



# **Code of Conduct Policy and Procedures**

## **Purpose**

The Code of Conduct Policy and Procedures (the Code) outlines the standard of behaviour expected of all individuals associated with the Central Institute of Technology and Innovation (the Institute). This includes employees, Board members, committee members, contractors, agents, and any other representatives acting on behalf of the Institute. (A separate Student Code of Conduct applies specifically to students.) The Code is designed to support all members of the Institute community in understanding their responsibilities and obligations, provide clear guidance on expected professional and ethical behaviour, and promote a culture of integrity, respect, and accountability. While the Code does not seek to encompass every possible situation that may arise, it provides a framework of principles to guide acceptable behaviour across all areas of Institute activity, ensuring consistency, transparency, and compliance with relevant legislation, regulations, and institutional policies

## **Scope**

This policy applies to:

- All employees of the Institute (academic, professional, and casual staff).
- Members of the Board of Directors and all sub-committees.
- Members of the Academic Board and other governance committees.
- Contractors, consultants, and agents engaged by the Institute; and

- Any individual representing the Institute in an official capacity, whether onshore or offshore.

All individuals to whom this policy applies are expected to adhere to the Code in all interactions, whether internal (with colleagues, students, or staff) or external (with partners, stakeholders, or the public). Breaches of the Code may result in investigation and disciplinary action in accordance with the Institute's policies and procedures.

## Related Documents

This policy should be read in conjunction with the following Institute documents:

- Academic Freedom Policy and Procedures
- Conflict of Interest Policy and Procedures
- Anti-Discrimination Policy and Procedures
- Information and Privacy Policy and Procedures
- Staff Complaints and Appeals Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.

## Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
Staff Member	Any person who is an employee of the Institute. This includes full-time, part-time, sessional and casual staff.
Student	Any person enrolled as a student of the Institute. This includes enrolment in all modes of study and at all locations.
Supervisor	A staff member who has designated responsibility for managing and/ or overseeing the performance and workplace behaviour of other workers.

Term	Definition
Conduct	Conduct means the personal behaviour of a person.
Academic freedom	The freedom of academic staff to teach, discuss, exhibit artistic works or public performances, conduct research, as well as disseminate and publish the results of their research. Academic freedom extends to the freedom of academic staff to contribute to public debate, in relation to their subjects of study and research, and the freedom of academic staff to participate in professional or representative academic bodies.
Freedom of Speech	The freedom of staff, students, and invited visitors to the Institute to express lawful opinions publicly, without undue restriction
Discrimination	<p>Discrimination as defined in the Anti-Discrimination Act 1977 (NSW), means to treat an individual less favourably because of an attribute listed in that Act, or to impose unreasonable terms or conditions for which individuals with a particular attribute are unable to comply. Attributes include:</p> <ul style="list-style-type: none"> <li>• parental status</li> <li>• pregnancy</li> <li>• breastfeeding</li> <li>• religious belief or activity</li> <li>• political belief or activity</li> <li>• relationship status</li> <li>• sex</li> <li>• lawful sexual activity</li> <li>• gender identity</li> <li>• sexuality</li> <li>• age</li> <li>• race, nationality or ethnic origin</li> <li>• disability or impairment</li> <li>• trade union activity</li> <li>• family responsibilities</li> <li>• association with, or relation to, a</li> </ul>



Term	Definition
	<p>person identified on the basis of any of the above attributes.</p> <p>Discrimination can be either direct or indirect. Direct discrimination takes place when an individual is disadvantaged or treated less favourably than another person. Indirect discrimination happens when a practice or policy appears to be fair because it treats everyone the same way but actually disadvantages people from a particular group.</p>
<b>Bullying</b>	<p>Bullying is repeated and unreasonable behaviour directed towards an individual or a group that creates a risk to health and safety. Bullying also includes Workplace Bullying, which is repeated, and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Bullying, including workplace bullying, does not include reasonable management action that is carried out in a reasonable manner. It is possible for a person to be bullied, harassed and discriminated against at the same time.</p> <p>Detailed below are examples of behaviours, whether intentional or unintentional, that may be regarded as bullying or workplace bullying if they are repeated, unreasonable and create a risk to health and safety.</p> <p>Examples include:</p> <ul style="list-style-type: none"><li>• Abusive, insulting or offensive language or comments</li><li>• Unjustified criticism or complaints</li><li>• Deliberately excluding someone from workplace or study-related activities</li><li>• Withholding information that is vital</li></ul>

Term	Definition
	<p>for effective work or study performance</p> <ul style="list-style-type: none"> <li>• Setting unreasonable timelines or constantly changing deadlines</li> <li>• Setting tasks that are unreasonably below or beyond a person's skill level</li> <li>• Denying access to information, supervision, consultation or resources to the detriment of a worker or student</li> <li>• Spreading misinformation or malicious rumours</li> <li>• Changing work arrangements to deliberately inconvenience a particular worker or workers.</li> </ul>
Victimisation	Victimisation means treating someone unfairly because they have made, or intend to make, a discrimination or harassment complaint. This also includes those who have supported another person in making a complaint.
Vilification	Vilification is behaviour that incites hatred, serious contempt, revulsion or severe ridicule for a person or groups of people because of their race or religion. Vilification can be perpetrated by an individual, groups of people, or an organisation.
Harassment	<p>Harassment is offensive conduct of an unwelcome nature. Harassment may be physical, verbal or suggested behaviour that makes a person feel uncomfortable, humiliated, or mentally distressed.</p> <p>The term workplace harassment covers any and all types of harassment that may happen in a professional setting.</p>
Conflict of Interest	Conflict of interest is assessed in terms of the likelihood that staff members possessing a particular interest could be



Term	Definition
	improperly influenced, or might appear to be improperly influenced, in the performance of their duties.
Misconduct	Misconduct means conduct which is not serious misconduct but which is nonetheless conduct which is unsatisfactory.
Serious Misconduct	<p>Serious Misconduct means misconduct of a serious nature and includes:</p> <ul style="list-style-type: none"><li>• serious misbehaviour of a kind which constitutes a serious impediment to the carrying out of a staff member's duties or to a staff member's colleagues carrying out their duties</li><li>• serious dereliction of the duties required of the staff member's office</li><li>• conviction by a court of an offence which can be demonstrated to constitute a serious impediment of the kind referred to in this definition.</li><li>• wilful or deliberate behaviour by a staff member that is inconsistent with the continuation of the contract of employment</li><li>• conduct that causes serious and imminent risk to the health and safety of a person or the reputation, viability or profitability of the Institute</li><li>• during employment, engaging in theft, fraud, assault, intoxication at work (where a staff member's faculties are so impaired as to make the staff member unfit for duty),</li><li>• refusing to carry out a lawful and reasonable instruction that is consistent with the staff members contract of employment.</li></ul>

Term	Definition
Disciplinary Action	<p>Measures taken by the Institute in relation to unsatisfactory performance, misconduct, or serious misconduct and includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Formal counselling of an employee by an appropriate supervisor or internal or external counsellor</li> <li>• Giving an employee a written warning (including where appropriate, a final warning)</li> <li>• Suspension with or without pay</li> <li>• Formal censure</li> <li>• termination of employment</li> </ul>
Ethics	<p>The guiding values, principles, and standards that enable people determine how things should be done and how they should act. Ethics refers to the judgements that people make and the process that determines those judgements. It is the process by which people make value-based decisions which ultimately guides their actions and behaviours.</p>
Ethics Systems	<p>The policies, codes, management structures, and processes an organisation establishes to encourage appropriate behaviour in the workplace, including values; codes of ethics/conduct, performance management and rewards systems, corporate governance systems including risk analysis, performance evaluation and reporting protocols, risk audits and fraud, and corruption policies.</p>
Natural Justice	<p>Natural Justice is a fundamental human right. All staff and students are entitled to a decision by a disinterested and unbiased adjudicator, and that all parties shall be given adequate notice of the case against them, and a right to respond.</p>



Term	Definition
Gifts, Benefits, and Hospitality	<p>The term “gifts” should be used in its broadest context (for example, vouchers, jewellery, or an invitation or tickets to an event). The Institute does not encourage the proffering of gifts in the workplace. However, subject to the Conflict of Interest Policy and Procedures, a staff member may give or accept a gift that is offered as part of a social, cultural or ceremonial practice. This does not extend to standard promotional material distributed by an organisation, or business, free of charge, equally to all, where its primary purpose is to promote the organisation or business; or a small gift or gesture of goodwill given solely in the spirit of a festive celebratory event that could not be reasonably deemed as a conflict of interest.</p>
Gender Based Violence	<p><b>Gender-Based Violence (GBV)</b> refers to any act of physical, sexual, psychological, emotional, or economic harm or threat of harm that is directed at an individual or group based on their sex, gender, gender identity, or perceived gender. It includes actions that cause or are likely to cause physical, sexual, or psychological harm or suffering, and may occur in public or private life.</p> <p>GBV encompasses a broad range of behaviours, including but not limited to:</p> <ul style="list-style-type: none"><li>• Sexual assault and sexual harassment</li><li>• Stalking and intimidation</li><li>• Coercive control or manipulation</li><li>• Verbal abuse, threats or derogatory gender-based comments</li><li>• Domestic and family violence</li></ul>





Term	Definition
	<ul style="list-style-type: none"><li>• Discrimination or exclusion based on gender or gender identity</li><li>• Cyber harassment with gendered or sexual content</li></ul> <p>GBV is a serious violation of human rights and is prohibited under Australian law, including the Sex Discrimination Act 1984 (Cth), and relevant workplace health and safety legislation. It undermines equality, personal safety, and wellbeing, and is incompatible with the values and responsibilities outlined in this Code of Conduct.</p>

## Policy Principles

The Institute is committed to maintaining a professional, ethical, and respectful environment for all members of its community. The following principles guide behaviour and decision-making across all levels of the Institute:

1. **Integrity and Honesty:** All members of the Institute community must act with integrity, honesty, and transparency in all dealings, whether internal or external. Avoid conflicts of interest, and disclose any circumstances that may give rise to a conflict.
2. **Accountability and Responsibility:** Individuals are accountable for their actions and decisions and must comply with all applicable legislation, regulations, policies, and contractual obligations. Decisions should be made in the best interests of the Institute, its students, and stakeholders.
3. **Respect and Fair Treatment:** All members must treat colleagues, students, partners, and the public with respect, dignity, and fairness. Discrimination, harassment, or bullying in any form is unacceptable.
4. **Confidentiality and Privacy:** Sensitive information obtained in the course of Institute duties must be handled with care and confidentiality. Personal



- information must be managed in accordance with privacy laws and Institute policies.
5. **Professional Conduct and Competence:** Members must maintain high standards of professional behaviour and demonstrate competence in their roles. Staff, Board, and representatives should engage in ongoing professional development to enhance their knowledge and capability.
  6. **Compliance with Laws and Regulatory Requirements:** All actions must comply with relevant laws, including higher education regulations, the ESOS framework, and TEQSA requirements. Members should ensure that conduct reflects the Institute's commitment to ethical and lawful practice.
  7. **Transparency and Ethical Decision-Making:** Decisions and actions should be undertaken in a transparent and ethical manner. Where relevant, decisions must be documented and communicated appropriately to ensure accountability.
  8. **Promotion of a Safe and Inclusive Environment:** Members are expected to contribute to a safe, inclusive, and supportive environment for learning, teaching, research, and professional activities. This includes fostering student wellbeing, staff collaboration, and respectful engagement with external stakeholders.
  9. **Stewardship of Institute Resources:** All Institute resources, including finances, physical assets, and intellectual property, must be used responsibly and only for legitimate purposes.
  10. **Commitment to Continuous Improvement:** Members are encouraged to engage in reflective practice, quality improvement, and innovation to strengthen the Institute's culture, governance, and operational excellence.

## Policy Statement

This Policy confirms the Institute's commitment to a Code of Conduct and outlines the expectations of all staff members of the Institute. It is designed to promote a culture of fair, respectful, and ethical behaviour and to ensure the Institute meets its obligations under State and Commonwealth legislation. The Code is designed to ensure that all staff:

1. Act with integrity, which includes being aware of and acting within the laws that apply to their conduct.
2. Maintain appropriate standards of conduct.
3. Exhibit fairness, impartiality, honesty, and equity in decision making.
4. Endeavour to create a workplace that fosters inclusion, freedom of expression, and respect for colleagues, students, and the broader community in which the Institute operates.
5. Foster and protect the reputation of the Institute.

### 1. Fair, Safe, and Ethical Environment

The Institute has a responsibility to provide a safe, encouraging and supportive work environment that recognises and values staff diversity, abilities and contributions. An ethical environment relies upon individuals having responsibility for their own professional behaviour.

- 1.1 All members of staff are entitled to be treated with respect and work in an environment free from discrimination, victimisation, harassment, bullying, violence (or threats of violence), or vilification.
- 1.2 All members of staff have a responsibility to act with integrity, honesty, transparency and impartiality in their dealings with colleagues, students and members of the wider community.
- 1.3 All members of staff are required to perform their duties in a safe and



competent manner in accordance with relevant Occupational Health and Safety legislation and Institution policies and procedures.

- 1.4 Staff must take care not to put themselves or other members of the Institute community at risk or reduce their ability to carry out their duties through unsafe practices, and/or inappropriate behaviours.
- 1.5 Staff must make every effort to ensure that students are safe and secure on campus or at external Institute functions or activities.
- 1.6 Staff members must report genuinely suspected wrongdoing, fraud, corrupt conduct or maladministration to the appropriate staff member and/or external authority.

## **2. Gender-Based Violence**

The Institute is committed to providing a safe, inclusive, and respectful environment for all members of its community. This section supports the Institute's broader commitment to equity, safety, and inclusion, and aligns with the principles set out in the Sexual Assault and Sexual Harassment Policy, the Work Health and Safety Policy, and relevant legislation including the Sex Discrimination Act 1984 (Cth) and the Higher Education Standards Framework (Threshold Standards) 2021, particularly Standards 2.3, 2.4 and 6.2.1f. Gender-based violence, including but not limited to sexual assault, sexual harassment, stalking, coercive control, and other forms of abuse or discrimination based on gender, sex, or gender identity, is strictly prohibited.

- 2.1 All students, staff, contractors, and visitors are expected to:
  - 2.1.1 Treat others with dignity and respect, regardless of gender or gender identity.
  - 2.1.2 Refrain from any behaviour that may constitute gender-based violence.
  - 2.1.3 Recognise that all forms of gender-based violence are unacceptable and may constitute misconduct and/or criminal behaviour.



- 2.1.4 Report any incidents or concerns of gender-based violence through appropriate channels, including confidential reporting to the Director of Compliance, Human Resources, or external authorities where appropriate.
- 2.1.5 Cooperate with investigations into any alleged incidents in accordance with Institute policies and procedures.
- 2.2 The Institute will take all reports of gender-based violence seriously and act promptly to investigate and address concerns.
- 2.3 Disciplinary action may be taken against individuals who breach this Code, including termination of employment, suspension or expulsion, and referral to law enforcement where applicable.

### **3. Personal and Professional Behaviour**

Staff members are to perform any duties associated with their position diligently, impartially, and conscientiously to the best of their ability. In the performance of their duties, staff members are to:

- 3.1 Treat members of the public, students, and other staff members with courtesy and sensitivity of their rights.
- 3.2 Endeavor to provide all necessary, reasonable, and appropriate assistance.
- 3.3 Endeavour to maintain current knowledge of the advances and changes in the professional and ethical standards relevant to their area of expertise and their role at the Institute.
- 3.4 Comply with any relevant State or Federal legislative, industrial, or administrative requirements.
- 3.5 Comply with all Institute rules, policies, and procedures.
- 3.6 Maintain adequate records to support any decisions made.
- 3.7 Conform with the Institute's commitment to sustainability and to avoid the unnecessary waste of resources.



- 3.8 Maintain the confidentiality of official information in accordance with the State and Federal legislation and Institute's Information and Privacy Policy and Procedures.
- 3.9 Avoid undertaking any activity that could potentially compromise the performance of their duties.
- 3.10 Comply and adhere to this Code.

## **4. Equity, Diversity, and Social Inclusion**

Staff are instrumental in creating a work and study environment where all members of the Institute's community are able to participate fully, find a sense of belonging, and have the opportunity to engage meaningfully with the broader community.

- 4.1 Staff will act to create a fair, respectful, inclusive, and safe workplace environment, where diversity is valued and where unlawful discrimination, violence (or threats of violence), bullying, harassment, vilification, and victimisation in any form are considered unacceptable.
- 4.2 Staff will seek to understand their rights and responsibilities in relation to State and Federal anti-discrimination legislation and integrate the principles of equality of opportunity, natural justice, and inclusivity into their day-to-day practices and behaviours.

## **5. Conflict of Interest**

The potential for a conflict of interest arises when a staff member has private interests that could influence or appear to influence judgements made during the course of their professional duty. Staff members must ensure that there are no real or apparent conflicts of interest with respect to:

- 5.1 The misuse of influence to further personal, sexual, and financial relationships, whether with other staff, students, or members of the community.



- 5.2 Making decisions and providing advice.
- 5.3 External, private work including directorships and board memberships.
- 5.4 Use of confidential information.
- 5.5 Any staff member who is unsure if a conflict of interest exists must seek advice from a more senior member of staff. In some cases, only the individual staff member will be aware of the potential for conflict of interest.
- 5.6 If so, or if in doubt, the onus is on the staff member to declare any possible conflict to their supervisor in writing. Where there is a potential or real conflict of interest, staff must act in accordance with the Conflict of Interest Policy and Procedures.
- 5.7 Staff members found to be in breach of the Conflict of Interest Policy and Procedures may face disciplinary action.

## **6. Personal Relationships**

- 6.1 Where staff are working with family members, or with persons with whom they develop a close personal relationship, or such relationships exist with prospective staff they must be aware that this has the potential to create a conflict of interest if one staff member is involved in a decision relating to the selection, appointment, or promotion of another, or in a supervisory relationship to another and is responsible for employment related decisions.
- 6.2 A personal or family relationship between a staff member and a student for whom they have direct teaching or assessing responsibility will compromise the staff member's obligation to assess all students fairly.
- 6.3 Such responsibility may include but is not limited to supervision and/or assessment of students, selection of students for admission, or receipt of awards or scholarships.
- 6.4 Where there is a potential or real conflict of interest, staff must act in

accordance with the Conflict of Interest Policy and Procedures.

## **7. Gifts, Benefits, and Hospitality**

Staff members have a responsibility to behave with integrity and impartiality. This includes responding appropriately to offers of gifts, benefits, and hospitality, including when travelling overseas on work-related business. The following principles apply:

- 7.1 Staff must not solicit gifts or benefits that might in any way compromise or influence them in their capacity as employees of the Institute.
- 7.2 In accordance with the Conflict of Interest Policy and Procedures, a staff member may give or receive a gift which is offered as part of a social, cultural, or ceremonial practice.
- 7.3 Staff must not seek or accept gifts that could be reasonably perceived as influencing them, particularly from people or organisations about whom they are likely to make decisions, including:
  - 7.3.1 Procurement of goods or services.
  - 7.3.2 Enforcement of legislation, policy or similar rules and regulations.
  - 7.3.3 Licensing agreements.
  - 7.3.4 Recruitment processes.
  - 7.3.5 Student enrolment and/or entry procedures.
- 7.4 A staff member may give or receive a gift that is offered as part of a social, cultural, or ceremonial practice. If the gift could be construed as an inducement to act in a certain way, the staff member should not accept the gift.
- 7.5 Gifts of money may not be accepted in any circumstances. If a staff member is offered a bribe, the incident must be reported to the relevant supervisor immediately. If a staff member is unsure how to respond to an





offer of a gift, benefit, or hospitality, they should seek advice from their supervisor.

## **8. Outside Activities, Employment, and Private Practice**

The Institute encourages staff to contribute and engage with the community by providing assistance to government, community agencies, and professional and industry bodies through a range of professional activities. In undertaking these professional activities, staff must observe the following requirements:

- 8.1 Staff members must have approval from their supervisor for activities undertaken during normal working hours and/or if these activities could conflict with their employment at the Institute.
- 8.2 Outside activities must not involve the use of the Institute's resources without prior permission and reimbursement to the Institute where appropriate.

## **9. Academic Freedom and Freedom of Speech**

Staff are encouraged to speak to the media or in public forums about issues relating to their area of specialisation in teaching and/or research. Staff are also encouraged to contribute to public debate about political and social issues. The following principles apply:

- 9.1 If commenting on matters outside of their discipline or area of professional expertise or on political or social issues, staff may do so on their own behalf and must not claim such views represent the Institute.
- 9.2 On matters of Institute policy or management decisions, only the Chief Executive Officer can speak on behalf of the Institute as its official spokesperson.
- 9.3 Staff must advise their supervisor in writing when planning to speak to the



media.

- 9.4 The Institute will promote and protect academic freedom as defined in the Academic Freedom Policy and Procedures.

## **10. Use of Social Media**

Staff members must be mindful of their use of social media. Staff members must ensure that their online interactions are respectful to the Institute and members of the Institute's community and are in accordance with relevant Institute policies and procedures.

## **11. Intellectual Property and Copyright**

Staff members are required to comply with relevant internal policies and procedures and relevant agreements with third-party providers in relation to Intellectual Property and Copyright.

## **12. Confidential Information and Privacy**

Staff and students are entitled to confidentiality and privacy with respect to information relating to them. Staff should ensure that they are aware of the legal and ethical requirements relating to information privacy and the use of commercially sensitive and confidential information. For further information staff should refer to the Information and Privacy Policy and Procedures.

## **13. Records Management**

The Institute is legally bound to adhere to proper records management practices and procedures. All documents that form part of the Institute's public record must be placed in official files. Staff must not damage, dispose of, or in any other manner interfere with official documents or files. The destruction of records may only take



place in accordance with a disposal and retention schedule endorsed by the State Records Act 1998 (NSW) – Level 1. For further information staff should refer to the relevant Institute policy and procedures.

## **14. Scholarship and Research**

Any cases of research or scholarship misconduct or breaches as outlined in the Australian Code for the Responsible Conduct of Research should be raised with the relevant supervisor as soon as practicable. Such instances will be addressed on a case-by-case basis as per the Institute's policies and procedures.

## **15. Institute Resources**

- 15.1 All members of the Institute are accountable for the efficient and effective use of funds and must only act within delegated authority and in accordance with the Delegations of Authority Policy and Procedures.
- 15.2 Staff are expected to maintain proper documentation and records of financial transactions, report instances of misuse or misappropriation of Institute funds, and not use funds or credit cards for personal use or benefit.
- 15.3 Staff must report damaged or defective equipment and facilities to the appropriate staff member, and they must ensure that where the damage or defect is a danger to health and safety, action is taken to protect staff members and others from danger.
- 15.4 All staff are required to observe the Institute's policies and procedures for the use of information technology. Staff must not allow any unauthorised access to the Institute's information systems. Failure to comply may result in disciplinary action.



## **16. Leadership in upholding the Code**

All staff members should endeavour to model their behaviour based on the Institute's core values and this Code. At all times, staff are expected to act in an ethical manner. Leadership in upholding the Code is about positive influence, inspiring, and empowering others.

## **17. Breaches and Complaints Provision**

- 17.1 Any person, whether or not they are a member of the Institute, who, on the basis of reasonable grounds, believes that the Institute has breached this Code may complain in writing to the Chief Executive Officer and/or regulating authority specifying details of the alleged breach.
- 17.2 Breaches of the Code may result in disciplinary action. Complaints will be dealt with on a case-by-case basis and in accordance with relevant policies and procedure. Disciplinary action may result as an outcome of an investigation into an allegation of breach of policy.

## **Procedures**

These procedures are for determining breaches in the Code of Conduct. Noting here that alleged breaches in the Code may be covered by State and Federal legislation and acts or other Institute policies and procedures. Suspected breaches of the Code will be considered on a case-by-case basis. As such, the procedures outlined here are indicative only.

### **1. Notification of the Suspected Breach**

- 1.1 As soon as practicable after a suspected breach, the staff member should notify their supervisor in writing of the suspected breach.
- 1.2 Where the suspected breach involves the supervisor, the staff member should contact the Chief Executive Officer.



- 1.3 Where the suspected breach involves the Chief Executive Officer, the staff member should contact the Board of Directors.
- 1.4 Where the suspected breach occurs at an organisation level and involves members of senior management and/or board and committee members, the staff member should notify the relevant regulatory body.

## **2. Delegation of an Investigator**

- 2.1 Upon receiving notification of a suspected breach of the Code, the supervisor and/or delegate will acknowledge receipt of the allegation.
- 2.2 Depending on the nature of the allegation an investigator, unbiased and distant from the suspected breach, will be allocated to investigate the suspected breach.
- 2.3 The staff member that raised the suspected breach will be notified of the investigator and the process that will be undertaken to investigate the suspected breach of the Code.
- 2.4 The staff member that is alleged to have breached the Code of Conduct will be notified in writing of the suspected breach, and they will be notified of the investigator and the process that will be undertaken. They will also be notified of any request for information and/or appeal processes.
- 2.5 The safety and well-being of the staff members involved must be considered in all investigations. The investigator must ensure that the person raising the suspected breach is not victimised or adversely affected as a direct or indirect consequence of raising the breach.
- 2.6 Natural Justice must be ensured for the staff members involved in the investigation.



### **3. Investigation and Determining of an Outcome**

- 3.1 The investigation will be undertaken in accordance with the relevant Institute policy and procedures.
- 3.2 Relevant staff will be notified of the outcome in writing.
- 3.3 Where disciplinary action is required, relevant staff will be notified in writing of the disciplinary action.
- 3.4 Staff are able to appeal an outcome as per the Complaints and Appeals Policy and Procedures.

### **4. Reporting**

- 4.1 Suspected breaches of the Code and the outcome of the investigation will be reported upon through the appropriate channels.

## **Related Legislation**

This policy should be read in conjunction with the following related documents:

- [Anti-Discrimination Act NSW 1977](#)
- [State Records Act 1998](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Commonwealth Human Rights and Equal Opportunity Commission Act 1986](#)
- [Equal Opportunity for Women in the Workplace Amendment Act 2012](#)
- [Commonwealth Crimes Act 1914](#)
- [Commonwealth Fair Work Act 2009](#)
- [Commonwealth Racial Hatred Act 1995](#)
- [Commonwealth Copyright Act 1968](#)



- [Commonwealth Age Discrimination Act 2004](#)
- [Work Health and Safety Act 2011](#)

## Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	6/20/2025	Chief Executive Officer	Board of Directors	Corporate Policy

## Policy Information

<b>Author</b>	Chief Executive Officer
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