



THE STANDARDS WE LIVE BY

OUR CODE OF CONDUCT

BE WHAT YOU WANT TO BE

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CQUNIVERSITY

CQUniversity Australia is a great place to work, study and contribute to our communities through engagement. Everyone at CQUniversity is committed to the provision of quality education and research.

How we, as individuals, behave in delivering this commitment is integral to our success as a truly great national university. We operate in accordance with our organisational values as well as abiding by the *Queensland Public Sector Ethics Act 1994*. We do this not only because we are legally obligated to do so, but because it is right and just.

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

The Code applies to all staff and individuals affiliated with the University, including casual, honorary and adjunct staff, consultants and contractors, and members of the Governing Body, boards and committees. It should be read in conjunction with the University's rules, policies, procedures and guidelines.

Any breach of this Code may result in disciplinary action under the University's policies and Enterprise Agreements.

APPROVAL AND REVIEW	DETAILS
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Compliance and Risk Committee.
Administrator	Deputy Vice-Chancellor (International and Services)
Next Review Date	27/04/2019
APPROVAL AND AMENDMENT HISTORY	DETAILS
Original Approval Authority and Date	Council 3/12/1999
Amendment Authority and Date	Council 8/05/2007; Council 25/07/2011; University Secretary 27/08/2012; Council 27/04/2016.

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Acknowledgement

Central Queensland University acknowledges the Queensland Public Service Code of Conduct and Victorian Public Service Code of Conduct 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 appreciates the willingness of these departments and universities to make materials readily available to other jurisdictions. Adaptions have been made to suit CQUniversity.

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1. OUR VALUES

Our values define who we are as an organisation and how we conduct our daily activities.

VALUES	DESCRIPTION	WHAT DOES IT EMBODY?
Engagement	We connect with our stakeholders and communities through strong relationships and productive partnerships which deliver mutually beneficial outcomes.	Establishing and maintaining effective relationships with peers, management, customers, students, alumni, community, industry, government and leaders.
Leadership	We lead by consistently demonstrating excellence in learning and teaching, research, engagement, including social innovation and governance.	Inspiring, influencing and empowering others by setting an excellent example.
A 'Can Do' Approach	We focus on and achieve our goals, we 'think big', aspire to greatness and apply innovation in everything we do.	Being willing to tackle a job and get it done, by being confident and resourceful, especially in challenging times.
Openness	We promote transparency in our communications, processes, procedures and decision making and emphasise consistency, fairness and probity as being integral to our relationships, individual and collective, with all stakeholders.	Being ethical, honest, fair, upfront, candid, creative, flexible, curious and adventurous.
Inclusiveness	We respect and seek full participation from, and engagement with, all staff, students and the community without any discrimination toward any individual or group.	Embracing and respecting the background and characteristics of all people, community, staff, students, alumni and contractors.

2. THE PRINCIPLES THAT GUIDE OUR DECISION MAKING

We operate under a number of policies and procedures that regulate and guide our behaviour and actions. These policies and procedures are based on our legislative obligations and contribute to building an organisation where people want to work and study.

The principles that guide our decision making and ensure ethical behaviour are provided by the *Queensland Public Sector Ethics Act 1994* and are expanded below.

Integrity and impartiality	We will act honestly and fairly, with courtesy and with proper regard for the rights, obligations and dignity of ourselves and others. We support equity and diversity by avoiding gender, disability, sexual orientation, racial or cultural discrimination.
Accountability and transparency	We will act professionally, be discerning, impartial and objective when we perceive something to be wrong.
Commitment to the system of government	We will uphold the laws that govern the University and observe the highest standards in business matters. We will manage official information appropriately.
Participate as a community of scholars	We will share and continue to develop our knowledge, learning and commitment to academic pursuits.
Promoting the public good	We will be responsive to the requirements of government and the communities we live in by being accountable and transparent in the way we do our work.



3. HOW WE DEMONSTRATE INTEGRITY AND IMPARTIALITY

3.1 INTEGRITY

We will demonstrate integrity in our dealings with colleagues, students, other public officials and members of the Australian and international communities by:

- i. respecting and acknowledging the intellectual property and moral rights of others
- ii. being upfront, fair, open and transparent in our dealings
- iii. using our powers responsibly
- iv. ensuring freedom from discrimination, harassment and bullying
- v. reporting any improper conduct
- vi. avoiding any real or apparent conflicts of interest, and
- vii. striving to earn and sustain public trust at a high level.

Honesty at work

We will be upfront in the performance of our duties. We will be open and transparent when making decisions. We will give advice based on available facts and use data that is relevant and up to date.

Using power at work

We will use our power in a responsible way. We do not use our power to provide a private unfair benefit to ourselves, our family, friends or associates. We will exercise power in a way that is fair and reasonable, and family or other personal relationships will not improperly influence our decisions. We will respect the rights and dignity of those affected by our decisions and actions.

Being fair and objective

We will promote an environment that encourages respect and work co-operatively with others. We will support and learn from each other and accept differences in personal style.

We will respect, and seek when necessary, the professional opinions of colleagues in their area of competence, and acknowledge their contribution.

We will be fair, objective and courteous in our dealings with the community and other CQUniversity staff and students.

Equity and diversity

We will follow the spirit as well as the law relating to discrimination, harassment, bullying and victimisation to create an environment that is inclusive. We will not tolerate discrimination, harassment or bullying, and are committed, with the support of each individual, to stopping and preventing these sorts of behaviours at work.

Valuing and promoting diversity is an important element of demonstrating respect.

Reporting improper conduct

We will comply with legislation, policies and lawful instructions in the performance of our work. We appropriately report workplace behaviour that violates any law, rule or regulation, or represents corrupt conduct, mismanagement of public resources, or is a danger to public health or safety, or to the environment. We will keep our employees informed of their rights and responsibilities regarding the making of such reports.

Other employment

We will only engage in other employment where the activity does not conflict with our role as a University employee. Employment includes a second job, conducting a business, trade or profession, or active involvement with other organisations (paid employment or voluntary work). Managers or supervisors will assist us to determine if such activities will cause an actual or perceived conflict of interest.

We will seek approval to engage in any other paid employment.

Public comment on behalf of the University

Public comment includes speaking engagements and providing information or comment through any media, including social media. We will abide by the University's media relations and communications policies and procedures when making public comment.

We will not limit the freedom of University members to comment on community affairs as individual citizens, or to comment on their subjects of expertise. We are free to engage and participate in any legal outside activity, provided it does not constitute a conflict of interest or adversely affect the effective discharge of our University duties. We will at all times be accurate, exercise appropriate restraint and show respect for the opinions of others.

When commenting as an individual citizen, University members should take care not to use their University position to add weight to a personal opinion. University members commenting publicly on public issues other than in professional or expert capacities must do so from private addresses and should not use the name of the University, or otherwise identify themselves as members of the University.

Public trust

We will build and maintain a high level of trust with the Government, community and other CQUniversity staff. In the performance of our duties and in our private life, we will avoid conduct that may adversely affect our standing as a CQUniversity community member or bring the University into disrepute.

3.2 IMPARTIALITY

We will demonstrate impartiality by:

- (i) making decisions and providing advice on merit and without bias, impulse, favouritism or self-interest in a timely manner
- (ii) acting fairly by objectively considering all relevant facts and fair criteria, and
- (iii) implementing Government policies and programs equitably.

Being responsible for decisions, actions and advice

We will make decisions and provide advice that is free of prejudice or favouritism and is based on sound judgement. Before making a decision or providing advice, we consider relevant information and the impact on the University, community and other University employees and students. We will adopt the principles of natural justice and work within this framework.

University members will base their decisions on the principles of procedural fairness and natural justice. Decision processes will:

- » give an affected individual (whether a staff member or a student) the opportunity to view relevant material which led to the decision and to understand the case to be met if a decision may be made which will affect (adversely or otherwise) their interests, and to respond to such material before a decision is made
- » be free of bias and/or the influence of patronage or favouritism (see also conflicts of interest)
- » take relevant considerations into account, not irrelevant ones, and
- » act in good faith.

We will make decisions and take actions within the scope of our authority that are lawful and consistent with relevant legislation and government policy. We will carefully consider any impact of our decisions or actions on the University. Our decisions are not driven by potential for personal gain. Advice is frank, impartial, timely, and with an understanding of its implications on the broader policy direction of the University. We do not withhold relevant information from the University or Government.

Acting fairly

We will deal with issues consistently, fairly, and in a timely manner. We use fair criteria, and consider all relevant information in dealing with issues.

Being fair means being just and working within Government legislation and University policies and procedures.

Gifts and benefits

We will not – for ourselves or others – seek gifts and benefits (including hospitality). We will refuse all offers of gifts and benefits that could reasonably be perceived as influencing or undermining the integrity of the organisation or ourselves.

We will comply with any policies in relation to accepting, declaring and recording the receipt of gifts or benefits.

If unsure about responding to an offer of a gift or benefit, we will seek advice from our supervisor.

Conflict of interest

A conflict of interest occurs where there is conflict between the University duty and private interests.

A conflict can be actual, potential or perceived. It may relate to circumstances where we are, or could be, directly influenced or where it is perceived we might be influenced.

We will avoid conflicts of interest (actual, potential or perceived) wherever possible. We will ensure 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.

We will declare any conflicts of interest and manage any conflicts of interest that cannot be avoided in accordance with CQUniversity policies and procedures.

If unsure about a possible conflict of interest, we will seek advice from our supervisor.

Implementing University policies and programs

We will implement University policies and programs fairly and without bias. Our decisions and actions are consistent with relevant policies and are based on merit and careful consideration of the relevant facts. We will seek to achieve equitable outcomes within the extent of our authority.



4. HOW WE DEMONSTRATE OUR COMMITMENT TO THE PUBLIC GOOD

We will demonstrate our commitment to the public good by:

- (i) engaging the community in setting University priorities and policies
- (ii) managing resources effectively, efficiently and economically
- (iii) providing high quality services to the Australian and International community, and
- (iv) identifying and promoting best practice.

Engaging the community

We will build and promote partnerships and facilitate connections within our communities at a local, national and international level to develop University planning and decisions. We will listen and respond to issues and concerns raised by individuals or communities. We will consult with the community to assist in the development of relevant policy, and in raising community awareness about University issues and policies.

Managing resources

We will manage resources to support sustainable University outcomes. We will be accountable for all resources that we use in the course of our duties. We will be economical, avoid waste, and purchase, use, manage and care for University resources responsibly.

5. HOW WE DEMONSTRATE COMMITMENT TO THE SYSTEM OF GOVERNMENT AND UNIVERSITY

We will demonstrate commitment to the system of Government and University by:

- (i) upholding the laws that govern the University
- (ii) observing the highest standards in business matters, and
- (iii) managing official information appropriately.

Compliance with legislation

We will ensure that we are aware of and comply with all legislation relevant to the performance of our duties.

Business probity

We will uphold the laws that govern the University. We will observe the highest standards of integrity in business matters and comply with the requirements of relevant business management legislation, policies and procedures. We maintain a strict separation between work-related and personal matters and only use or authorise the use of University resources or facilities for work-related purposes.

Official information

If we have access to official information, we ensure it is only used for official purposes and in an approved manner. Official and personal information is handled according to relevant legislation and University policies and procedures.

Services to the community

We will provide services to the community in an equitable, prompt and professional manner. We will act within the level of our authority and in accordance with the relevant policies.

Contributing to improvements

We are committed to continual improvement and adopt a best practice approach to the performance of our work. We will identify and actively promote appropriate strategies, methods and processes that lead to improved performance.

We are conscientious and efficient in our work. We will use our knowledge and expertise to deliver a high quality service, as well as identifying opportunities to improve University outcomes.

We will contribute both individually and as part of a team, and engage constructively with our colleagues on work related matters. We will share information with team members to support delivery of the best and most appropriate University outcomes.

We will only disclose official information or documents acquired in the course of our employment when required to do so by law, in the legitimate course of duty, when called to give evidence in court, or when proper authority has been given. In such cases comments are confined to factual information only.

Privacy and confidentiality

We understand the importance of privacy and confidentiality. Confidential information requires special treatment and protection. Those people who provide confidential information to us have the right to expect this information will be treated as confidential. Everyone with access to confidential information ensures that it remains confidential, and at all times acts in accordance with legislation and policies relating to dealing with private information.

We will receive and manage information in such a manner that its confidentiality will be maintained and that it will not be used to advantage a prospective employer or business, or disadvantage the University.

6. HOW WE DEMONSTRATE ACCOUNTABILITY AND TRANSPARENCY

6.1 ACCOUNTABILITY

We will demonstrate accountability by:

- (i) working to clear objectives in a transparent manner
- (ii) accepting responsibility for our decisions and actions, and
- (iii) submitting ourselves to appropriate scrutiny.

Working to clear objectives

We understand the objectives of our role. Managers and supervisors provide encouragement, support and a clear sense of direction and purpose. Employees who are unclear about their goals will discuss this with their manager or supervisor.

We will provide a safe, encouraging and supportive work environment that recognises and values diversity, abilities and contributions.

We will set realistic goals, timelines and workloads, and provide adequate resources and appropriate information to complete work. We will trust our employees to manage their work autonomously but also provide them with support when needed. We will address any performance issues promptly, directly and confidentially with the employee concerned.

We will treat all of our employees fairly and consistently when making selection decisions and allocating work. We will assess performance and provide constructive feedback and development opportunities. We will consult genuinely with our employees, and adhere to industrial and legal obligations.

We understand and respond to legitimate concerns of employees, and encourage work arrangements that enable all employees to achieve appropriate balance.

Open to scrutiny

We will implement University policy in an open and transparent manner. We will maintain accurate and reliable records as required by legislation, policies and procedures. We will keep records in such a way as to ensure their security and reliability and that they can be made available to appropriate scrutiny when required.

Ability to meet essential requirements

We will 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 or to perform our duties.

Criminal offences

We will advise our manager if we are charged with a criminal offence, which 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.

6.2 TRANSPARENCY

We will demonstrate transparency by:

- (i) seeking to achieve best use of resources
- (ii) reporting on University resources, and
- (iii) ensuring security of University resources.

Work resources

We will use work resources and equipment efficiently and only for appropriate purposes as authorised by the University. We will seek to achieve value for money and use resources in the most effective way possible. We will identify opportunities for improvement to achieve best possible efficiency and responsiveness.

Work resources include physical, environmental, financial, technological and intellectual property. Intellectual property includes copyright, trademarks, registered designs, patents (including patented business systems), semiconductors, circuit layout rights, and trade, business or company names, and all other proprietary rights, and any rights to the registration of such rights, including proprietary rights developed or created by employees in the course of their employment. The University retains ownership of all these work resources.

We are accountable to the University for the use and security of all University facilities and resources and the use and/or access to these must be able to withstand public scrutiny and/or disclosure. Property (particularly assets classed as 'attractive and portable items', such as laptop computers), will be secured carefully in order to avoid avoidable losses and replacement costs.

Reporting on University resources

We will keep accurate records of University resources. Comprehensive financial policies and procedures have been developed to ensure the University's compliance with the Financial Management and Performance Standard 2009 (Qld).

All material financial information and disclosure must be accurately represented in CQUniversity accounts. We do not conceal information, nor take any action to influence, coerce, manipulate or mislead either internal or external auditors.

OUR COMMITMENT

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





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