

# THE STANDARDS WE LIVE BY – OUR CODE OF CONDUCT –



Our Code of Conduct (Code) provides guiding principles and standards requiring CQUniversity employees to work with integrity, diligence, honesty and respect to deliver the University's aim to be a great university. The Code reflects the commitment of our University to ensure fair and ethical behaviour in an institution dedicated to the pursuit of enquiry and academic excellence, engagement with people and ideas, as well as equity and diversity amongst our students and employees.

In delivering this commitment within a truly great university, we operate in accordance with our organisational values as well as abiding by the Federal and State ethics acts, the *Human Rights Act 2019 Qld* and other relevant legislation, and the Academic Board Position Statement – Academic Freedom. We do this not only because we are legally obligated to do so, but because it is right and just.

The Code applies to all employees and individuals affiliated with the University, including casual, honorary and adjunct employees, consultants and contractors, and members of the University Council and all University boards and committees. By agreeing to be a part of the University community you commit to upholding these standards. This Code also provides a framework for evaluating issues of possible misconduct and inappropriate conduct.

The Code should be read in conjunction with the University's [policies, procedures and guidelines](#) including the Research Code of Conduct.

## 1 OUR VALUES

Our values define and guide our work, behaviour, approach and who we are as an organisation. Our values help us to model our behaviour, on the behaviour we in turn expect from our students and other stakeholders of the university.

<b>Engagement</b>	We strive to be Australia's most engaged university by connecting and collaborating with students, stakeholders, industry and communities. We value strong, productive and mutually beneficial partnerships that influence positive outcomes for those we seek to serve.
<b>Can Do</b>	We exceed expectations and work together to identify opportunities and apply sustainable solutions to challenges. We support each other to be our best, with an ethos that is underpinned by evidence-based continual improvement. We aspire to greatness in everything we do and take decisive action to ensure we are meeting the needs of those we seek to serve.
<b>Openness</b>	We empower everyone to be a problem solver and decision maker. We operate with integrity at all times and build trust through a commitment to consistency, fairness, quality, probity and transparency in everything we do.
<b>Leadership</b>	We exhibit courage in our leadership by daring to be different, being bold and responding to the needs of our students, staff, alumni and communities. In doing so, we demonstrate excellence and innovation in learning, teaching, research, engagement and governance. We accept our responsibility to be leaders both inside and outside the University and sector.
<b>Inclusiveness</b>	We embrace and celebrate diversity and strive to improve access and participation. We promote respect, honesty and unity with safe and inclusive environments. We work together to create positive and tangible change with our communities.

## 2 THE PRINCIPLES THAT GUIDE OUR DECISION MAKING

Our policy framework regulates the behaviour and actions that contribute to building an organisation where people aspire to work and study. We commit to the following ethical and behavioural obligations. These requirements are not exhaustive but indicate the manner in which we will conduct ourselves whilst representing the University.

## 2.1 Integrity and impartiality

We will:

- act honestly and fairly, with courtesy and with proper regard for the rights, obligations and dignity of others including respecting their intellectual property and moral rights
- support equity and diversity by ensuring freedom from discrimination. It is unlawful to discriminate on the basis of a number of protected attributes including disability, age, gender identity, intersex status, sexual orientation, race, culture, harassment (including sexual harassment) and bullying
- report any improper conduct
- respect and uphold all relevant legislation, policies, procedures, ethical standards and lawful instructions in the performance of our work
- maintain a respectful, cooperative and collaborative approach to all working relationships and take all reasonable steps to resolve issues at the lowest possible level in a fair and timely manner
- use all social media platforms appropriately and responsibly. Acting in our capacity as a representative of CQUni, we will not knowingly engage in any activities which adversely affect the University's reputation, relationships or standing. When participating or commenting as a private citizen, we will take care not to use our University position to add weight to a personal opinion
- avoid any actual, potential or perceived conflicts of interest
- ensure that our personal or financial interests (including the interests of family members, friends and associates) do not influence, and cannot be perceived to influence, the performance of our role
- respect, and seek when necessary, the professional opinions of colleagues in their areas of competence, acknowledging their contribution, and
- build a positive image and reputation for the University through all internal and external interactions – face to face, verbal and written.

## 2.2 Accountability and transparency

We will:

- identify and report all workplace health and safety risks or security incidents and take all reasonable care for the health and safety of ourselves and of other persons in our place of work, and who may be affected by our acts or omissions at work
- act professionally, and be discerning, impartial and objective when we perceive something to be unjust
- make reasonable efforts to actively engage in learning and in personal and professional development to continually improve our skills and knowledge relevant to our roles and areas of expertise
- adopt the principles of procedural fairness and natural justice and work within this framework
- make decisions and provide advice that is free of bias or favouritism and is based on sound judgement. Before making a decision or providing advice, we will consider relevant information and any potential impact on the University, community and other University employees and students
- advise our supervisor if we are charged with a criminal offence, that is punishable by imprisonment or, if found guilty, could reasonably be seen to affect our ability to meet the inherent requirements of the work we are engaged to perform
- notify our supervisor of any loss, suspension of, or change to, a registration, accreditation, licence or other qualification that affects our ability to meet relevant essential requirements of the position or to perform our duties
- set realistic goals, timelines and workloads, and provide adequate resources and appropriate information to complete work. We will trust our employees to work autonomously but will also provide support when needed. As employees we will work to the best of our ability in the completion of our responsibilities. We will ask for help if needed and use our time and resources as effectively and efficiently as possible
- understand and respond to legitimate concerns of employees and encourage work arrangements that enable all employees to achieve appropriate balance, and

- admit and take responsibility for mistakes or involvement in situations that result in unfavourable outcomes and work to rectify problems as quickly as possible.

## **2.3 Participate as a community of scholars**

We will:

- encourage the pursuit of knowledge and freedom of enquiry
- foster responsible and ethical research
- avoid the presentation of work, ideas or data of others as one's own, without appropriate acknowledgement and referencing including self-plagiarism, and
- not limit the freedom of University members to comment on community affairs as individual citizens, or to comment on their subjects of expertise.

## **2.4 Promoting the public good**

We will:

- acknowledge Aboriginal and Torres Strait Islander culture and heritage and the traditional custodianship of the lands on which the University is situated
- be free to engage and participate in any legal outside activity, provided it does not constitute a conflict of interest or adversely affect the discharge of our University duties
- build and maintain a high level of trust with all levels of government, community and other CQUniversity employees by being responsive, accountable and transparent in the way we do our work. In the performance of our duties, we will avoid conduct that may adversely affect our standing as a CQUniversity community member or bring the University into disrepute
- manage resources effectively, efficiently and economically to support sustainable University outcomes including not removing University property without relevant management approval
- provide services to the community in an equitable, prompt and professional manner and not use our University position to add weight to a personal opinion, and
- act within the level of our authority and in accordance with the relevant policies.

## **2.5 Commitment to the system of government**

We will:

- uphold the laws that govern both the land in which we operate as well as the University
- manage official information appropriately and only use official information for official purposes and in an approved manner, and
- receive and manage information in such a manner to ensure that confidentiality is maintained and that it will not be used to advantage others inappropriately or to disadvantage the University.

## **3 OUR COMMITMENT**

As employees or individuals affiliated with CQUniversity, including casual, honorary and adjunct employees, consultants and contractors, and members of the University Council and all University boards and committees, we commit to operating by these standards whilst conducting all University business and upholding this Code of Conduct.

## **4 FAILURE TO COMPLY WITH THIS CODE**

A failure to comply with this Code is a serious matter and may lead to disciplinary action, including possible termination of employment or suspension from the University. An allegation of a breach of this Code which is made vexatiously, maliciously, frivolously, mischievously and/or without reasonable cause may constitute misconduct and a breach of this Code. Unlawful conduct will result in criminal proceedings, in accordance with the relevant legislation and related processes.

## 5 FEEDBACK

Feedback about this document may be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 6 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Strategic Planning and Projects Committee
Administrator	Director, People and Culture
Next Review Date	29/10/2022

Approval and Amendment History	Details
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Amendment Authority and Date	Council 08/05/2007; Terminology update 02/07/2010; Council 25/07/2011; Administrator 20/12/2011; University Secretary 27/08/2012; Council 27/04/2016; Council 29/10/2019.
Notes	

### Acknowledgement

Central Queensland University acknowledges the Queensland Public Service Code of Conduct and Victorian Public Service Code of Conduct, Australian Catholic University and Curtin University Guide to Code of Conduct on which CQUniversity "The standards we live by – Our Code of Conduct" is based. The Vice-Chancellor and President appreciates the willingness of these departments and universities to make materials readily available to other jurisdictions. Adaptions have been made to suit CQUniversity.