

Staff Code of Conduct

Date of Approval by Governing Board: 1st Oct '15

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1. Purpose

1.1 Leaders Institute(LI) is committed to ensure that the Code of Conduct establishes a standard by which Institute staff conduct themselves towards others and perform professional duties on behalf of the Institute.

1.2 LI acknowledges that the aim of the code is to help Institute to aspire to the highest standards of ethical conduct.

1.3 LI complies with the policies and procedures outlined by the Institute, and the Public Sector Ethics Act 1994 (Qld) (hereafter referred to as the Act) will guide in professional actions, and in dealing with other staff, students and the community.

The Act outlines four fundamental ethical principles which are fundamental to good public administration:

- integrity and impartiality,
- promoting the public good,
- commitment to the system of government, and
- accountability and transparency.

2. Principles

The four fundamental ethical principles outlined in the act form the basis of the obligations outlined in this Code of Conduct.

2.1: Seek excellence as part of a learning community

- LI will endeavour to achieve excellence in the performance and will strive for continuous improvement;
- LI seek discoveries that make a difference through research, reflection and innovation;
- LI actively engage in learning and in personal and professional development;
- LI value academic freedom, and enquire, examine, criticise and challenge in the collegial and academic spirit of the search for knowledge, understanding and truth;
- behave with intellectual honesty;
- encourage participation in professional external activities,
- have the right to freedom of expression, provided that our speech is lawful and respects the rights of others;
- encourage collaboration across boundaries;

2.2: Act with integrity

- Act and behave honestly, impartially and with integrity;
- maintain appropriate confidentiality regarding Institute business;
- act in good faith in all of our undertakings;
- honour promises, commitments and obligations to stakeholders;
- engage in genuine dialogue with other staff, students and stakeholders through transparent, open and honest communication and consultation;
- ensure that ethical governance structures and systems are established and maintained;
- behave in a way that upholds the integrity and good reputation of the Institute;
- protect Institute resources, and take all possible care to use them in a proper manner;
- not make improper use of position, status, power or authority to gain, or seek to gain, a benefit or advantage for ourselves or any other person;
- only accept gifts and benefits where these are not identified to influence our decision-making;
- take reasonable steps to avoid, or disclose and manage, any conflict of interest (actual, potential or perceived) in the course of employment;
- comply with any lawful and reasonable direction given by someone who has authority to give that direction;
- make well-considered decisions, and provide reasons for these decisions where required, especially where they may have an adverse effect on people;
- act within the limits of our authority;
- adhere to proper records management practices and procedures, so that records are complete, up-to-date and capable of providing organisational accountability;
- maintain the privacy, integrity and security of official and personal information and ensure the proper use of information systems;
- disclose wrongdoing and protect those who make a disclosure;
- avoid any conduct, including alcohol or substance abuse or misuse, which would adversely affect our work performance; and
- comply with all relevant legislative and statutory requirements.

2.3: Behave with respect for others

- treat fellow staff members, students and members of the public with honesty, respect and courtesy, and have regard for the dignity and needs of others;
- respect and celebrate diversity;
- act to ensure equity, fairness and natural justice is afforded to all;
- seek to resolve disputes in a fair and timely manner;
- strive to create an environment which provides a safe and healthy workplace for employees, students and members of the community;
- investigate any complaints that have been lodged against staff or students in a consistent, prompt, fair and timely manner;
- refrain from, and not accept vilification, bullying, harassment or sexual harassment;

- stand up for the rights of others;

2.4: Embrace sustainability and social responsibility

- strive to minimise the Institute's environmental impact and to protect the natural environment;
- act to ensure the efficient, effective and sustainable use of resources;
- strive to embed environmental, social, economic and cultural sustainability in all our activities;
- strive to contribute to the cultural and social well-being of our communities;
- promote socially-inclusive employment practices; and

3. Compliance with the Code of Conduct

- The Institute is committed to providing staff with access to education and training in relation to the requirements of this Code
- Where uncertain about the Code's application or interpretation, staff should consult with their Registrar or Academic Dean or higher authority if appropriate.
- Failure to comply with the Code may lead to disciplinary action, and in serious cases may lead to termination of employment and/or criminal prosecution.

4. Definitions

- **Conduct** means the personal behaviour of a person.
- **Conflict of Interest** is a situation in which an individual has competing professional or personal interests. Such competing interests could make it difficult for an individual to fulfil their duties impartially, and potentially could improperly influence the performance of their official duties and responsibilities. An apparent (or perceived) conflict of interest exists where it appears that individual private interests could improperly influence the performance of their duties and responsibilities whether or not this is, in fact, the case. Individuals must be conscious that perceptions of conflict of interest may be as important as an actual conflict.
- A potential conflict of interest arises where an individual has a private interest which is such that an actual conflict of interest would arise if the member were to become involved in relevant (that is conflicting) official duties and responsibilities in the future.
- **Discrimination** is to treat an individual less favourably because of an attribute or to impose unreasonable terms or conditions for which individuals with a particular attribute are unable to comply.
- Vilification on the grounds of race, religion, sexuality or gender identity is also unlawful.
- **Harassment** is any form of behaviour that is unwelcome, unsolicited, unreciprocated and usually (but not always) repeated. It is behaviour that is likely to offend, humiliate or intimidate.
- **Sexual harassment** means any unsolicited, unwelcome and unreciprocated behaviour act or conduct of a sexual nature that embarrasses, humiliates or offends other persons. It can be a single incident or a persistent pattern and can range from subtle behaviour to explicit demands for sexual activity or even criminal assault.

- **Victimisation** means treating someone unfairly because they have made, or intend to make, a discrimination or harassment complaint. This also includes those who have supported another person in making a complaint.
- **Workplace bullying** is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.
- **Maladministration** means the gross mismanagement of risk leading to death, injury or the culpable wastage of Institute's resources that adversely affects a person's interests in a substantial and specific way.
- **Misconduct** means conduct which is not serious misconduct but which is nonetheless conduct which is unsatisfactory.
- **Personal information** - information about an identified or identifiable individual that is not available in the public domain.
- **Records management** - the control and management of records to meet business, legal and regulatory requirements and compliance with standards governing professional practice. It is a business imperative, a corporate responsibility and a critical function performed through the collective actions of individuals.
- **Record** - recorded information in any form, including data in computer systems as well as emails, created or received by any staff member of the Institute in the course of his/her duties.
- **Conflicts of interest** – occur where staff with a particular interest could be influenced, or might appear to be influenced, in the performance of their duties.
- **Public comment** - includes public speaking engagements, comments on radio and television; and expressing views in letters to the newspapers or in books, journals or notices, or where it might be expected that the publication or circulation of the comment will spread to the community at large.
- **Staff** – for the purposes of this Code, means ongoing, fixed-term and casual staff, including senior management, executive, academic, professional and technical, visiting and adjunct staff, volunteers and conjoint appointments.
- **Sustainability** - the ability to meet the needs of the present without compromising the ability of future generations to meet their needs.

5. Role and Responsibilities

5.1. It is the responsibility of staff and affiliates to be aware of and conduct themselves in accordance with this Code and related policies and procedures.

1. It is the responsibility of any delegated supervisors, Deans, Registrar, CEO, Program Directors and Unit Coordinator to:

- a) Ensure that new staff and affiliates are introduced to the provisions of this Code and related policy documents;
- b) Ensure that staff under their supervision fulfil the requirements of their induction by being aware of the Institutes' 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; and

e) Appropriately respond to reports of contravention of this Code

6. Scope

6.1 The Code of Conduct applies to all staff of LI while acting in their official capacity.

6.2 The code should be read in conjunction with the following documents:

- *Public Sector Ethics Act 1994 (Qld)*
- *Library Use Policy*
- *Staff Grievance Policy*
- *Staff Grievance Procedures*
- *Student Code of Conduct*