SOUTHERN ACADEMY OF
HIGHER EDUCATION

Southern Academy of Higher Education (SAHE)

Staff Code of Conduct

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1. Policy Statement

The Staff Code of Conduct (the 'Code') outlines the behaviour expected of all staff of Southern Academy of Higher Education ('SAHE' or 'the Academy'), which include adjunct and honorary members of the Academy, volunteers, consultants and contractors. SAHE requires its staff to familiarise themselves with the details of the Code and its guidance.

1.1 Definitions

For definitions, please refer to the '*Dictionary of Terms'*

2. Scope

This Code applies to:

a. SAHE staff, whether full-time or part-time, ongoing, or sessional;
b. members of the Academy's Governing Council, Academic Board, Course & Industry Advisory Committee and other committees and sub-committees;
c. consultants and contractors and individuals acting in a voluntary capacity for SAHE.

3. Policy Principles

SAHE staff are required to promote and commit to fundamental ethical principles as follows:

a. respect for human dignity;
b. honesty;
c. integrity;
d. confidentiality and privacy;
e. objectivity, fairness and lack of bias;
f. promotion of the public good;
g. accountability.

SAHE staff recognise and follow the system of management and its requirements.

SAHE staff covered under this Code have obligations that directly relate to these principles. The obligations contained in this Code define the standards of conduct required by the staff of SAHE.

4. Standards of Conduct

4.1 Preserving the Highest Ethical Standards

SAHE staff are expected to:

a. value oneself and others with high regard for individuality, diversity and academic freedom;
b. show consideration for the workplace and property of the Academy and others;
c. be transparent in rules, policies, procedures and guidelines and the day-to-day dealings with other staff of the Academy;
d. have the strength to raise potential unethical behaviours and disclose potential wrongdoings;
e. be able to face challenges and issues and make difficult decisions.

4.2 Equity, Diversity and Social Inclusion

SAHE staff must be able to:

a. create a work and study environment where everyone is able to participate fully, find

a sense of belonging, and have an opportunity to engage meaningfully with the broader community;

b. act in a fair, respectful, inclusive and safe manner, where diversity is valued and where unlawful discrimination, violence, bullying, harassment and victimisation in any form are considered unacceptable.

c. act to ensure a fair, respectful, inclusive and safe environment, where diversity is valued and where unlawful discrimination, violence, bullying, harassment and victimisation in any form are considered unacceptable

d. respect the personal privacy of other staff and students in accordance with applicable privacy legislation.

4.3 Manage Conflicts of Interest

It is the responsibility of SAHE staff to:

a. declare potential conflicts of interest between private and/or financial interests and their responsibilities towards the Academy through the SAHE Potential Conflict of Interest Declaration Register;

b. declare the relationship when participating in decisions affecting another person with whom there is a personal relationship. A staff member involved in teaching or assessing a student who is a relative, family or personal friend must disclose the relationship;

c. ensure that there are no real or apparent conflicts of interest concerning the misuse of influence to further personal, sexual and financial relationships, whether with other staff, students or members of the community.

4.4 Efficiently and Economically Manage SAHE Resources

SAHE staff are expected to:

a. use the resources of the Academy as efficiently and effectively as possible and utilize the Academy's funds with proper consideration, care and authorisation to avoid waste;

b. exercise due diligence in recognizing and minimising managerial risk;

c. seek clarification about the financial transaction in the case where there is uncertainty over delegation and authority;

d. return SAHE property that is in the individuals' control or possession no later than the date specified by the Academy or after the termination of their employment.

4.5 Promoting the Public Good

SAHE staff are encouraged to promote the public good by contributing to achieving SAHE's values as outlined in the Strategic Plan;

a. to behave and communicate in a manner that does not intimidate, offend, degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully;

b. to create and disseminate knowledge through innovative and effective teaching;

c. to respectfully listen to and receive information and suggestions from others in a collaborative way;

d. to make well-considered justifiable decisions, especially where they may have an adverse effect on other staff and students of SAHE.

4.6 Receipt of Benefits

a. SAHE staff are responsible for behaving with honesty and neutrality. This includes responding appropriately to offers of gifts, rewards and hospitality.

b. While there is no requirement to report one-off token gifts (of nominal value), staff

should seek advice from their manager or Dean if:

i. they are offered or receive gifts; or
ii. they receive a succession of small gifts within a short period of time; or
iii. have any concern that there is an intention to influence them to change their behaviour or act unlawfully.

c. Gifts of money may not be accepted in any circumstances. If a staff member is offered a bribe, the incident must be reported to the relevant manager or Dean immediately.

4.7 Outside Work

SAHE staff are permitted to engage in outside work, paid or unpaid. However, they must ensure that applicable approvals are obtained. Outside work must not be undertaken where:

a. a conflict of interest may arise with their role at the Academy;
b. it adversely affects their performance within the Academy; or
c. may involve the use of the Academy's resources and facilities;

4.8 Academic Integrity

a. The Academy strives to maintain the highest standards in all the teaching and learning activities that it undertakes, and staff must not conduct themselves in ways that may undermine the academic standards or the code of conduct.
b. For further details on staff responsibilities, please refer to the *Academic Integrity Policy*.

5. Consequences of Non-Compliance with the Code

a. All staff must comply with both the provisions of this Code and the Academy's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.
b. Consequences of non-compliance with the standards of conduct outlined in this code will be handled in accordance with the Academy's disciplinary action procedures outlined in the *Human Resource Management Policy*.

6. Appeals

A staff member may appeal against a decision made under this Code. The appeal may be lodged in accordance with the Academy's grievance management procedures outlined in the *Human Resource Management Policy*.

Version Control

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Review	The Governing Council will review this Policy in accordance with the Southern Academy of Higher Education *Policy Documents Review Schedule*.
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Approval and Effective Date	6 April 2021
Policy Custodian	Dean
Policy Contact	Dean
Higher Education Standards Frameworks (Threshold Standard) 2015 (Cth)	B1.1 "Higher Education Provider" Category Standard 3.1; ss 2 Standard 3.2; ss 1, 2, 3 Standard 6.1; ss 4
Benchmarking Institutes	University of Sunshine Coast University of Southern Queensland University of the Sunshine Coast Western Sydney University University of Sydney
Related Document	Dictionary of Terms Academic Integrity Policy Scholarly Activity Policy Academic Freedom Policy Human Resources Management Policy Intellectual Property Policy Records Management Policy
Related Legislations	Higher Education Standards Frameworks (Threshold Standard) 2015 & 2021 (Cth) Code of Ethics and Conduct for NSW Government NSW Department of Education and Training Code of Conduct Anti-Discrimination Act 1977 (NSW)

	Crimes Act 1900 (NSW) Disability Discrimination Act 1992 (Cth) Government Information (Public Access) Act 2009 (NSW) Protected Disclosures Act 1994 (NSW) Independent Commission Against Corruption Act 1988 (NSW) Occupational Health and Safety Act 1983 (NSW) Public Finance and Audit Act 1983 (NSW) Macquarie University Act 1989 (NSW) Sex Discrimination Act 1984 (Cth) with amendment 1992,1995 Equal Opportunity for Women in the Workplace Act 1999 (Cth) Age Discrimination Act 2004 (Cth)