Globethics Repository



Code of conduct

This page was generated automatically upon download from the Globethics Repository. More information on Globethics see https://www.globethics.net. Data and content policy of Globethics Repository see https://repository.globethics.net/pages/policy.

Item Type	Preprint
Authors	University of Newcastle
Rights	With permission of the license/copyright holder
Download date	2026-11-05 10:56:49
Link to Item	http://hdl.handle.net/20.500.12424/210374

www.newcastle.edu.au

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

Code of Conduct

APPROVED ON FRIDAY 28 NOVEMBER 2008

APPROVED ON 29 JANUARY 2014

UON.2009.1807

FSC Recycled
Supporting responsible use of forest resources
www.fsc.org Cert no. SCS-COC-001371
© 1996 Forest Stewardship Council
100%

The University of Newcastle aspires to be a global leader in each of its spheres of achievement.

As members of the University community, we are committed to the values of honesty, fairness, trust, accountability and respect.

At all times we will behave in a way that upholds these values both as individuals and as representatives of the University.

The University's values underpin our purpose to make a difference in the community and help us to become a university of distinction as outlined in the *NeW Directions Strategic Plan 2013-2015*: **www.newcastle.edu.au/vision-and-strategic-direction**

This code applies to students, staff, conjoints, volunteers, University Council members and external members of University committees, who are to uphold the values and comply with the code in their studies, the performance of their duties and in their endeavours. Partners, contractors and visitors are to acknowledge and observe the code in their University dealings.

The code should be read in conjunction with the rules, policies, procedures and guidelines located in the University Policy Library: **www.newcastle.edu.au/policy**

The code cannot address every situation that may be encountered. Therefore, if faced with a difficulty, individuals should ask for guidance and support from a senior staff member or refer to one of the resources listed at the back of this document.

Honesty

is being truthful, sincere and direct in intentions and actions through transparency and sharing information. It involves acting lawfully and with academic integrity.

Honesty is the foundation of teaching and learning, research and research training, service and administration.

Fairness

is demonstrated through inclusiveness and equity. All members of the University community have a right to expect, and a duty to give, fair treatment through clear expectations and a consistent approach.

Fairness celebrates and values diversity.

Trust

is fundamental in our teamwork and collaborations. Trustworthiness is promoted by setting and following clear guidelines and consistent standards and by a belief in the University's vision and purpose.

It is being able to rely on the integrity, honesty, capability, confidentiality and fairness of others; and personally demonstrating those principles.

Accountability

is taking ownership of all actions or inactions within our control. It means upholding the integrity of our academic endeavours, delegating power to bring about change, avoiding conflicts of interest and taking action against wrongdoing.

Accountability involves behaving professionally and being proactive about our knowledge and learning. It also means contributing to sustainability – social, economic and environmental.

Respect

is valuing oneself and others and involves the considerate treatment of people, animals and property. It is demonstrated in the acknowledgement of the traditional custodians of the land.

Respect is displayed by being courteous and kind, listening, communicating openly, and recognising and valuing the importance of knowledge and experience. It means valuing others' ideas and contributions, recognising the importance of diversity and difference and promoting a culture that does not tolerate bullying or harassment.

HONESTY

What honesty means to our University community

We are
truthful, sincere and direct in teaching and learning, research and research training, service and administration.

Honesty encompasses clarity and transparency in rules, policies, procedures and guidelines and the day-to-day dealings with each other in the University community.

What honesty means to each of us as individuals

We will

- ensure that in the course of our employment, studies or other association with the University no inappropriate advantage is taken, or sought.
- gain official permission before using University property for personal use.
- ensure that University funds are not used for personal gain.
- acknowledge and attribute collaborators.
- take responsibility for our own work and acknowledge the intellectual contribution of others.
- provide candid and accurate comments and feedback to students, staff and other members of the University community.
- maintain transparency and provide a clear rationale for decisions.
- admit mistakes and work to rectify problems quickly.

Also see University policy library: www.newcastle.edu.au/policy

FAIRNESS

What fairness means to our University community

We are
consistent and impartial. We apply the principles of inclusiveness, natural justice and procedural fairness in all actions.

We **value** and **celebrate** diversity and do not harass or discriminate against others on the grounds of sex/gender, pregnancy, sexual preference, transgender status, race (including colour, descent or national identity), ethno-religious background, marital status, disability, age, carers' responsibility, political conviction, irrelevant criminal record or religious belief.

What fairness means to each of us as individuals

We will
- be inclusive and treat everyone equitably, consistently and appropriately.
- show compassion and make reasonable adjustments when accommodating others' needs.
- consider all stakeholders and the principle of equity in the distribution of resources.
- be impartial and balanced in decision-making.
- share or provide equitable access to relevant and appropriate information and knowledge.
- take into account the needs of all the University's campuses.

Also see University policy library: www.newcastle.edu.au/policy

TRUST

What trust means to our University community

Through honesty, fairness and providing others with the opportunity to contribute and participate we will achieve the **trust** and **confidence** of our colleagues and communities.

Trustworthiness is promoted by transparency in all expectations and standards, through collaborations among colleagues in the wider University community and a belief in the University's vision and purpose.

What trust means to each of us as individuals

We will

- demonstrate and encourage open communication.
- rely on our colleagues to achieve agreed outcomes.
- be reliable and ensure that decisions are implemented.
- be cooperative with other members of the University community.
- acknowledge the responsibility of our positions and that we are regarded as having expertise, knowledge and skills in our field and area of work.
- maintain the integrity, confidentiality and privacy of official University information.
- know when it is appropriate to share information with others inside and outside the University.
- share responsibility for the success of the University and take a proactive role in its endeavours and activities.

Also see University policy library: www.newcastle.edu.au/policy

ACCOUNTABILITY

What accountability means to our University community

We strive
to obtain value for public money spent, avoid waste and extravagance, and act in the best interests of the University.

We are **responsible** and are held responsible for our actions or inaction. We are **committed** to academic integrity and hold to account any unethical behaviour or wrongdoing.

What accountability means to each of us as individuals

We will

- comply with any relevant legislative, industrial or administrative requirements.
- promote the principles of good governance and social, economic and environmental sustainability.
- be aware of conflicts of interest, real or perceived, and declare and address them to ensure our political views, affiliations or other personal interests do not unduly influence the performance of our duties or obligations.
- exercise due diligence in identifying risks and minimising harm.
- show transparency in the expenditure of public funds.
- keep up-to-date with advances and changes in knowledge and professional and ethical standards relevant to our area of expertise.
- perform our duties to the best of our abilities.
- manage and resource teaching, research and administration areas appropriately and maintain adequate documentation about decisions.
- identify and report all occupational health and safety risks or security incidents.
- make public comment on behalf of the University only if we are authorised or an acknowledged expert in the subject area.

Also see University policy library: www.newcastle.edu.au/policy

RESPECT

What respect means to our University community

We demonstrate
regard for individuality and diversity, treating all with courtesy and sensitivity. We recognise and value the importance of knowledge and experience.

We promote collegiality by **behaving inclusively** and openly, and fostering academic freedom. We value our University and the broader community.

What respect means to each of us as individuals

We will

- acknowledge Aboriginal culture and heritage and the traditional custodianship of the lands on which the University is situated.
- communicate courteously, openly and with understanding.
- treat others with compassion and kindness.
- behave and communicate in a manner that does not offend, degrade or humiliate.
- promote a culture that does not tolerate bullying or harassment.
- value difference and diversity and others' opinions, choices and approaches.
- follow reasonable direction from supervisors, managers and lecturers.
- behave in a professional/appropriate manner as a representative of the University in all our activities both on- and off-campus.
- treat animals with consideration and sensitivity.
- show consideration for the property of the University and the property of others.

Also see University policy library: www.newcastle.edu.au/policy

About the code

The University of Newcastle is firmly committed to the principles of cooperation, collaboration, inclusion, flexibility and innovation.

As a result, the University is a model for integrity, excellence, achievement and has a clear sense of identity. This **Code of Conduct** is critical in reinforcing these principles and outcomes.

The code aims to maintain public trust and confidence in the integrity and professionalism of our graduates, the teaching and learning, research and research training, and community service activities of the University and the facilities and services that make up the University experience.

Members of the University community:

(i) are encouraged to seek advice on reporting any behaviour by staff, students, or others (who have a significant association with the University), which could be considered unfair, unjust or unreasonable; and

(ii) should report behaviours or activities that could be considered to be corrupt conduct, maladministration, serious and substantial waste of public money, misconduct or illegal.

The University is committed to addressing corrupt conduct, maladministration and serious and substantial waste of public money. The University is subject to the Protected Disclosures Act 1994 and members of the University community can seek information about making a protected disclosure through the University's Ethical and Accountable Conduct - Public Interest Disclosures Policy and/or the policy on Complaints Resolution. Senior members of staff are expected to act on reports in accordance with the relevant University policy and any legal and procedural requirements.

Failure to comply with the code may lead to disciplinary action, including the possibility of termination of employment or exclusion from the University. Unlawful conduct will result in criminal proceedings.

our values
honesty
fairness
trust
accountability
respect

inform our policies
academic integrity
research conduct
conduct equity & diversity
conflicts of interest fraud
prevention occupational
health & safety privacy
complaint resolution
academic integrity
research conduct
conduct equity &
diversity conflicts of
interest fraud prevention
occupational health &
safety privacy complaint
resolution academic
integrity research conduct
conduct equity & diversity
conflicts of interest fraud
prevention occupational
health & safety privacy
complaint resolution
academic integrity
research conduct
conduct equity & diversity
conflicts of interest fraud
prevention occupational
health & safety privacy
complaint resolution
academic integrity
research conduct
conduct equity & diversity
conflicts of interest fraud
prevention occupational
health & safety privacy
complaint resolution

University resources

University Policy Library
www.newcastle.edu.au/policy

Staff Workplace Agreements
www.newcastle.edu.au/human-resource-services/employee-relations

Student Academic Conduct Officers
www.newcastle.edu.au/service/academic-integrity/saco.html

Research Services
www.newcastle.edu.au/research

Human Resource Services
www.newcastle.edu.au/unit/human-resource-services

Risk and Assurance Unit
www.newcastle.edu.au/service/risk-assurance

Complaints
www.newcastle.edu.au/service/complaints

Equity and Diversity Unit
www.newcastle.edu.au/unit/equity-diversity

Privacy Management
www.newcastle.edu.au/service/privacy

Student Support Services
www.newcastle.edu.au/current-students/support

External resources

Ombudsman NSW
www.ombo.nsw.gov.au

ICAC – Independent Commission Against Corruption
www.icac.nsw.gov.au

Anti-Discrimination Board of NSW
www.antidiscrimination.lawlink.nsw.gov.au

Office of the Information and Privacy Commissioner NSW
www.ipc.nsw.gov.au

Workcover NSW
www.workcover.nsw.gov.au

UNK/0060/1307