Staff Code of Conduct

Approving body	Governing Board
Date approved	27 Feb 2025
Date of effect	Commencement of operation
Next scheduled review	Two years from commencement of operation
Policy owner	Chief Executive Officer (CEO)
Policy contact	Chief Executive Officer (CEO)
Related Documents	Academic Freedom Policy Staff Academic Integrity Policy and Procedure Human Resource Management Policy and Procedure Intellectual Property Policy and Procedure Records and Data Management Policy and Procedure ICT and Cyber Security Management Policy and Procedure Staff Scholarly Activity Policy and Procedure Conflict of Interest Policy and Procedure
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 2.3.4 Standard 5.2.1, 2, 5 Standard 6.1.4 Standard 7.1.4

Purpose

1. The Staff Code of Conduct (the **Code**) outlines the standard of behaviour expected from all staff at Zenith Innovation Institute (**Zenith / the Institute**).

2. The Code supports the Institute's key objectives of fostering educational excellence, promoting student success and wellbeing and achieving operational efficiency and is based on the Institute's values of:

    (a) Educational quality and professionalism;

    (b) compliance, ethics and social responsibility;

    (c) diversity, equity and sustainability,

    (d) access to technology and innovation.

    (e) commitment to current developments including globalisation;

3. The Code provides a set of principles to guide staff on acceptable and unacceptable behaviour.

Scope

4.   The Code applies to all staff representing the Institute in any capacity including:

   (a)   full-time, part-time, casual or contract staff;

   (b)   visiting, honorary and other academics;

   (c)   members of the Institute's governing bodies;

   (d)   individuals engaged in providing services to the Institute such as education agents, contractors, or consultants; and

   (e)   any individuals acting in a voluntary capacity for Zenith.

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5.   All staff are expected to support the Institute in its effort to create an open and mutually supportive learning environment by:

   (a)   observing standards of equity and respect when dealing with every member of the Zenith community and not engaging in any unethical or illegal activity including discrimination, sexual misconduct or bullying;

   (b)   responsibly sharing information and assisting other members of staff in furthering the Institute's objectives;

   (c)   not abusing a position of power or engaging in fraud or corruption; and

   (d)   not using offensive images / language in face-to-face or online communications.

6.   The integrity of Zenith is promoted and protected by staff:

   (a)   adhering to professional standards;

   (b)   maintaining the highest standards of integrity and honesty;

   (c)   adhering to relevant ethical and legal standards; and

   (d)   declaring and managing any conflicts of interest.

7.   The following must be complied with at all times:

   (a)   Zenith's policies and procedures and any regulatory requirements of their discipline or profession and relevant legislation;

   (b)   all reasonable and lawful instructions of managers/supervisors;

   (c)   occupational health and safety rules, responsibilities, and practices; and

   (d)   guidelines for the proper intended use of and respect for the Institute equipment, information, electronic systems, supplies, and property (including copyright and intellectual property).

8.   All staff have a responsibility to ensure that resources are used only for legitimate purposes and not wasted, abused, used improperly or extravagantly.

9.   Staff are expected to abstain from the possession, distribution, sale, and consumption of drugs or alcohol while in the workplace. However, responsible consumption of alcohol is permitted at work-approved events.

10.   Full-time staff are not to compete with or against the interests of Zenith, either directly or indirectly. This includes a duty not to engage in outside employment without the prior approval of the relevant senior manager. Part-time staff are also expected to avoid conflicts of interest, but may engage in outside employment provided it does not interfere with their responsibilities at Zenith and has received prior approval from the relevant senior manager.

11. All staff are required to comply with this Code.

12. Any alleged breaches of this Code will be dealt with in accordance with the *Human Resource Management Framework*, and the relevant employment agreement.

Specific Behaviours and relationship with other Policies

Policy	Issue and summary description
Staff Academic Integrity Policy	**Academic integrity** Academic staff must uphold the academic values of the Institute and demonstrate academic integrity in all their academic endeavours, including scholarly activities and collaborative activities. Breaches of academic integrity, including plagiarism and fabrication or falsification of data, are managed under the provisions of the *Staff Academic Integrity Policy and Procedure*.
Records and Data Management Policy	**Confidentiality** Zenith will comply with its obligations under the *Privacy Act 1988* in dealing with the confidential data of individuals. Staff have a general duty to maintain the confidentiality, integrity, and security of the Institute's information and of any third-party information provided under an obligation of confidentiality during and after their employment with Zenith. Confidential information should only be used for a permitted Institute purpose. Staff should not disclose confidential information owned or managed by the Institute unless required and appropriately authorised to do so.
Sexual Assault and Sexual Harassment (**SASH**) Prevention Policy and Procedure Human Resources Management Policy	**Sexual misconduct** Sexual misconduct is used as a generic term encompassing sexual assault and sexual harassment. Sexual misconduct is not tolerated at the Institute. Expectations of staff in relation to sexual misconduct are outlined in the *SASH Prevention Policy and Human Resources Management Policy and Procedure*.
Conflict of Interest Policy	**Conflict of Interest** All staff within the scope of this Code must avoid conflicts of interest (including actions that others could reasonably perceive as demonstrating a conflict of interest). Where conflicts of interest do arise, staff are required to manage those conflicts appropriately: ■ members of the Institute governing bodies must declare conflicts of interest through processes outlined in the respective Terms of Reference; other staff must declare any actual or potential conflicts of interest to their immediate supervisor who will advise appropriate measures to avoid the conflict. Expectations of staff in relation to conflict of interest is outlined in the *Conflict of Interest Policy and Procedure*.

Monitoring and Improvement

13.   The Institute maintains a register of all breaches of the Code, with specific registers maintained under the provisions of specific policies.

14.   The Institute uses the collected data to monitor trends in staff misconduct.

15.   The Chief Executive Officer (**CEO**) is responsible for making recommendations for improvement, including arranging awareness sessions and professional development.

16.   The Governing Board (**GB**) receives an annual report on the adequacy and effectiveness of strategies for preventing breaches of the Code of Conduct and approves recommendations for improvement.

Responsibilities

17.   The responsibilities across Zenith are as follows:

Responsibility	Description
Staff	Staff are responsible, to be aware of, and conduct themselves in accordance with, this Code and related policy documents.
Senior Manager (Course Coordinators, Academic Dean, Registrar, Executives responsible for overseeing staff)	It is the responsibility of all senior managers to: ■ ensure that new staff are introduced to the provisions of the Code and related policy documents; ■ ensure that staff under their supervision fulfil the requirements of their induction by being aware of the Institute's policy documents; ■ ensure that staff are aware of, and periodically renew their awareness of this Code; ■ model good behaviour consistent with this Code and related policy documents; and ■ appropriately respond to reports of breaches of this Code.
CEO	It is the responsibility of the CEO also: ■ ensure this Code is accessible and communicated to all staff; and ■ ensure this Code is implemented and applied consistently throughout the Institute community.

18.   Any confidentiality regarding conduct arising under this Code of Conduct is limited by the Institute's obligations under law to disclose certain conduct to relevant authorities.

Definitions

19.   For the purposes of this Policy, the following terms are defined as follows:

Term	Definition
Workplace bullying	Workplace bullying is repeated and unreasonable behaviour that can be carried out in a variety of ways (including through email and text

Term	Definition
	messaging or social media channels) and is directed towards a worker or a group of workers potentially creating a risk to health and safety.
	Bullying, including workplace bullying, does not include reasonable management action that is carried out in a reasonable manner.
	Examples of behaviours, whether intentional or unintentional, that may be regarded as workplace bullying if they are repeated include:
	■ abusive, insulting, or offensive language or comments;
	■ unjustified criticism and/or spreading misinformation or malicious rumours;
	■ deliberately excluding someone from the workplace or from a particular project/activity in which they would normally expect to be involved and/or unreasonably changing deadlines and timelines;
	■ withholding information or denying access to resources that are vital for effective work performance;
	■ setting tasks that are unreasonably below or beyond a person's skill level and/or;
	■ changing work arrangements to deliberately inconvenience a particular worker or workers.
Conflict of Interest	Conflicts of interest include:
	■ conflict between the staff member's obligations to the Institute and an opposing interest, including conflicts between the duties owed to the Institute and obligations owed to other organisations;
	■ favouring a personal financial interest over a duty to the Institute;
	■ decisions based wholly or partly on personal relationships rather than the duty to act impartially; and
	■ staff receiving personal benefits from an individual or organisation where there is an expectation, explicit or implied, of favourable treatment.

Version history

Version	Changes	Approval Body	Approval Date
1.0	Original Version	Governing Board	
1.1	9. Staff are not to possess, distribute, sell, consume or be under the influence of drugs or alcohol while in the workplace. Changed to "Staff are expected to abstain from the possession, distribution, sale, and consumption of drugs or alcohol while in the workplace. However, responsible consumption of alcohol is permitted at work-approved events." 10 Staff are not to compete with or against the interests of Zenith, either directly or indirectly.		

Version	Changes	Approval Body	Approval Date
	This includes a duty not to engage in outside employment without the prior approval of the relevant senior manager Changed to "Full-time staff are not to compete with or against the interests of Zenith, either directly or indirectly. This includes a duty not to engage in outside employment without the prior approval of the relevant senior manager. Part-time staff are also expected to avoid conflicts of interest, but may engage in outside employment provided it does not interfere with their responsibilities at Zenith and has received prior approval from the relevant senior manager." Updated Point 5 d from "not using offensive language in face-to-face" to "not using offensive images / language in face-to-face"		
1.2	Under Related Documents renamed "Staff Scholarship Policy and Procedure" to "Staff Scholarly Activity Policy and Procedure" and added "Conflict of Interest Policy and Procedure" Point 1 changed "academic and non-academic staff" to "all staff" Under Specific Behaviours, updated name to "Staff Academic Integrity Policy and Procedure" and also added "Human Resources Management Policy and Procedure" under SASH and added "Conflict of Interest" Under Responsibilities, provided description of "Senior Manager" and updated "Zenith" to "CEO" Under Definitions added "Conflict of Interest"	GB	27 Feb 2025