

## Staff Code of Conduct

<b>Purpose:</b>	The Staff Code of Conduct is intended to guide the conduct of staff of the University and to identify and resolve issues of ethical conduct that may arise in the course of their employment.		
<b>Audience:</b>	Staff, Students		
<b>Contact Officer:</b>	University Secretary	<b>Phone:</b>	See Campus Directory

**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**

### Preamble:

This Code of Conduct sets out standards of conduct and integrity which are consistent with the ethical values and behaviours specified in the University's [Code of Ethics](#). It is intended to provide direction to staff of the University to identify and resolve issues of ethical conduct that may arise in the course of their employment. It is designed to assist staff of the University in their dealings with each other, students, the University and the wider community.

The Code stands beside but does not exclude or replace the rights and obligations of staff of the University under any jurisdiction to which they are subject. Any alleged breach of the Code which falls within the scope of the disciplinary provisions of any industrial award or agreement will be treated in accordance with those provisions.

If staff are in doubt about any aspect of their conduct or that of others, they should normally raise these matters with their supervisors in the first instance. However, if it is the conduct of the supervisor which is the subject of concern, the matter should be taken up with the person to whom the supervisor reports.

### Objectives:

1. Guide staff of the University to identify and resolve issues of ethical conduct that may arise in the course of their employment.
2. Assist staff of the University in their dealings with each other, students, the University and the wider community.

### Policy:

#### 1. General Conduct

- 1.1. Staff of Murdoch University are required to do the following throughout the course of their employment:
  - (a) behave honestly and with integrity;
  - (b) act with care and diligence;
  - (c) act with courtesy and respect in all dealings with other staff and students;
  - (d) comply with all applicable laws;
  - (e) comply with all lawful and reasonable direction given by someone who has authority to give the direction;

- (f) not make improper use of inside information; or the employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the staff member or for any other persons; and
- (g) at all times behave in a way that upholds the [Code of Ethics](#), and the integrity and good reputation of Murdoch University, both within Australia and overseas.

## **2. Academic Freedom**

- 2.1. The University recognises and protects the concept and practice of academic freedom as essential to the proper conduct of teaching, research and scholarship within the University, within the academic context and exclusive of processes in relation to service provision and functionality of the University. Academics are required to use the freedom in a manner consistent with a responsible and honest search for and dissemination of knowledge and truth. Within the ambit of academic freedom lies the traditional role of academics in making informed comment on social mores and practice, including comment that challenges beliefs, policies and structures. However, the language used in exercising academic freedom must be consistent with the principles of justice and respect, and otherwise in accordance with this Code of Conduct.
- 2.2. Staff in exercising their right to freedom of expression have a responsibility to give consideration to the reputation of the University and its orderly and safe functioning.
- 2.3. Staff are expected to behave ethically and respectfully in all dealings with members of the University and wider community in their capacity as a staff of the University.

## **3. Rescinded.**

## **4. Rescinded.**

## **5. Confidentiality of Information**

- 5.1. Staff of the University are required to respect individuals' rights to privacy and treat in confidence all information supplied to them on that basis.
- 5.2. Unless required by law, personal and official information provided by and about staff and students must not be given to third parties without the informed consent of the individuals concerned.

## **6. Conflict of Interest**

- 6.1. Confidence in the University and its members is put at risk when the conduct of a member does, or may reasonably appear to, involve a conflict between their private interests and their obligations to the University.
- 6.2. Staff of the University are required to adhere to the [Conflict of Interest Policy](#).

## **7. Harassment**

- 7.1. The University strives to provide an environment which is free from all forms of harassment and its members are required to:
  - 7.1.1. treat each other with respect and, in particular, to address respectfully the beliefs and cultural mores of others;
  - 7.1.2. avoid any form of harassment based on the grounds of sex, race, age, marital status, physical or intellectual ability, sexual preference, political conviction or religious belief;

- 7.1.3. consider the impact of their decisions on others; and
- 7.1.4. refrain from acting in any way so as to, or with the intention to, unfairly harm the reputation or career prospects of other members of the University.

## **8. Intellectual Property**

- 8.1. The University has established mechanisms by which equitable returns will be provided to staff or students who are the originators of intellectual property exploited by the University for commercial purposes.
- 8.2. [Statute No. 18 - Intellectual Property](#) specifies the respective rights and obligations of the University, its staff and students in relation to intellectual property belonging to the University and sets out procedures for the identification, protection and commercialisation of such property.

## **9. Rescinded.**

## **10. Rescinded.**

## **11. Use of the University's Resources**

- 11.1. Staff must always be efficient and economical in their use of University resources, and not permit the abuse of these resources by others.
- 11.2. University property must not be used for private purposes unless this is approved in accordance with University policy.

## **12. Use of the University's Name**

- 12.1. Staff of the University are encouraged to contribute to public debate as concerned citizens. Members of staff writing or speaking publicly in professional or expert capacities may identify themselves by their University appointment or qualifications and may, for that purpose, use the name of the University, at the same time making it clear that any views expressed are their own.
- 12.2. Members of staff commenting publicly on public issues other than in professional or expert capacities must do so from private addresses and must not use the name of the University, or otherwise identify themselves as staff of the University.
- 12.3. The use of the University's name in the promotion or advertising of commercial products will only be approved if seen to be of direct benefit to the University. Members of staff may not use or allow the use of the name of the University or identify themselves as employees of the University in the public promotion or advertising of commercial products without prior approval.

## **13. Corruption, Crime and Misconduct Act**

- 13.1. The University is subject to the provisions of the *Corruption, Crime and Misconduct Act 2003 (WA)*. The Vice Chancellor has an obligation under the *Corruption, Crime and Misconduct Act* to report possible corrupt conduct to the Corruption and Crime Commission.
- 13.2. Staff and students who suspect the occurrence of corrupt conduct affecting University activities are required to report this to their supervisor, or if the supervisor is the person suspected of this conduct, to the person to whom the supervisor reports (see [Fraud, Corruption and Misconduct Policy](#)).

## **14. Relevant University Policies**

- 14.1. Staff are required to be familiar with the University policies and procedures that support this Code of Conduct, in particular:

- (a) [Code of Ethics](#)
- (b) [Conflict of Interest Policy](#)
- (c) [Corruption and Crime Commission WA](#)
- (d) [Fraud, Corruption and Misconduct Policy](#)
- (e) [Intellectual Property Regulations](#)
- (f) [Responsible Conduct of Research Policy](#)

## **15. Complaints**

- 15.1. Staff who feel that their rights as articulated in this Code of Conduct have been breached can use the complaints process to seek remedy.

### **Supporting Procedures:**

There are no supporting procedures.

### **Supporting Guidelines:**

There are no supporting guidelines.

### **Supporting Standards:**

There are no supporting standards.

### **Performance Indicators:**

There are no performance indicators.

### **Definitions:**

**The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.**

There are no key terms.

### **Related Documents:**

There are no related documents.

### **References:**

*Corruption, Crime and Misconduct Act 2003 (WA)*,  
[https://www.slp.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_207\\_homepage.html](https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_207_homepage.html)

### **Approval and Implementation:**

<b>Approval Authority:</b>	Senate
<b>Responsible Officer(s):</b>	University Secretary

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Administrative amendment	03/04/2017		29/01/2018	
ARC consequential amendments	29/01/2015		29/01/2018	S/07/2015
AC consequential amendments	03/10/2012			S/23/2012(ii)
AC recommended to Senate for approval	08/08/2012			AC/125/2012(iv)
Rescinded AC/114/2008(ii)	08/12/2010			S/72/2010(iii)(iv)
AC recommended to Senate for approval	10/11/2010			AC/175/2010(iv)(v)
Approved	17/09/2008			AC/114/2008(ii)