

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.

POLICY PRINCIPLES

The University aims to encourage a working environment of respect, transparency and integrity through the following 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, discrimination, victimisation, intimidating behaviour or violence.
5. The University strongly encourages members of the University community to report instances of unlawful unfair treatment and aims to take all reasonable and practicable steps to protect people who make such reports from any detrimental action or reprisals.
6. Members of the University community will avoid, disclose and manage conflicts of interest.
7. Members of the University community will only accept or offer gifts in accordance with the Conflict of Interest Procedure.
8. Members of the University community will maintain confidentiality in the course of, or in connection with their engagement with the University.

9. Members of the University's academic and professional staff will only engage in the practice of a discipline outside the University (academic staff) or outside work (professional staff) in accordance with the relevant procedures.
10. 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.
11. 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.
12. 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.
13. The University supports the right of any staff member to make a legitimate complaint without suffering victimisation, harassment, recrimination, or detriment as a result.
14. Complainants and respondents involved in the staff complaints process 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.
15. The University aims to respond to complaints promptly, confidentially and according to the principles of natural justice to establish whether the individual may have a legitimate complaint.
16. The University aims to resolve complaints by staff locally, informally and with the fewest people possible involved in order to protect the reputations of the individuals involved and to assist with the return to productive working relationships.
17. The University aims to resolve complaints by staff through discussion, raising awareness, facilitation and mediation in order to minimise detriment to ongoing relationships.

AUTHORITIES

| <i>Key</i> | <i>Authority Category</i> | <i>Authority</i> | <i>Delegation Holder</i> | <i>Limits</i> |
|-----------------|---|--|--|---------------|
| Human Resources | Outside Earnings | Approval (or revocation) of engagement in outside earnings activities by professional staff. | Vice-Chancellor and President Deputy Vice-Chancellor and Vice-President (Academic) Provost and Deputy Vice-Chancellor and Vice-President (Research) Chief Operating Officer and Vice-President (Services and Resources) Executive Dean | |
| Human Resources | Practice of a Discipline Outside the University | Permission for receipt of fee for teaching, acting in a consulting capacity | Vice-Chancellor and President or nominee | |

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|-----------------|---|--|---|--|
| | | for another School/Branch of the University or acceptance of fees for private coaching of students of the University, otherwise than as a tutor in one of the affiliated Residential Colleges of the University. | | |
| 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 Branch Head | |
| Human Resources | Practice of a Discipline Outside the University | Approval to engage in the external practice of a discipline – greater than 52 days in a calendar year. | Vice-Chancellor and President | |
| Human Resources | Speaking on behalf of the University | Convey or publish the University's views to individuals or external organisations. | Vice-Chancellor and President | Not transferable |
| Human Resources | Unsatisfactory Performance/ Serious Misconduct/ Serious Research Misconduct | Dispute Resolution - receive and act on request for an Internal Review of a decision to recommend termination of employment | Deputy Vice-Chancellor and Vice-President (Academic) | In accordance with the Enterprise Agreement (as amended) |
| Human Resources | Unsatisfactory Performance/ Serious Misconduct/ Serious Research Misconduct | Dispute Resolution - receive and act on request for an Internal Review of a decision to recommend termination of employment | Provost and Deputy Vice-Chancellor and Vice-President (Research) | In accordance with the Enterprise Agreement (as amended) |
| Human Resources | Unsatisfactory Performance/ Serious Misconduct | Dispute Resolution - receive and act on request for an Internal Review of a decision to recommend termination of employment | Chief Operating Officer and Vice-President (Services and Resources) | In accordance with the Enterprise Agreement (as amended) |
| Human Resources | Unsatisfactory Performance/ Misconduct | Dispute Resolution – manage the formal complaint resolution process | Area Manager | In accordance with the Enterprise Agreement (as amended) |

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|-----------------|---|--|-------------------------------|--|
| Human Resources | Unsatisfactory Performance/ Misconduct | Dispute Resolution - resolve complaints and take all reasonable steps to prevent unlawful unfair treatment | Supervisor | In accordance with the Enterprise Agreement (as amended) |
| Human Resources | Unsatisfactory Performance/ Serious Misconduct/ Serious Research Misconduct | Dispute Resolution – make final decision on outcome of an Internal Review. | Vice-Chancellor and President | In accordance with the Enterprise Agreement (as amended) |

Procedures

1. Fair Treatment Procedure
2. Conflict of Interest Procedure
3. Practice of a Discipline Outside the University by Academic Staff Procedure
4. Outside Work Procedure (Professional Staff)
5. Staff Complaints Procedure

DEFINITIONS

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

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| RMO File/Document Number | 2016/450 |
| Policy Custodian | COO and Vice-President, Services and Resources |
| Responsible Officer | Director, Human Resources |
| Endorsed by (Academic Board or VCC) | Vice-Chancellor's Committee on 7 March 2016 |
| Approved by | Chief Operating Officer and Vice President on 17 March 2016 |
| Related Documents and Policies | Recruitment Policy Remuneration and Employment Benefits Policy Staff Development, Performance and Promotion Policy Workforce Management Policy Health, Safety and Wellbeing Policy Preventing and Responding to Workplace Bullying Responsible Conduct of Research Policy University of Adelaide Enterprise Agreement (as amended) Code of Conduct By-Laws of the University of Adelaide Statutes of the University of Adelaide Information Sheet – Staff Complaints Procedure |
| Related Legislation | Age Discrimination Act 2004 (Cth) Disability Discrimination Act 1992 (Cth) Equal Opportunity Act 1984 (SA) Fair Work Act 2009 (Cth) Australian Human Rights Commission Act 1986 (Cth) Racial Discrimination Act 1975 (Cth) Racial Vilification Act 1996 (SA) Sex Discrimination Act 1984 (Cth) Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) |
| Superseded Policies | 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 |
| Date Effective | 6 March 2018 |
| Next Review Date | 17 March 2019 |
| Contact for queries about the Policy | Associate Director, HR Advisory |