



Code of Conduct and Acceptance – Employees & Volunteers

Introduction

The purpose of this Code of Conduct is to provide with a clear understanding of the principles of good conduct and standards of behavior that is expected when performing your duties as an ANZUP employee, member or volunteer. For the purposes of this document a volunteer is defined as a non-member.

ANZUP Core Competencies / Values

COLLABORATION	with community, our people and other groups to achieve our goals
INTEGRITY	in everything that we do
RESPECT	for others
COMMITMENT	in our mission
AGILITY	in being able to embrace innovation and run with new opportunities
effectively	

Statement of the General Duties of Employees

All ANZUP employees are expected to perform their duties with efficiency, fairness and impartiality while upholding the ANZUP Values within the workplace. Employees must not make improper use of information acquired throughout the course of their employment. The code of conduct is intended to advance the Mission of ANZUP and demonstrate our commitment to providing an ethically responsible workplace with governance procedures to support this.

The CEO has an open-door policy. If you have a concern, grievance, or something personal that is impacting you at work, you're encouraged to speak with the CEO in confidence. These conversations are welcomed and are intended to help find a fair and appropriate way forward.

Personal and Professional Behaviour

Employees must:

- at all times uphold the values of ANZUP
- develop and maintain knowledge and understanding of their area(s) of responsibility
- exercise their best professional and ethical judgment
- perform their duties diligently, impartially, conscientiously and to the best of their ability
- act fairly and reasonably and treat colleagues, visitors, collaborators and members of the public with respect and courtesy
- maintain a cooperative and collaborative approach to working relationships
- dress appropriately at work or when representing the ANZUP at external locations by wearing smart, tidy, office attire



- comply with all applicable legislation, professional standards and ANZUP policies and procedures including in relation to:
 - conduct of the ANZUP research program
 - confidentiality and privacy of information
 - equal opportunity
 - OHS
 - anti-discrimination
 - efficient and effective use of ANZUP resources
 - protection of the ANZUP's intellectual property rights.

Privacy

We respect and value the right to privacy and do not routinely involve ourselves in the personal lives of our employees and/or volunteers. Any personal information shared with ANZUP during the course of employment or volunteering will be handled with care, kept secure, and treated as confidential, in line with the National Privacy Principles and our legal obligations.

Confidential Information

From time to time, paid employees and volunteers may have access to confidential and sensitive business information about ANZUP and our internal and external collaborators. All employees and volunteers have a duty to maintain confidentiality, integrity and security of this information .

During any period of employment, or volunteering, and at any time thereafter, individuals are not to disclose any unauthorised sensitive or confidential information relating to ANZUP's employees, volunteers or dealings except when required to do so by law. *Please refer to your signed employment contract.*

Conflict of Interest

At ANZUP, employees and volunteers are not to use their position in the organisation, or information gained as a result of position, for their own personal gain. Employees have a responsibility to disclose any conflict of interest that arises, or is likely to arise, and to remove oneself from any related decision-making process.

A **financial conflict** of interest can arise where an employee has a financial interest in an enterprise and is in a position to influence contracts for business between that enterprise and ANZUP.

A **personal conflict** can arise if dealing with personal friends or family members when objective assessment of performance or value is necessary.

A **professional conflict** can arise if a business is willing to take advantage of a deal with another enterprise with which an employee has professional dealings, and that deal depends upon the business' relationship continuing with ANZUP.



Workplace Bullying, Harassment and Discrimination

ANZUP promotes a workplace free from bullying, harassment and discrimination. Any form of workplace bullying, harassment or discrimination is unacceptable at ANZUP and any such practices whether by words, actions or gestures will not be tolerated.

Managers and employees must take action to address and prevent bullying and harassment.

If you believe you are experiencing bullying, harassment, or discrimination at work, you are encouraged to speak up as soon as you feel able. If it feels appropriate, you can let the person involved know that the behaviour is unwanted. You should then report the matter in writing, with as much detail as possible, to the Chief Executive Officer (CEO). If you would prefer not to raise the issue with the CEO, you may instead report it to the ANZUP Chair.

Once a complaint is received, the CEO will acknowledge it in writing within 24 hours and advise the ANZUP Chair. The matter will be reviewed promptly and investigated as soon as practicable, with the aim of reaching an outcome within seven days where possible.

If the complaint is upheld, appropriate action will be taken in line with relevant legislation, including the Anti-Discrimination Act 1977. Where needed, ANZUP may seek advice or support from external bodies such as the NSW Industrial Relations Commission or ANZUP's legal advisers.

All internal intervention should be completed within fourteen days of the initial complaint. If internal intervention fails to resolve the issue, external mediation may be sought. If external mediation is sought, assistance from the NSW Industrial Relations Commission may be required. The Industrial Relations Commission may recommend further mediation or conciliation prior to the matter going to court. It is expected that most cases can be handled within a fourteen day timeframe by in-house management. Any such claims will be treated confidentially and employees will be protected from victimisation.

Media Communication

ANZUP employees and/or volunteers must not make media statements or public comments on behalf of ANZUP unless they have been authorised by the ANZUP Chair and/or CEO. The Chair and CEO are the designated spokespeople for ANZUP and are responsible for all official media and public communications.

From time to time, approval may be given to an individual to speak on a specific topic where they have relevant expertise. This authorisation is limited to that topic only and cannot be passed on to others.

Employees, contractors, volunteers, and anyone in a leadership role at ANZUP including Directors, committee and working group members must not make public statements or comments that could be interpreted as representing ANZUP, unless authorised and consistent with ANZUP policies.

This also applies to social media. When commenting online, employees should be mindful that they may be identified as representing ANZUP. Public posts or commentary about ANZUP, its work, stakeholders, or related issues should not be made without appropriate approval. Personal opinions should not be



presented in a way that could be seen as speaking on behalf of the organisation. For further guidance please refer to the ANZUP Social Media policy.

Use of ANZUP Resources

It is expected that employees will be efficient, economical and responsible in the use and management of ANZUP resources (e.g. equipment, tools, stationery, electricity, telephone, etc.)

Acceptable use of Email/Electronic Facilities

Employees must acknowledge that ANZUP owns all the computers and general office equipment, and that all such equipment/devices are provided for ANZUP work. , Only ANZUP applications are permitted to be installed on workplace computers.

Copyright infringements using ANZUP equipment or systems are prohibited. Each employee is personally responsible for ensuring appropriate use of the Internet and all employees and volunteers are advised that monitoring of internet and email activity may be undertaken by ANZUP.

ANZUP policy prohibits the electronic transmission or receipt (or inviting the electronic receipt) of material that is:

- harassing;
- threatening;
- designed to cause damage;
- likely to invoke disrespect of other employees or members of the community whether by discrimination or inappropriateness
- containing information that is illegal (e.g. pornographic material).

Any person who sends email containing such material may expect to be dismissed, committing a serious criminal offence and may be prosecuted for that offence.

Acceptance of Gifts or Benefits

It is unethical and unacceptable for employees to solicit gifts or benefits for themselves (or personal associates). Additionally, employees are not to accept gifts or benefits offered to them which might compromise them or influence their official capacity, or which might be seen by others as an inducement, which could place an employee under an obligation. Gifts of nominal value used for promotional purposes or moderate acts of hospitality may be accepted.

Consequences of Policy Breaches

Employees breaching any of the forgoing policies should expect ANZUP to exercise disciplinary action of a size that corresponds with the severity of the breach (including suspension or termination of



employment). ANZUP reserves the right to suspend, end or vary any volunteering arrangement in the event that a volunteer breaches any applicable forgoing policies.

Statement of Commitment

Employees

As an ANZUP employee, I am committed to undertaking any formal duty that I may have in relation to ANZUP conscientiously and to the best of my ability. In addition to all legislative requirements, I have adopted this Code of Conduct as the standard that we will abide by in the performance any action or duty that may be undertaken officially on behalf of ANZUP.

In the performance of my role I will uphold the ANZUP core values and act with honesty, integrity and transparency and conduct myself in a way that both generates community trust and confidence in me as an individual and enhance the role and image of the ANZUP and the community.

I,
[Name in full]

of,
[residential address]

HEREBY AGREE to be bound by ANZUP's Code of Conduct, which I have read prior to my signing below.

SIGNATURE:

DATE:



Statement of Commitment

Volunteers

As a volunteer of ANZUP:

- (a) I acknowledge that I have read and understood this Code of Conduct and agree to comply with it while undertaking volunteer activities for ANZUP;
- (b) I understand that this Code of Conduct sets out behavioural expectations and standards applicable to my role as a volunteer;
- (c) I acknowledge that my participation as a volunteer is voluntary and does not create an employment, contractual, or agency relationship;
- (d) I understand that failure to comply with this Code of Conduct may result in ANZUP reviewing, restricting, suspending, or ending my involvement as a volunteer; and
- (e) I agree to comply with any reasonable directions given by ANZUP that are relevant to my volunteer role and consistent with this Code of Conduct.

I,
[Name in full]

of,
[residential address]

HEREBY AGREE to comply with ANZUP's Code of Conduct, which I have read prior to my signing below.

SIGNATURE:

DATE: