



# Behaviour and Conduct Policy

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## OVERVIEW

The University of Adelaide aims to encourage a working environment of respect, transparency and integrity through appropriate behaviour and conduct and through compliance with relevant legislation.

## SCOPE AND APPLICATION

This Policy applies to all staff and titleholders at the University of Adelaide, and persons who have entered into a relationship with the University involving work for, with or at the University, including volunteers, contractors and consultants i.e. members of the University community for the purposes of the Policy. Some of the associated procedures under this policy have specific exclusions.

This Policy sets out the behaviour and conduct standards expected of members of the University community whilst on University grounds or engaged in University-related activities. These behavioural standards are in addition to any professional code of conduct that may apply to a particular profession or arising from membership of a professional organisation.

This Policy is intended to operate in conjunction with the University of Adelaide's Code of Conduct, Enterprise Agreement (as amended), related policies, procedures, consultancy or services contracts, and the relevant legislation. This Policy should be read in conjunction with the [Fraud and Corruption Control Policy](#).

## POLICY PRINCIPLES

1. Members of the University community may reasonably expect to pursue their work and study in a fair, safe, productive and positive working environment.
2. Members of the University community will maintain a high standard of behaviour and conduct themselves with courtesy, fairness and professionalism when dealing with their colleagues, students and members of the public.
3. Members of the University community will demonstrate that their primary commitment of time and intellectual energy is to the University's research, teaching and enabling activities.
4. The University will not tolerate or condone any form of unlawful unfair treatment including harassment, bullying, vilification, racial vilification and racist behaviour, sexual harassment and sexual assault, discrimination, victimisation, intimidating behaviour or violence.
5. Close personal relationships between staff and students, staff who work in the same area (branch or school) and close personal relationships between staff and their supervisors, including a senior member of staff, may create an actual, perceived or potential conflict of interest or a conflict of commitment and should be disclosed.
6. Members of the University community will avoid, disclose and manage conflicts of interest.
7. Members of the University community who detect or have reason to suspect fraud or corruption will consider the Fraud and Corruption Control Policy.

8. Members of the University community will only accept or offer gifts in accordance with the Conflict of Interest Procedure.
9. Members of the University community will maintain confidentiality in the course of, or in connection with their engagement with the University.
10. Members of the University's academic staff will only engage in the practice of a discipline outside the University (academic staff) in accordance with the relevant procedures.
11. Members of the University community will not commit the University to a third party, whether an individual or organisation, by their verbal representations on any matter or create the impression that their verbal representations or actions represent the University's views unless they have obtained prior approval.
12. Members of the University community will comply with relevant State and Commonwealth legislation, the University of Adelaide Enterprise Agreement (as amended), the Code of Conduct and related policies and procedures.
13. Where the conduct of a member of the University community does not meet the standards stipulated in this policy and the related procedures, the University may take disciplinary action in accordance the University of Adelaide Enterprise Agreement (as amended), relevant policies, procedures or consultancy or services contracts.
14. The University supports the right of any staff member to make a legitimate complaint without suffering victimisation, harassment, recrimination, or detriment as a result.
15. Parties to a complaint may have a support person involved at any stage of the complaints process, but may not have a representative make or pursue a complaint on their behalf.
16. The University aims to effectively manage all complaints. Matters raised will be treated sensitively, confidentially and impartially, and the parties will be afforded the principles of procedural fairness
17. The University aims to remove barriers to reporting complaints and encourages open dialogue to resolve complaints.
18. The University aims to empower staff to report unlawful and unfair treatment, act on, seek support for and resolve complaints that otherwise impact adversely on interpersonal relationships, staff health and welfare, work environment and productivity.

#### **AUTHORITIES**

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Human Resources	Suspension/Misconduct	Determine and approve reimbursement of lost income following suspension resulting from misconduct.	Vice Chancellor	
Human Resources	Suspension/Misconduct	Approve payment of salary to a staff member suspended without pay for alleged misconduct.	Vice-Chancellor	
Human Resources	Practice of a Discipline Outside the University (Academic Staff)	Approve permission for receipt of fee for teaching, acting in a consulting capacity for another School/Branch of the University or acceptance of fees for private teaching of students of the University, other than as a tutor in an affiliated Residential college of the University.	Vice-Chancellor or nominee.	

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Human Resources	Practice of a Discipline Outside the University (Academic Staff)	Approval to engage in the external practice of a discipline – greater than 52 days in a calendar year.	Vice-Chancellor	
Human Resources	Dispute Resolution. Unsatisfactory Performance/Serious Misconduct/Serious Research Misconduct	Make a final decision on the outcome of an Internal Review	Vice-Chancellor	
Human Resources	Suspension/Misconduct	Approve payment of salary to a staff member suspended without pay for alleged misconduct	Deputy Vice-Chancellors	On the grounds of hardship
Human Resources	Dispute Resolution. Unsatisfactory Performance and Serious Misconduct	Receive and act on a request for an Internal Review of a decision to recommend termination of employment	Chief Operating Officer	Professional Staff
Human Resources	Suspension/Misconduct	Approve payment of salary to a professional staff member suspended without pay for alleged misconduct.	Chief Operating Officer	On the grounds of hardship
Human Resources	Dispute Resolution. Unsatisfactory Performance/Misconduct	Manage the formal complaint resolution process	Area Manager	Staff within the area.
Human Resources	Suspension/Misconduct	Approve suspension from duty at any time in the misconduct process	Area Manager	Staff within the area.
Human Resources	Practice of a discipline Outside the University	Approval to engage in the external practice of a discipline- up to 52 days in a calendar year	Head of School	Academic staff within their area.
Human Resources	Dispute Resolution. Unsatisfactory Performance/Misconduct	Dispute Resolution – resolve complaints and take all reasonable steps to prevent unlawful and unfair treatment.	Supervisor	Staff within their reporting line.

## PROCEDURES

1. Complaints Resolution (Staff) Procedure
2. [Conflict of Interest Procedure](#)
3. [Fair Treatment Procedure](#)
4. [Practice of a Discipline Outside the University \(Academic Staff\) Procedure](#)
5. [Relationships with Students Procedure](#)

## DEFINITIONS

Refer to the [University Policy and Procedures: Glossary of Terms](#)

<b>RMO File No.</b>	F.2020/1607
<b>Policy Custodian</b>	Chief Operating Officer
<b>Responsible policy officer</b>	Executive Director, Human Resources
<b>Endorsed by</b>	Vice-Chancellor's Executive on 7 March 2016
<b>Approved by</b>	Vice-Chancellor and President 17 March 2016 Re-affirmed by Chief Operating Officer 7 April 2020
<b>Related Documents and Policies</b>	<a href="#">Recruitment Policy</a> <a href="#">Remuneration and Employment Benefits Policy</a> <a href="#">Staff Development, Performance and Promotion Policy</a> <a href="#">Workforce Management Policy</a> <a href="#">Health, Safety and Wellbeing Policy</a> <a href="#">Preventing and Responding to Workplace Bullying</a> <a href="#">Responsible Conduct of Research Policy</a> <a href="#">University of Adelaide Enterprise Agreement (as amended)</a> <a href="#">Code of Conduct</a> <a href="#">By-Laws of the University of Adelaide</a> <a href="#">Statutes of the University of Adelaide</a> <a href="#">Fraud and Corruption Control Policy</a> Complaint Resolution (Staff) Procedure Conflict of Interest Procedure Practice of a Discipline Outside the University by Academic Staff Procedure Fair Treatment Procedure Relationships with Students Procedure
<b>Related Legislation</b>	<a href="#">Age Discrimination Act 2004 (Cth)</a> <a href="#">Disability Discrimination Act 1992 (Cth)</a> <a href="#">Equal Opportunity Act 1984 (SA)</a> <a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">Australian Human Rights Commission Act 1986 (Cth)</a> <a href="#">Racial Discrimination Act 1975 (Cth)</a> <a href="#">Racial Vilification Act 1996 (SA)</a> <a href="#">Sex Discrimination Act 1984 (Cth)</a> <a href="#">Work Health and Safety Act 2012 (SA)</a> <a href="#">Work Health and Safety Regulations 2012 (SA)</a> <i>List and include hyperlinks</i>
<b>Superseded Policies</b>	Complaints by Staff Policy and Guidelines Fair Treatment Policy and Guidelines Conflict of Interest Policy and Guidelines Close Personal Relationships Policy Academic Staff Involved with Outside Organisations Work Outside the University (Professional Staff) Policy Rules Relating to the Practice of a Discipline by Academic Staff
<b>Effective from</b>	7 April 2020
<b>Review Date</b>	6 April 2023
<b>Contact for queries about the policy</b>	The Director, HR Advisory and Workplace Relations