

# Code of Conduct

## Section 1 - Overview

(1) The Code of Conduct (the Code) for the University of New England establishes principles to be applied by all UNE Representatives in their activities and behaviour. As the University is a public sector entity, UNE Representatives are expected to serve the public interest and promote our organisational culture which is founded on our University values, outlined in our strategic plan.

(2) All UNE Representatives must be aware of and comply with the Code. The Code does not seek to identify common or statutory law requirements, and reference must be made to the [University of New England Act 1993 \(NSW\)](#), the University Compliance Register, University policies and procedures, and other sources for such guidance.

## Section 2 - Scope

(3) This Rule applies to all UNE Representatives.

## Section 3 - Rule

### Principles

(4) The five principles outlined below align with our values, and are supported by the University's policies, procedures and guidelines which provide the detail to inform our activities and behaviours.

**Principle 1 - We treat others with respect, value difference and opinions. We seek to maintain a safe working environment.**

(5) We observe this principle by:

- a. Treating all people we deal with through our work at the University with dignity and respect;
- b. Never discriminating, harassing, bullying or treating less favourably any person we deal with through our work at the University. Acting appropriately includes being aware that some behaviour may be acceptable to each of us, but not to others;
- c. Making decisions based on merit, and not on attributes that are irrelevant to performance, employment, admission or other engagements with the University; and
- d. Promoting a safe working environment, including taking responsibility for our health and safety and the health and safety of others, and reporting any issues as soon as possible.

**Principle 2 — In the performance of our duties, we will act in the best interest of the University and value the University's reputation.**

(6) We observe this principle by:

- a. Undertaking our duties with care, diligence, and in alignment with the best interest of the University (not private interest);

- b. Being accountable for the decisions we make and the actions we take;
- c. Exercising our authorities responsibly and within our delegated limits;
- d. Behaving in a way that takes into account our impact on the broader community and the environment in both the short and long term; and
- e. Never behaving in a way that may damage the University's reputation, whilst representing the University.

**Principle 3 - We act with honesty and integrity, transparency and openness.**

(7) We observe this principle by:

- a. Not making improper use of the information acquired to gain, directly or indirectly an advantage for yourself or another, or to cause detriment to the University;
- b. Being honest in all our communications and dealings with the University and its communities;
- c. Ensuring all dealings with University Representatives, students, suppliers and third parties are properly recorded and transparent;
- d. Ensuring efficient use and management of University resources for University purposes and ensuring at all times resources are not misappropriated;
- e. Reporting any suspicions of fraud, corruption, maladministration, theft or other dishonest behaviour;
- f. Identifying, disclosing and managing conflicts of interest pertaining to ourselves and/or others; and
- g. Behaving ethically and taking action to prevent unethical practices.

**Principle 4 - We respect privacy and maintain confidentiality.**

(8) We observe this principle by:

- a. Keeping information secure and not disclosing personal or confidential information with anyone unless authorised to do so.

**Principle 5 - We comply with the UNE Act, relevant laws and their obligations, relevant enterprise (collective) agreements and UNE policies and procedures.**

(9) We observe this principle by:

- a. Completing all required training and education programs to build and maintain our awareness and understanding of relevant laws, enterprise (collective) agreement, policies, procedures and practices;
- b. Seeking guidance about the interpretation of a particular law, enterprise (collective) agreement, policy, procedure or practice from the appropriate UNE Representative; and
- c. Honestly reporting all actual or suspected breaches of this Code, the law, enterprise (collective) agreement, or University's policies and procedures immediately to the relevant University Representative.

**Authority and Compliance**

(10) The Council, pursuant to Section 29 of the [University of New England Act](#), makes this University Rule.

(11) All UNE Representatives must comply with this Rule. A failure to comply with this rule may amount to misconduct/serious misconduct and/or unsatisfactory performance.

(12) The Rule Administrator, the Vice-Chancellor and Chief Executive Officer, is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(13) This Rule operates as and from the Effective Date.

(14) Previous Code of Conduct Rules/Policies and related documents are replaced and have no further operation from the Effective Date of this new rule.

(15) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

## **Section 4 - Definitions**

(16) Policies include - rules, policies, and protocols.

(17) University of New England means — The University of New England established by the University of New England Act 1993 No 68 (NSW).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	31st July 2015
<b>Review Date</b>	24th July 2018
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	24th July 2015
<b>Expiry Date</b>	26th June 2022
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## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.