

Code of Conduct

UNE CODE OF CONDUCT

Employment at the University carries with it an obligation to act in the public interest. All staff members of the University are accountable through the Vice-Chancellor to the University Council and the NSW and Federal Government.

It is the responsibility of staff members to be aware of the requirements of the code of Conduct and to act consistently with its requirements.

The UNE Code of Conduct provides an ethical framework for the decisions, actions and conduct of all UNE staff members.

COD Responsibility to the University

1. Responsibility to the University
2. Respect for People
3. Integrity and Public Interest
4. Responsive Service
5. Economy and Efficiency

CONFLICT OF INTEREST

Staff members must ensure that there is no actual or perceived conflict between their personal interests and their University duties and responsibilities.

It is an employee's duty to disclose any potential or actual conflicts of interest to their supervisor or other senior staff member. If staff members are uncertain whether a conflict exists, they should discuss the matter with their supervisor.

Rights and Responsibilities of Intellectual Freedom

The concept and practice of intellectual freedom is recognised by the University as essential to the proper conduct of teaching, research and scholarship.

Staff members must use the freedom in a manner consistent with a responsible and honest search for, and dissemination of, knowledge and truth.

PUBLIC COMMENT ABOUT UNE AND ITS ACTIVITIES

Traditional role of academics making informed comment on societal mores and practices is recognised.

All employees have the right to speak publicly on an issue in their private capacity as an individual member of society.

Employees should refrain from representing themselves as spokespersons for the University unless authorised to do so.

For details refer to the UNE Media Policy.

Use, Security and Confidentiality of Information Retained by the University

Staff members must maintain the security, integrity, confidentiality and privacy of University records and information to which they have access.

Staff members must not disclose, or offer to supply, confidential or private University information except when authorised to do so as a part of their normal duties, or when required or permitted to do so by University policy, State or Commonwealth law, court order or other legal instrument.

All staff members must make sure that confidential information, in any form (e.g. computer files, documentation), cannot be accessed by unauthorised people.

Use of official University Resources

Staff members are expected to be efficient and economical in their use and management of University resources, including their own work time. They should be scrupulous in their use of University property and services.

Reporting corrupt conduct, mal-administration and serious and substantial waste of University resources.

Staff members are encouraged to report suspected corrupt conduct, as well as maladministration and serious and substantial waste of University resources and should make disclosures to this effect and receive protection under the University's Public Interest Disclosures Rule Procedures.

Report to:

Supervisor, in the first instance

Audit & Risk

Vice-Chancellor

WORKPLACE SAFETY

The University of New England aims to provide an environment for work and study that is healthy and safe for staff, students and visitors. Staff members must take care not to put themselves or other University community members at risk or reduce their ability to carry out their duties.

All UNE employees are responsible for complying with the University's health and safety policies, procedures and instructions to ensure their own health and safety and the health and safety of others at the University.

Organisational structures and resources:

The Occupational Health and Safety Unit, located within the Directorate of Human Resource Services;

OHS Strategic Committee;

OHS Workgroups; and

OHS workplace representatives.

CREATING DIGNITY & RESPECT IN THE WORKPLACE

Everyone in the workplace, irrespective of their position, deserves to be treated with dignity and respect.

No one should suffer bullying or harassment while going about their work.

UNE has adopted a policy of 'zero' tolerance to bullying or harassment at work.

Concerned employees should refer to the Prevention of Harassment, Bullying and Discrimination Policy.

Behaviour

Staff members must not be physically or verbally intimidating or abusive to other staff, students or members of the public.

Any staff members whose behaviour is called into question in this regard may be subject to the University's disciplinary procedures.

EQUAL EMPLOYMENT OPPORTUNITY

UNE is committed to a policy of equal employment opportunity and freedom from all forms of discrimination as determined by legislation.