

CODE OF CONDUCT

As employees and elected officers, we are responsible for our behaviour and conduct in the workplace.

Everyone at the Guild must be conscious of, and operate in accordance with the expectations of our members while respecting our stakeholders and the broader community.

This Code of Conduct provides clear guidelines for the standards of behaviour and ethical and accountable decision-making expected of officers, employees and contractors and consultants who are contracted to provide services to the Guild. It applies in our dealings with each other, our members, our stakeholders and the community.

We need to familiarise ourselves with this Code of Conduct and understand what is expected of us.

OUR GUILD MISSION, VISION AND VALUES

Our mission, vision and values give us direction about what's expected of us, and help to make our priorities very clear, so we know where we're going and why we're here.

Our efforts are focused on delivering our mission and vision and we act with our values in mind.

Our Mission is:

Creating a fun and vibrant community that maximises the student experience

Our Vision is:

To be the leading independent student-run organisation in Australia, which is highly valued by all of the University community, especially our members

Our Values are:

- **Autonomy** - Student control of student affairs for the benefit of our members.
- **Integrity** - Our behaviour builds trust
- **Diversity** - Valuing difference between people and standing for equity, equality and fairness

Our principles are:

We strive to...

- Engage and listen to our Members, Stakeholders and the University
- Adapt and respond to enhance the student experience
- Deliver a fun, vibrant and dynamic outlook with a caring and empathetic approach
- Cultivate a community which enables its members to achieve their full potential
- Embrace, promote and celebrate diversity within our Community and ensure equality of opportunity
- Provide an independent voice with the courage to question the status quo
- Act with intent at all times in a transparent, accountable and ethical manner

We will apply equally the same values, principles and behaviours with our members, employees and stakeholders.

OUR CONDUCT

Behaviour

Our behaviour will be consistent with our values and principles and we will:

- act with care and diligence
- treat everyone with respect, fairness and courtesy
- maintain a safe and healthy workplace
- make an active contribution
- comply with all lawful and reasonable directions given by the Guild
- comply with all applicable Australian laws and regulations including Guild Rules, Regulations and By-laws.

Communication and official information

We will:

- maintain appropriate confidentiality about the Guild's confidential information
- respect the privacy of individuals and the security of personal information
- protect the Guild's intellectual property
- raise concerns of improper use of Guild information
- only make public comment on behalf of the Guild when authorised to do so.

Fraudulent, corrupt or misleading and deceptive behaviour or conduct

We will:

- not engage in behaviour or conduct that is fraudulent, corrupt or misleading and deceptive
- not make use of the Guild's information, systems, property or its position to gain or seek improper benefit for ourselves, the Guild or a third party
- report any actual or suspected breach of this Code of Conduct, in particular fraud, corruption or misleading and deceptive behaviour.

Use of Guild resources

We will:

- use the resources, including information, property and systems of the Guild effectively, economically, properly and lawfully
- not use the Guild's resources for any personal gain
- not be involved in any other employment or business activities which impact our ability to execute our duties
- act in accordance with Guild policies and procedures relating to expenditure, budgets, assets, travel and use of credit cards
- report any damage or loss of property and/or equipment immediately.

Recordkeeping and use of information

We will:

- properly record actions, decisions and transactions to ensure transparency and accuracy (including retaining minutes for all official meetings, including the recording of any objection or dissent)
- take appropriate measures to retain the confidentiality of confidential Guild information and business
- ensure information, including confidential information, is recorded, handled and securely stored in accordance with record keeping and archive procedures
- obtain authorisation before altering or destroying records.

Conflicts of interest and gifts and benefits

We will:

- disclose and take reasonable steps to avoid any actual, perceived or potential conflict of interest in connection with our work
- openly declare private interests and affiliations that may conflict with or be perceived to conflict with the Guild or the relevant individual's duties or position
- ensure decisions are accurately recorded so that they are transparent and capable of review
- follow policy requirements for managing real, perceived or potential conflicts of interest
- ensure that the acceptance (or refusal) of gifts, benefits or hospitality is in accordance with the Guild's policy and is recorded in the relevant Register
- refuse any gift, benefit or hospitality that is likely to place the Guild under an actual or perceived commercial, moral or ethical obligation to other organisations or individuals.

Reporting suspected breaches of the Code

We will:

- as elected officers, report any actual or suspected misconduct or breach of the Code of Conduct, policies, guidelines or procedures to the President, Secretary, or Chairperson of the Council/committee.
- as employees, report any actual or suspected misconduct or breach of the Code of Conduct, policies, guidelines or procedures to the the Chief Operating Officer.
- report serious misconduct and corruption to the Corruption and Crime Commission.
- accept that if we make a report of a breach or suspected breach of legal or ethical standards in good faith we will be dealt with in a confidential manner.

Compliance with policies, guidelines and procedures

The Guild has a number of rules, regulations, by-laws, policies and procedures that set out specific legal and professional requirements and expectations.

We will adhere to these requirements and policies to protect the Guild's reputation and relationships. We are accountable for making ourselves aware of these documents and to understand and comply with our obligations.

If we don't understand our obligations we will seek out the information. Our executive, managers and supervisors will support us to ensure we always work to the standards we commit to in the Code of Conduct.

Breaches of Code of Conduct

We acknowledge the importance of the Code of Conduct to the good governance of the Guild and the potential seriousness of any breach.

Breaching this Code or any of the policies, guidelines or procedures under it, or authorising, assisting or permitting any breaches by others in sufficiently serious circumstances, may result in disciplinary action for employees and officers that may be up to and including dismissal.