



Professional Conduct and Development - Code of Conduct

Policy

The Code of Conduct ensures all staff and sub-contractors employed by CSQTC recognise and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of both the CSQTC and the broader community.

Purpose

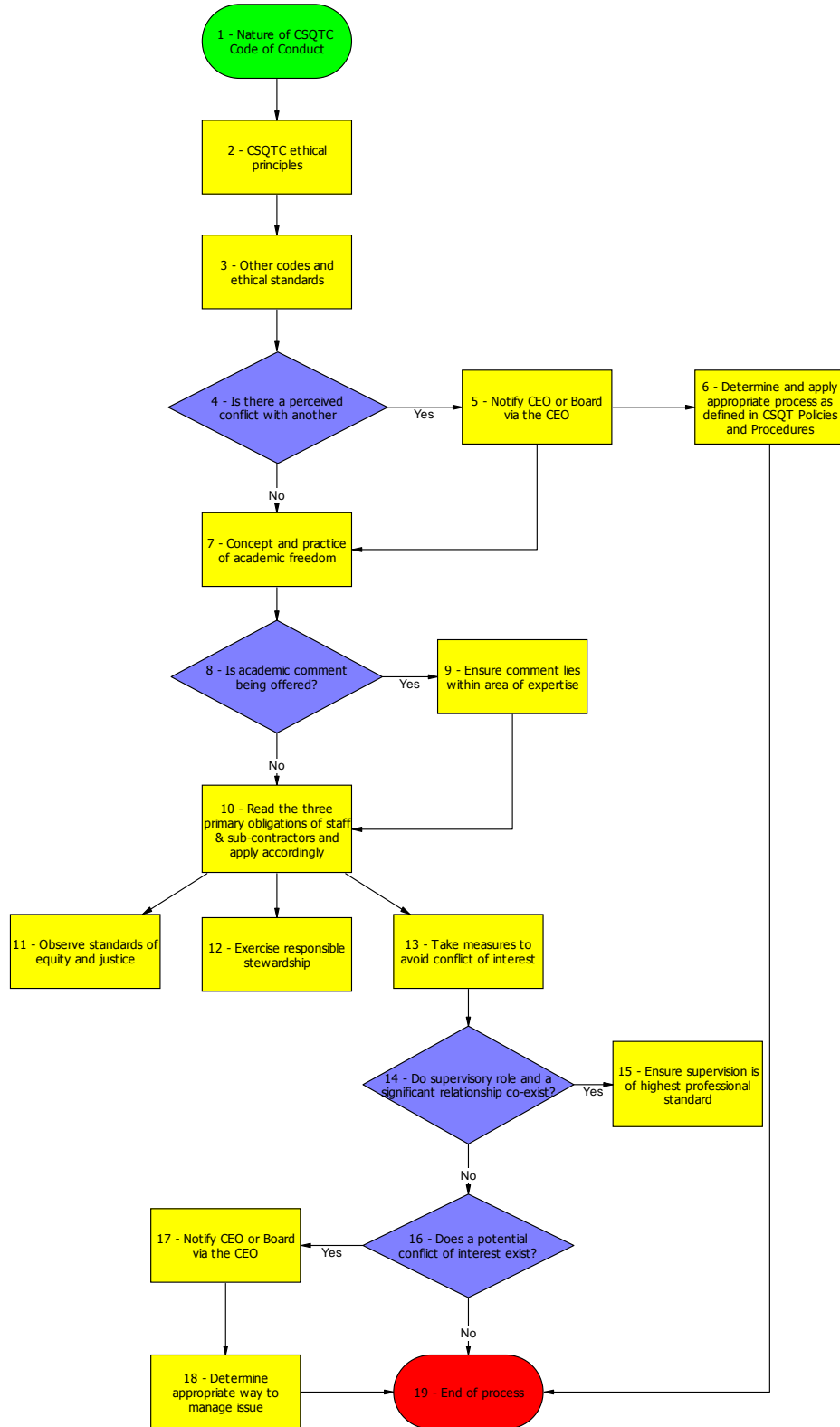
To document code of behaviour expectations within Central and Southern Qld Training Consortium.

Scope

This policy covers all CSQTC staff and sub-contractors, and is designed to guide staff and sub-contractors in their dealings with colleagues, registrars, students, and the broader community.

Revision History

PROCEDURE





Nature of CSQTC Code of Conduct

The Code is prefaced by a set of ethical principles that should guide all employees and contractors in their day-to-day activities as they work to achieve the performance outcomes of the organisation.

The Code is written as a set of general principles that are required to be followed, rather than detailed prescriptions.

The Code stands beside, but does not exclude or replace, the rights and obligations of staff under common law.

CSQTC ethical principles

In order to achieve intended CSQTC performance outcomes and standards, all members of the Board and its employees should adhere to the following ethical principles:

- be open, honest, fair and constructive in all dealings
- act ethically and with integrity at all times
- treat people with respect and dignity
- act in the long-term best interests of the members of CSQTC at all times
- undertake work in a diligent manner
- be a competent and fair manager of staff
- strive for excellence in governance and management (according to role) by continually monitoring and improving performance
- understand and be able to enunciate CSQTC's objectives and its Strategic Plan
- understand and discharge its fiduciary duties and statutory responsibilities
- support the objectives of the organisation as described in its Constitution.

Other codes and ethical standards

CSQTC recognises that many of its professional staff and sub-contractors are also bound by codes of conduct or ethics defined by learned or professional societies or groups. Educational staff in particular, have multiple allegiances to:

- their disciplines or profession at national and international levels (the invisible colleges);
- the academic profession;
- the community at large; and
- CSQTC in particular.

It is recognised that these allegiances are not always in harmony and that conflict may arise.

Is there a perceived conflict with another

It is an obligation of a staff member to weigh the importance of these allegiances in each particular set of circumstances.



Concept and practice of academic freedom

CSQTC recognises and protects the concept and practice of academic freedom as essential to the proper conduct of teaching, research and scholarship within CSQTC. While academic freedom is a right, it carries with it the duty of academics to use the freedom in a manner consistent with a responsible and honest search for, and dissemination of, knowledge and truth.

Within the ambit of academic freedom lies the traditional role of academics in making informed comment on societal mores and practice and in challenging held beliefs, policies and structures.

Ensure comment lies within area of expertise

This expectation is not intended to restrict the right of any academic to freely express their opinions in their private capacity as an individual member of society.

Read the three primary obligations of staff & sub-contractors and apply accordingly

Each staff member and sub-contractor has three primary obligations:

- to **observe standards of equity and justice** in dealing with every member of the CSQTC community;
- to **exercise responsible stewardship** of CSQTC resources and to protect its reputation in the wider community; and
- to **act appropriately when a conflict arises** between a staff member's or a sub-contractor's own self interest and duty to CSQTC.

Observe standards of equity and justice

With respect to the maintenance of standards of equity and justice in dealing with all members of CSQTC, staff and sub-contractors should:

- treat registrars, trainees, other staff and other sub-contractors with respect;
- not allow personal relationships to affect professional relationships;
- refrain from all forms of harassment;
- give due credit to the contributions of other members of staff, sub-contractors, registrars and other students;
- refrain from acting in any way that would unfairly harm the reputation and career prospects of other staff, sub-contractors, or students;
- consider the desirability of intervening constructively where a colleague's behaviour is clearly in breach of this code, and be prepared to report any suspected fraud, corrupt, criminal or unethical conduct to an appropriate officer of CSQTC;



- consider the impact of decisions on the well-being of others; and
- respect individuals' rights to privacy and under-take to keep personal information in confidence, including information gained through case records from outside CSQTC.

Exercise responsible stewardship

With respect to their obligation to CSQTC in terms of responsible stewardship of its resources and protection of its reputation in the wider community, staff and sub-contractors should:

- foster collegiality among members of the CSQTC community;
- avoid improper use of the resources of CSQTC for private gain or the gain of a third party;
- refrain from representing themselves as spokes-persons for CSQTC unless authorised to do so;
- refrain from representing themselves as acting for, or on behalf of CSQTC, when undertaking any outside work; and
- refrain from engaging in any outside work that would compromise their integrity and independence.

Take measures to avoid conflict of interest

With respect to potential conflict of interest, staff and sub-contractors should:

- take suitable measures to avoid, or appropriately deal with, any situation in which they may have, or be seen to have, a conflict of interest arising out of their relationship with another employee (staff member), sub-contractor, or registrar/student;
- avoid situations which may require them to supervise or assess a registrar/student, other staff member or other sub-contractor with whom they have, or have had, a personal, commercial, familial or other significant relationship; and
- take care that their financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of their CSQTC position/role.

Ensure supervision is of highest professional standard

Where both a supervisory role and significant relationship between staff members and sub-contractors co-exist, supervision must be openly seen to be of the highest professional standard and neither unfairly advantaging nor disadvantaging the person being supervised.