage in stalking;
 - engage in victimisation;
 - vilify an individual or group of individuals.

Related policies: [ANZSOG Equal Opportunity Policy \(under construction\)](#) – If you are reading this policy as a hard copy, please refer to the Policy link on Employment Hero to access this policy.

3.2.4 ANZSOG finances

Employees must observe the highest standards of integrity in financial matters in accordance with relevant financial management legislation and ANZSOG's financial policies as updated from time to time

3.2.5 Theft, fraud and corrupt conduct

ANZSOG does not tolerate fraudulent, dishonest, corrupt or improper activity or behaviour.

3.2.6 ANZSOG resources

Employees must reasonably endeavour to:

- use and manage ANZSOG equipment and resources economically, efficiently and for legitimate ANZSOG purposes;
- secure ANZSOG equipment and resources against theft or misuse; and
- minimise their environmental impact by complying with ANZSOG's Environmental Policy Statement and environmentally sustainable practices.

3.2.7 Gifts

Unless authorised by ANZSOG, employees are not permitted to offer or solicit gifts or benefits or to offer or provide benefits to others in exchange for gifts.

ANZSOG maintains a register of reportable gifts on the G Drive. Employees:

- who receive a reportable gift must report the gift to their manager within 14 days of receiving the gift, and update the gift register.
- may accept a gift of nominal value less than \$50 and retain that gift for their own use.
- should consult their manager if a gift is above \$50 in value to determine whether it can be accepted by an individual, should not be accepted, or should be accepted as a gift to ANZSOG.

3.2.8 Alcohol and other drugs

ANZSOG is committed to achieving zero harm in the workplace. The consumption of alcohol can introduce serious risks to the working environment, which should be assessed and managed carefully. ANZSOG will however require staff from time to time to attend ANZSOG functions and other events where alcohol is provided or served. In such cases, employees are not to consume alcohol while still performing work duties. Where formal work commitments have finished, employees are permitted to consume modestly at their discretion and own cost, with regard to the responsibilities and expectations for staff set out in this Code.

Whether at events or in the workplace environment generally, ANZSOG and ANZSOG managers should take a risk management approach to the consumption of alcohol and drug use. The ongoing identification, assessment, control and review of risks, and related stressors associated with alcohol consumption and drug use, should form a part of best practice management at ANZSOG.

Related policies: [ANZSOG Alcohol policy \(under construction\)](#)– If you are reading this policy as a hard copy, please refer to the Policy link on Employment Hero to access this manual.

4 Procedure

4.1 Breaching the Code

ANZSOG treats breaches of the Code seriously.

If you are suspected of breaching the Code, or involved with a colleague who is breaching the Code, the breach will be investigated. If a breach has occurred, we will address the circumstances of the conduct in accordance with this and other policies and procedures. A breach could result in disciplinary action and if serious or involving a breach of legislation may be referred to external authorities such as police.

Some breaches of this Code are likely to result in termination of employment. Examples are:

- serious safety breaches, including physical or psychological violence, threats of violence, serious harassment, sexual harassment, discrimination or bullying;
- misleading or defrauding ANZSOG;
- theft;
- reckless or intentional actions causing serious damage of ANZSOG property; and
- a serious breach of the law or ANZSOG's policies and procedures.

4.2 Reporting a breach

If you genuinely believe a breach of the Code has occurred, we expect you to raise your concerns with your manager. If your manager is not available or it is not appropriate to raise the matter with them, please raise your concern with the Director HR or the CEO and Dean. We encourage non-punitive reporting and a learning environment that

increases trust and collaboration, and holds individuals and teams accountable for their actions.

You have a responsibility to report breaches of the Code. Any reports of breaches of the Code will be taken seriously and investigated appropriately. Reporting can be verbal or in writing and should be treated confidentially by the person with whom the issue is raised. There is no set format or procedure for reporting a breach to make it as easy as possible for any person to raise a concern in good faith. You are protected in raising any concerns from any detrimental action. If you make a report in good faith you will not be disadvantaged, even if the conduct reported is later found not to be a breach of the Code. Equally, you have a responsibility not to use reporting in a vexatious manner that could impugn the reputation of another person. Any falsified reports will be investigated and appropriate action will be taken.

4.3 Physical, sexual and other assaults

ANZSOG urges a victim of or a witness to any apparent physical, sexual or other assault to bring the matter to the immediate attention of ANZSOG through report to a manager, Director HR or the Dean. Victims are also encouraged to report directly to an external authority such as the Police. ANZSOG deals with these matters confidentially, sensitively and in conjunction with external authorities.

4.4 Harassment, discrimination, bullying and other complaints

Actions in response to harassment, discrimination, bullying and other similar complaints:

- An employee or student who considers they may have experienced one or more of the following incidents by an employee is encouraged to seek assistance at any time from ANZSOG:
 - discrimination;
 - harassment;
 - sexual harassment;
 - stalking;
 - bullying;
 - vilification;
 - victimisation.

- ANZSOG has a positive duty to prevent and eliminate discrimination, sexual harassment and victimisation from the workplace.
- ANZSOG may, at its discretion, determine that the seriousness of a matter may place ANZSOG under a legal obligation to ensure that a matter is fully investigated without the consent of the individual raising the complaint.
- ANZSOG may, at its discretion, take any action it deems necessary in response to concerns regarding the health, wellbeing or safety of an employee or student irrespective of the actions contemplated in this policy.

- For the purpose of the Code any apparent malicious or vexatious behaviour will be addressed as inappropriate behaviour.
- While employees, students, participants and all other involved in ANZSOG activities are encouraged to use the actions set out in this policy, they have a right to seek advice from and/or lodge a complaint with external bodies, including the Police, an Equal Opportunity and Human Rights Commission or its equivalent, the Fair Work Ombudsman or Fair Work Commission in Australia, Employment New Zealand, and WorkSafe in Australia or New Zealand. Making a complaint to an external body does not preclude ANZSOG from investigating a matter as set out in this policy.

5 Legal framework

The Code supports compliance with regulatory regimes at a national level in Australia and New Zealand, and at state and territory levels in Australia. Relevant acts should be sourced from the appropriate jurisdiction. This includes areas and legislation such as:

- Age discrimination;
 - Human rights;
 - Crimes acts;
 - Disability discrimination;
 - Disability standards for Education;
 - Equal opportunity;
 - Fair work;
 - Financial management;
 - Fringe benefits tax assessment;
 - Anti-corruption;
 - Occupational health and safety;
 - Privacy and data protection;
 - Protected disclosure;
 - Racial and religious tolerance;
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- Racial discrimination;
 - Sex discrimination; and
 - Workplace gender equality.

6 Glossary

Attribute means, as defined in the *Equal Opportunity Act 2010* (Vic) and relevant Commonwealth legislation:

- age or age group;
- breastfeeding;

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- employment activity;
 - family or carer's responsibilities; parental status or status as a carer
 - impairment or disability, whether short term, long term or permanent, including behaviour that is a symptom or manifestation of a disability or a genetic predisposition to that disability;
 - industrial activity;
 - lawful sexual activity;
 - marital status;
 - national extraction or social origin;
 - physical features;
 - political opinion, belief or activity;
 - pregnancy or potential pregnancy;
 - race or colour; descent or ancestry; nationality or national origin; ethnicity or ethnic origin; national extraction or social origin;
 - religious belief or activity;
 - sex, gender identity or intersex status;
 - sexual orientation;

Bullying means repeated behaviour that a reasonable person, having regard to all the circumstances, would anticipate to be humiliating, intimidating, undermining or threatening and which causes a risk to health and safety. Bullying does not include reasonable management action.

Conflict of interest is a conflict between an employee's private interests and performance of their duties and responsibilities to ANZSOG, which improperly influences their actions as an ANZSOG employee or is contrary to the interests of ANZSOG. Conflicts of duty are a form of conflict of interest. These can occur where an employee has two or more roles and there is a

- conflict between their duties to act in each role. Conflicts of interest can be actual, perceived or potential:
- an actual conflict of interest occurs where there is a conflict;
- a potential conflict of interest occurs where circumstances exist that could create a conflict; and
- a perceived conflict of interest occurs where it appears that a conflict exists but this is not in fact the case.

Corrupt conduct means conduct that:

- adversely affects a public officer or public body in the honest performance of their functions;
- constitutes or involves the dishonest performance of a public body or public officer's functions as a public officer or public body;

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- constitutes or involves knowingly or recklessly breaching public trust;
 - involves the misuse of information or material acquired in the course of the performance of public duties, whether or not this is done for the benefit of the public body or officer, or for any other purpose; or
 - constitutes a conspiracy or an attempt to engage in any of the above conduct
 - where such conduct, if proven, would constitute an indictable offence or a common law offence (perverting, or attempting to pervert, the course of justice, bribery of a public official).

Detrimental action means action taken against a whistle-blower in reprisal for making a disclosure. Detrimental action can include:

- action causing injury, loss or damage;
- intimidation or harassment; and
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Discrimination means unfavourable treatment of a person due to that person's attribute, including an attribute that a person has, has had in the past, is presumed to have, or may have in future, and includes direct and indirect discrimination.

Direct discrimination is when a person treats, or proposes to treat, another person unfavourably because of that person's attribute. In relation to a person with an impairment or disability, direct discrimination also occurs if a person does not make, or proposes not to make, reasonable adjustments for that person, and a failure to make a reasonable adjustment has the effect, because of the impairment or disability, of that person being treated unfavourably.

Indirect discrimination is when a person imposes, or proposes to impose, a requirement, condition or practice:

- that has, or is likely to have, the effect of disadvantaging a person with an attribute; and
- that is not reasonable.

Diversity in the workforce means employment of people with a diverse range of backgrounds. This includes but is not limited to employees of different ages, gender, ethnicity, physical ability, sexual orientation, religious beliefs, work experience, and educational background.

Equal Opportunity means the right to be treated without discrimination, especially on the grounds of one's sex, race, or age.

External employment means work undertaken not for ANZSOG or as part of the normal duties of the employee's role and includes secondary employment, paid work external to ANZSOG (including proprietorship), directorships or consultancy.

Harassment means any conduct of an individual towards another individual on the basis of an attribute of that other individual that is reasonably likely, in all the circumstances, to humiliate, offend, intimidate or distress the other individual.

Reasonable management action includes, among other actions by ANZSOG:

- requesting an employee to perform reasonable duties in keeping with their position and responsibility;
- maintaining reasonable workplace expectations and standards;
- performance management processes;
- disciplinary action;
- informing an employee about unsatisfactory work performance or inappropriate workplace behaviour.

Sexual assault is any involuntary sexual act in which an individual is coerced or physically forced to engage against their will, or any non-consensual sexual touching of an individual.

Sexual assault includes rape and unwanted sexual behaviour, for example, unwanted kissing and touching. It also includes behaviour that does not involve actual touching; for example, coercing someone against his or her will to watch pornography. Behaviour of this nature may also constitute a criminal offence.

Sexual harassment means any unwelcome and uninvited harassment where the behaviour has a sexual element or implication and the harasser in all the circumstances should have reasonably anticipated that the other person would be offended, humiliated or intimidated. The harasser does not need to intend to offend, humiliate or intimidate, or even to know, that this was the effect of the behaviour for this conduct to breach this policy or be against the law.

Stalking is the wilful and repeated following, watching and/or harassing of another person, which usually involves a series of actions that occur over a period of time. Stalking is not limited to the workplace and may include actions through electronic communication and virtual environments such as social media.

Victimisation means when a person is treated, or threatened to be treated, in a detrimental manner as a result of seeking assistance, making or threatening to make a complaint or raising a concern, or considering whether to raise a concern or complaint, about a matter under this policy.

Vilification means a wilful and deliberate act to incite hatred, serious contempt, or severe ridicule towards an individual or group of individuals on the grounds of the race, religion, sexuality or gender identity of the individual or group through:

- any form of communication throughout ANZSOG or to the public, such as speaking, writing, printing, displaying notices and messages on ANZSOG online fora, internet and social media; or
- any conduct observable within ANZSOG or by the public, including actions, gestures, wearing or display of clothing, signs, flags, emblems or insignia.

7 Revision History

Version Number	Responsibility	Approved By	Date Approved	Next Review Date
1	David Threlfall	Ken Smith, CEO	1/5/18	30/1/20