UniSQ Student Guild code of conduct policy

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# Purpose

To provide a framework for UniSQ Student Guild employees (hereinafter referred to as **“employees”**), UniSQ Student Guild Board members (hereinafter referred to as **“board members”**) and members of affiliated and non-affiliated student clubs (hereinafter referred to as **“club members”)** to identify and resolve issues concerning the ethical conduct of individuals in the workplace.

# Scope

This policy, the UniSQ Student Guild Code of Conduct (hereinafter referred to as **“the Code”**) applies to:

* all employees of the UniSQ Student Guild whether full time, part time or casual;
* members of the Board who act on behalf of the UniSQ Student Guild;
* members of all affiliated and non-affiliated student clubs; and
* individuals who are granted access to UniSQ Student Guild facilities or who are engaged in providing services to the UniSQ Student Guild, such as contractors and consultants, are also expected to comply with applicable provisions of the Code.

# Policy Statement

The Code aims to foster and uphold trust and confidence in the integrity and professionalism of the UniSQ Student Guild (hereinafter referred to as “**the Guild**”) by ensuring that all:

* maintain appropriate standards of conduct;
* develop skills necessary for efficient performance of duties;
* maintain fairness in decision making processes;
* maintain and enhance the Guild’s reputation; and
* Adhere to appropriate ethical standards.

Employees, board members and club members are required to commit to personal and professional behaviours expected of persons in such positions. This includes:

* a commitment by employees to professional standards in the workplace;
* The promotion of the rights of employees within the workplace;
* conduct which is professional and which has regard for the Guild’s interests and policies;
* conduct which will not compromise either their position or the Guild or UniSQ’s position;
* a commitment to encouraging the appropriate reporting of misconduct; and
* the promotion of an environment that supports honesty and integrity.

# Principles

The obligations contained in the Code are derived from the four fundamental ethical principles as set out in the *Public Sector Ethics Act 2022*. The principles are:

* commitment to the system of government;
* integrity and impartiality;
* promoting the public good; and
* accountability and transparency.

The obligations contained in this policy define the standards of conduct required by all individuals.

# Commitment to the system of government – compliance with the law

All employees, board members and club members have an obligation to uphold the system of government, observe the State and Commonwealth laws and to comply with the Guild’s policies and procedures.

# Integrity and impartiality

This ethical principle recognises that all individuals covered by the Code, are placed in a position of trust and are expected to be honest, fair and impartial when carrying out their duties to maintain confidence in the Guild, act in good faith and show respect towards all persons.

# Integrity and impartiality

The conduct of all individuals covered by the code in their dealings with others including other employees, external organisations and members of the community is covered within the integrity and impartiality ethical principle.

The Guild supports the principles of procedural fairness and values social justice, equal opportunity and the provision of a safe and supportive working environment, and as such all individuals are expected to treat others fairly, honestly and respectfully, and with proper regard for their rights and obligations.

Employees. board members and club members are expected to:

* + - * promote a high standard of respect for all including those in the general community;
      * treat other employees, board members and club members with courtesy and fairness;
      * be responsive and prompt in dealing with other employees, board members, club members and the general community;
      * when supervising employees, create a fair and just working environment;
      * observe procedural fairness when engaged in decision making;
      * not engage in discriminatory conduct on grounds such as gender, sex, race, disability, cultural background, religion, age or political conviction;
      * not engage in behaviour which may reasonably be perceived as workplace bullying and harassment, intimidation or harassment;
      * have respect for cultural differences; and
      * respect the privacy of others in the collection, use and access of personal information whilst performing University duties or activities.

# Avoiding conflicts of interest

Employees, board members and club members must avoid situations in which their private interests, whether pecuniary, personal or otherwise, might reasonably be thought to create an actual or perceived conflict of interest with their duties to the Guild. There is an expectation that individuals must recognise, declare and manage potential or perceived conflicts of interest.

Any matter that could directly or indirectly compromise the performance of duties, or conflict with the Guild’s interests must be immediately disclosed to the General Manager in the first instance and steps must be taken to resolve the conflict situation.

Where an employee, board member or club member is unsure about the potential for a conflict, they should discuss the situation with the General Manager as appropriate. Where there is a clear case of conflict, the individual must withdraw from the situation giving rise to the conflict.

Situations that may generate a conflict of interest can arise out of:

* + - * personal/sexual relationships with those individuals covered by the code;
      * personal/sexual relationships with persons with whom the Guild is dealing, for example contractors or tenderers;
      * personal financial interests in matters which involve the Guild;
      * outside employment that may compromise the integrity of the Guild;
      * use of confidential information obtained in the course of Guild duties; and/or
      * external activities and public comment, i.e. nominating for and contesting political elections.

Where an individual covered by this code has a concern regarding an actual or perceived conflict of interest, this must be reported to the General Manager of the Guild.

# Personal relationships

Employees, board members and club members must disclose to the General Manager any personal relationships with a current or prospective individual covered by this code which may give rise to an actual or perceived conflict of interest. Examples of a conflict of interest in this instance may include:

* + - * influencing the selection, appointment or promotion of an employee or board member; and/or
      * impinging on employment related decisions where one employee is in a supervisory relationship to another.

Employees, board members and club members who become involved in a situation where a personal relationship is a source of actual or perceived conflict of interest must disclose this to the General Manager in the first instance and withdraw from the situation giving rise to the conflict.

# Privacy and confidentiality

All individuals covered by the code must respect the privacy of others and ensure that personal information is accessed and used only for the Guild, or student club purposes and not disclosed except where authorised by legislation. Individuals who have access to such information have a duty to maintain the confidentiality, integrity and security of such information, irrespective of the storage medium. Any actual or suspected misuse of private information must be reported to a supervisor or other appropriate person.

# External activities and engagement with the community

Individuals covered by the code may be members of political parties, professional or other interests or charitable groups, and honest, fair and respectful engagement with the wider community is encouraged provided that the involvement does not conflict with their duties. Employees, board members and club members must ensure that they disclose and manage any potential conflicts of interest that may arise as a result of any duties owed to other organisations, e.g. as a member of a board of directors of another organisation.

# Public Comment

Individuals who are covered by the code as private citizens are permitted to make public comments provided that any such comment makes it clear that the view expressed is their own and not necessarily the view of the Guild. Individuals covered by this code are discouraged in making public comment in relation to Guild management issues.

Comments on matters concerning management of the Guild can only be made by the Board Chair or GM. Individuals covered by the code are not permitted to make any public statements of fact or opinion, or in any way make representations on behalf of the Guild to any media representative, regarding the Guild’s business operation, policies or views without the expressed written permission of the Guild’s management team.’

# Receipt of benefits

Individuals covered by the code should discourage the receipt of any gifts or benefits in connection with their employment or position except where this may arise in an official capacity. In this case, all such gifts or benefits must be disclosed to the General Manager.

Individuals covered by the code must disclose to the Guild any financial interest they may have in any organisation from which the Guild proposes to obtain services or equipment or enter into any contract which would result in a financial transaction.

Individuals covered by the code must ensure that where contracts are proposed through their area of expertise with external organisations, that any close personal relationship between an employee or board member and an officer of that organisation must be disclosed.

# Outside work

Employees are permitted to engage in outside work, paid or unpaid, where the proposed outside work to be undertaken does not cause a conflict of interest with their Guild duties. Guild employees must ensure that applicable approvals are sought and obtained when engaging in outside work.

# Promoting the public good

This ethical principle recognises that individuals who are covered by the code have an obligation to deliver services of the highest quality to advance the good of the Guild. It requires individuals who are covered by the code to exercise proper care and attention in performing their duties, to carry out their duties to the best of their ability and to ensure that the Guild’s resources are used economically and efficiently. This includes the following:

# Carrying out of duties and standards of performance

All individuals covered by the code will:

* + - * carry out official decisions and policies faithfully and impartially;
      * carry out official directions and policies in a faithful and impartial manner;
      * seek high standards in administration, governance and community service;
      * create a safe work environment;
      * adhere to professional codes of conduct where applicable;
      * report fraudulent or corrupt conduct appropriately;
      * act within the limits of their delegated authority;
      * take reasonable steps to protect confidential information;
      * give due credit to the contributions of employees;
      * maintain their professional skills and keep up to date in their area of expertise;
      * ensure they are informed of the Guild policies and guidelines; and
      * value and seek to achieve excellence in service delivery to the Guild community.

# Accountability and transparency

This principle requires all individuals covered by the code to exercise proper diligence, care and attention in their work with a commitment to managing resources in an effective and accountable way and operating within a framework of mutual obligation and shared responsibility.

# Duty of care

Proper care and attention should be exercised when undertaking activities, where others will rely on the advice or information offered. Individuals covered by the code have a duty

to take reasonable care and to avoid causing harm to others and must follow safe working practices and actively promote safe working conditions. Supervisors and managers are responsible for ensuring that activities within their areas are undertaken with due diligence for health and safety of employees, Students and others.

# UniSQ Student Guild resources

Individuals covered by the code have a responsibility to ensure that the Guild’s resources are used efficiently and effectively and for legitimate purposes and waste should be avoided. Email and internet activity by employees must be conducted in a professional manner for legitimate Guild business and with due regard and respect for other persons.

It is recognised that employees occasionally may need to use the Guild’s resources for private purposes, e.g. making the occasional telephone call. Employees must ensure such use is kept to a minimum. Employees must comply with the Guild’s Acceptable Use of ICT resources Policy.

Equipment and materials should be treated with care and secured against theft. Employees must at all times act within the limits of their delegated authority. Members of student clubs who have access to sports or other equipment must treat that equipment with care and ensure appropriate controls are followed to guard against theft and/or damage.

# Alcohol / drug abuse

All individuals covered by the code must ensure that personal use of alcohol or other drugs does not affect the performance of their duties or the safety and well-being of others and must comply with the Alcohol and Drugs on Guild Managed Sites Policy.

# Non-compliance with this Code of Conduct

The Code regulates the behaviour of the Guild employees, board members and club members and also forms part of each employee's employment conditions. Where individuals covered by the code become aware of or suspect a breach of this Code, they must immediately report the breach.

The Guild may be required to investigate breaches as required by legislation. Failure to comply with the Code's provisions will be managed and dealt with under the relevant Guild policy and procedure and employment contracts as applicable. A failure to comply with this Code may result in disciplinary action.

Members of student clubs and other individuals other than employees who do not comply with this Code may have their association with the Guild terminated, or have their right or access to the Guild services, facilities or infrastructure revoked.

Some breaches may also have consequences for individuals under criminal or civil jurisdictions. The Guild may take action against a person(s) making a frivolous or vexatious Complaint. Any employee found to have made such a Complaint may be subject to the UniSQ Student Guild’s disciplinary procedures according to the provisions of their relevant employment contract.