

## ACES Code of Conduct Policy

### 1. Overview

This code has been formulated to provide a clear statement of ACES' expectations of its members in respect of their professional and personal conduct. The Code of Conduct applies to all ACES members and applies to all conduct including online.

### 2. Scope

The Code of Conduct of an ACES member's University or Organisation overrides this policy and must be deferred to if there is a conflict between the policies. ACES University partner members are listed in the ACES Collaboration Agreement and include University of Wollongong, Australian National University, Deakin University, Monash University, Swinburne University, University of Tasmania, University of La Trobe and the University of Melbourne.

### 3. Principles

ACES supports gender balance, diversity and equity in recruitment, promotion and the conduct of ACES related activities. ACES is committed to a family friendly and flexible working environment and to conferences and meetings in accordance with the ACES Guidelines for conferences and meetings.

### 4. Policy

#### 4.1 Personal and Professional Behaviour

In performing their duties and functions, all members must:

4.1.1 Exercise their best professional and ethical judgement and carry out their duties and functions with integrity and objectivity

4.1.2 Act fairly and reasonably, and treat colleagues, students and visitors to the Centre or involved in Centre activities with respect, impartiality, courtesy and sensitivity

4.1.3 Avoid conflicts of interest

4.1.3.1 Maintain a co-operative and collaborative approach to working relationships;

4.1.3.2 Comply with all applicable legislation, industrial instruments, professional codes of conduct or practice and their own organisation's policies, including in relation to:

- The conduct of research
- Confidentiality and privacy of information
- Equal opportunity
- Health and safety policies and practices

- Proper, efficient and effective use of ACES resources
- Discrimination where all ACES members must not discriminate against anyone in connection with ACES activity on the grounds of gender, religious conviction, marital status, pregnancy, physical or intellectual impairment, sexual preference, race or political conviction.
- Sexual Harassment is unlawful under the Commonwealth Sex Discrimination Act 1984. Should an ACES member be accused of sexual harassment during an ACES activity, the matter will be investigated by the ACES Executive which will take the appropriate action necessary including a decision to take the matter to the appropriate body in the individual's organisation.
- Intimate or sexual relationships for example, between a supervisor (any type) and a subordinate. Where an existing intimate or sexual relationship exists between a supervisor (any type) and a subordinate, a declaration of a conflict of interest should be provided or an alternate supervisor should be requested immediately. This is to avoid any perceptions of favouritism, conflict of interest, and power imbalance.

## **5. Conferences and Workshops**

*This document should be read in conjunction with the ACES's Conferences Policy*

### **5.1 Approach**

ACES is committed to making all ACES sponsored and supported Conferences and Workshops productive and enjoyable for everyone, regardless of gender, sexual orientation, disability, physical appearance, race, nationality or religion. Discrimination or harassment of participants will not be tolerated.

### **5.2 Conduct**

In attending a Conference or Workshop, ACES participants are asked to:

- Behave professionally. Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate. Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes offensive comments related to gender, sexual orientation, disability, physical appearance, race or religion.
- Communicate appropriately for a professional audience including people of many different backgrounds. Sexual language and imagery in presentations is not appropriate. Attendees must stop any inappropriate behaviour immediately upon request by the organisers. Attendees violating these rules may be asked to leave the event at the sole discretion of the organisers without a refund of any charge.
- Report a violation of this policy at conferences in confidence to the Chief Operating Officer of ACES.

## **6. Conflicts of Interest**

### **6.1 Compliance**

All ACES members must comply with their organisation's policy regarding Conflict of Interest.

All ACES members must ensure that there is no actual, potential or perceived conflict between their personal interests or their duties to other parties and their duties and responsibilities as members of ACES.

### **6.2 Disclosure**

All ACES members must promptly make full disclosure to the ACES Chief Operating Officer of all relevant facts and circumstances giving rise to an actual, potential or perceived conflict of interest and to ensure that all appropriate steps are taken to eliminate or manage such conflicts.

## **7. Gifts and Benefits**

### **7.1 Compliance**

All ACES staff, students and affiliates must not solicit nor accept gifts or benefits, either for themselves or for another person, which may in any way, either directly or indirectly, compromise or influence them in their official ACES capacity.

### **7.2 Bribes**

All ACES members must report any offers of bribes to their supervisor, who should then ensure that the matter is reported as corrupt behaviour in accordance with your organisation's code of conduct.

## **8. Public Comment**

**8.1 Compliance:** All ACES members who make public comment or representations and identify themselves as members of ACES must comply with their own organisation's ethical guidelines.

## **9. Use and Security of Official Information**

### **9.1 Must do**

All ACES members must:

- Maintain the integrity, confidentiality and privacy of ACES records and information to which they have access to in the course of their employment or study.
- Take all reasonable precautions to prevent unauthorised access to, or misuse of, ACES records and information.
- Comply with your organisation's privacy and information policies.

### **9.2 Must NOT do**

All members must not:

- Disclose, or offer to supply, confidential or private ACES records or information, except when authorised to do so as part of their normal duties and functions, or when required or permitted to do so by their organisation's policy, State or Commonwealth law, court order or other legal instrument.
- Access or use information, including information on electronic systems and hardcopy files, other than for an authorised purpose

- Destroy, or authorise the destruction of, ACES records other than in accordance with your organisation's policy and relevant legislation.

## **10. Work Health & Safety**

10.1 Compliance: All ACES members must comply with their organisation's Work Health & Safety policies and procedures, and:

- Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work.
- Cooperate with ACES and their organization to ensure compliance with all relevant health and safety laws.

Source Credit: This Code of Conduct was adapted from that of CAASTRO (<http://caastro.org>)