



Staff Code of Conduct

Purpose

1. This Staff Code of Conduct (the Code) outlines the standard of behaviour expected from academic and non-academic staff at the Australian International Institute of Higher Education ('the Institute').
2. The Code supports the Institute's key objectives of scholarly, academic and operational excellence and is based on the Institute's values of:
 - a) integrity, professionalism and collaboration amongst staff
 - b) merit, equity and diversity
 - c) quality and sustainability in meeting the needs of the Institute's stakeholders
 - d) responsibility and service through leadership in the community.
3. The Code does not seek to incorporate all possible scenarios arising in employment within the Institute but does provide a set of principles to guide staff on acceptable and unacceptable behaviour.

Scope

4. The Code applies to all staff representing the Institute in any capacity including:
 - a) full-time, part-time, casual or contract staff
 - b) visiting, honorary and other academics
 - c) members of the Institute's Governing Bodies
 - d) individuals engaged in providing services to the Institute such as education agents, contractors or consultants
 - e) any individuals acting in a voluntary capacity for the Institute.

Definitions

5. There are no specific definitions for this Policy.

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6. All staff are expected to support the Institute in its efforts to create an open and mutually supportive learning environment by:
 - a) observing standards of equity and respect when dealing with every member of the Institute community and not engaging in discrimination, sexual misconduct or bullying
 - b) responsibly sharing information and giving willing assistance to other members of staff in furthering the Institute's objectives
 - c) not abusing a position of power or using a position to offer a benefit as a result of any relationship
 - d) not using offensive language in face-to-face or online communications.
7. Keeping in mind the rights afforded to staff under the *Academic Freedom Policy*, staff have an



obligation to protect the reputation of the Institute and behave responsibly in the stewardship of the Institute's reputation and resources.

8. All staff are required to promote the integrity of the Institute by:
 - a) adhering to professional standards in their work, and in their interactions with all other members of the Institute community and stakeholders
 - b) maintaining the highest standards of integrity and honesty in their work
 - c) adherence to relevant ethical and legal standards
 - d) declaring and managing any conflicts of interest.
9. All staff must comply with the Institute's policies and procedures and any regulatory requirements of their discipline or profession and relevant legislation.
10. All staff are required to comply with all reasonable and lawful instructions of managers/supervisors.
11. All staff are required to strictly observe occupational health and safety rules, responsibilities and practices.
12. All staff must adhere to the guidelines for the proper intended use of and respect for Institute equipment, information, electronic systems, supplies and property (including intellectual property).
13. All staff have a responsibility to ensure that resources are used only for legitimate purposes and not wasted, abused, used improperly or extravagantly.
14. Staff are not to possess, distribute, sell, consume or be under the influence of drugs or alcohol while in the workplace.
15. Staff are not to compete with or against the interests of the Institute, either directly or indirectly. This includes a duty not to engage in outside employment without the prior approval of the relevant senior manager.

Outline of specific areas of conduct

Academic integrity

16. Academic staff must uphold the academic values of the Institute and demonstrate academic integrity in all their academic endeavours, including scholarly activities and collaborative activities.
17. Breaches of academic integrity, including plagiarism and fabrication or falsification of data, are managed under the provisions of the *Staff Academic Integrity Policy*.

Confidentiality

18. The Institute will comply with its obligations under the *Privacy Act 1988* in dealing with the confidential data of individuals.
19. Staff have a general duty to maintain the confidentiality, integrity and security of the Institute's information and of any third-party information provided under an obligation of confidentiality during and after their employment with the Institute.
20. Confidential information should only be used for a permitted Institute purpose. Staff should not disclose confidential information owned or managed by the Institute unless required and appropriately authorised to do so.
21. Any confidentiality regarding conduct arising under this Code of Conduct is limited by the Institute's obligations under law to disclose certain conduct to relevant authorities.



Conflict of interest

22. Conflicts of interest include:

- a) conflict between the staff member's obligations to the Institute and an opposing interest, including conflicts between the duties owed to the Institute and obligations owed to other organisations
- b) favouring a personal financial interest over a duty to the Institute
- c) decisions based wholly or partly on personal relationships rather than the duty to act impartially; and
- d) staff receiving personal benefits from an individual or organisation where there is an expectation, explicit or implied, of favourable treatment.

23. All staff within the scope of this Code must avoid conflicts of interest (including actions that others could reasonably perceive as demonstrating a conflict of interest). Where conflicts of interest do arise, staff are required to manage those conflicts appropriately:

- a) members of Institute governing bodies must declare conflicts of interest through processes outlined in the respective Terms of Reference
- b) other staff must declare any actual or potential conflicts of interest to their immediate supervisor who will advise appropriate measures to avoid the conflict.

Sexual misconduct

24. Sexual misconduct is used as a generic term encompassing sexual assault and sexual harassment.

25. Sexual misconduct is not tolerated at the Institute. Expectations of staff in relation to sexual misconduct are outlined in the *Sexual Assault and Sexual Harassment Prevention Policy and Procedure*.

Workplace bullying

26. Workplace bullying is repeated and unreasonable behaviour that can be carried out in a variety of ways (including through email and text messaging or social media channels) and is directed towards a worker or a group of workers potentially creating a risk to health and safety.

27. Bullying, including workplace bullying, does not include reasonable management action that is carried out in a reasonable manner.

28. Examples of behaviours, whether intentional or unintentional, that may be regarded as workplace bullying if they are repeated include:

- a) abusive, insulting or offensive language or comments
- b) unjustified criticism and/or spreading misinformation or malicious rumours
- c) deliberately excluding someone from the workplace or from a particular project/activity in which they would normally expect to be involved and/or unreasonably changing deadlines and timelines
- d) withholding information or denying access to resources that are vital for effective work performance
- e) setting tasks that are unreasonably below or beyond a person's skill level; and/or
- f) changing work arrangements to deliberately inconvenience a particular worker or workers.



Compliance with the Code

- 29. All staff are required to comply with this Code.
- 30. Any alleged breaches of this Code will be dealt with in accordance with the *Human Resources Management Policy and Procedure*, and the relevant employment agreement.

Monitoring and improvement

- 31. The Institute maintains a register of all breaches of the Code, with specific registers maintained under the provisions of specific policies.
- 32. The Institute uses the collected data to monitor trends in staff misconduct.
- 33. The Chief Executive Officer is responsible for making recommendations for improvement, including arranging awareness sessions and professional development.
- 34. The Governing Council receives an annual report on the adequacy and effectiveness of strategies for preventing breaches of the Code of Conduct and approves recommendations for improvement.

Responsibilities

- 35. Staff are responsible to be aware of, and conduct themselves in accordance with, this Code and related policy documents.
- 36. It is the responsibility of all senior managers to:
 - a) ensure that new staff are introduced to the provisions of the Code and related policy documents
 - b) ensure that staff under their supervision fulfil the requirements of their induction by being aware of the Institute's policy documents
 - c) ensure that staff are aware of, and periodically renew their awareness of this Code
 - d) model good behaviour consistent with this Code and related policy documents
 - e) appropriately respond to reports of breaches of this Code.
- 37. It is the responsibility of the Institute to also:
 - a) ensure this Code is accessible and communicated to all staff
 - b) ensure this Code is implemented and applied consistently throughout the Institute community.



Associated information

Approving body	Governing Council
Date approved	23 October 2020
Date of effect	Commencement of operation
Scheduled review	Two years from when policy commence
Current version approval date	30/08/2024
Next review date	30/08/2026
Policy owner	Chief Executive Officer
Policy contact	Chief Executive Officer
Related AIIHE Documents	Academic Freedom Policy Human Resources Management Policy and Procedure Intellectual Property Policy and Procedure Records Management Policy and Procedure Scholarly Activity Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021 (Cth)	Standard 2.3, ss 4 Standard 5.2, ss 1, 2, 5 Standard 6.1, ss 4
Other related external instruments/documents	Related Legislation <ul style="list-style-type: none">• Tertiary Education Quality and Standards Agency Act 2011 (Cth)• Anti-Discrimination Act 1977 (Cth)• Copyright Act 1968 (Cth)• Fair Work Act 2009 (Cth)• Ombudsman Act 1976 (Cth)• Privacy Act 1998 (Cth)• Racial Discrimination Act 1975 (Cth)• Work Health and Safety Act 2011 (Cth)• Criminal Code Act 1995 (Cth)• Workplace Gender Equality Act 2012 (Cth)

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	23 October 2020
1.1	Compliance Officer	Reviewed to align with the HESF 2021 and the footer was updated with current addresses.	30 August 2024

N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at www.aaihe.edu.au.