

Annexure A: Staff Code of Conduct

Approver	Senate
Sponsor	Vice-Chancellor
Owner	Chief People and Culture Officer
Secretary	Corporate Secretary
Policy Type	Institutional
Policy Category	Corporate Governance

Introduction

The University of Western Australia (the University) is committed to building and sustaining a culture that reflects our values of Excellence, Integrity, Innovation, Collaboration, and Equity. The Code of Conduct (the Code) sets the standard for how we work, how we lead, and how we treat one another, ensuring that our behaviours strengthen both the culture and the reputation of the University.

Leadership at the University is demonstrated not only through formal roles but through personal accountability. Every member of our community is responsible for acting ethically, with respect and professionalism, and for contributing to a safe, inclusive, and supportive environment where everyone can thrive.

Adherence to this Code is a condition of employment and engagement with the University and defines the standards of ethical and professional conduct expected. The Code forms part of the University's broader policy governance framework and does not exclude or replace any statutory rights or obligations.

The Code provides a framework to support sound decision-making, ethical behaviour, and accountability in day-to-day work and interactions with the wider community. While the Code encourages personal judgement and positive behaviours, failure to uphold its obligations may constitute a breach and result in disciplinary action or referral to external authorities where appropriate.

By embodying this Code, we uphold our responsibilities, reinforce a positive culture, protect the reputation of the University, and ensure the University remains a place where independent thinking, intellectual freedom, and personal accountability are respected. This Code supports a University environment where excellence, integrity, and respect are experienced every day.

Application

This Code applies to all parties engaged with the University, including:

- (a) All UWA employees, whether full-time, part-time, fixed term, or casual;
- (b) Contractors, consultants, and their employees or contractors;
- (c) Honorary, Adjunct, and Emerita/Emeritus Professor appointees; and
- (d) Volunteers.

The Code covers all University activities conducted in Australia and overseas. It also applies when individuals are performing official University duties, whether on or off the campuses, and during or outside normal business hours.

The Code further extends to conduct outside University activities where that conduct may reasonably be expected to adversely affect the University or the individual's relationship with the University.

All parties are expected to understand these requirements, uphold the standards of the Code, and contribute to the respectful, accountable, and values-driven culture of the University.

For the avoidance of doubt, nothing in the Code is intended to detract from the principle of academic freedom enshrined in the University's Code for the Protection of Freedom of Speech and Academic Freedom.

Principles of Conduct

1 Demonstrate Professional and Ethical Behaviour

At UWA, professionalism and ethical conduct are the foundation of our shared success. By consistently acting with diligence, respect for laws and policies, and a commitment to high standards, we create a workplace culture that reflects our values and earns the trust of our community.

All staff members must:

- 1.1 Act professionally and ethically in the performance of University activities.
- 1.2 Comply with all lawful and reasonable directions.
- 1.3 Comply with all University policies and procedures, including any associated guidelines.
- 1.4 Observe and obey the laws of Australia and any jurisdiction in which they conduct University business.
- 1.5 Perform their duties diligently and to required University standards.
- 1.6 Subject to the University's Code for the Protection of Freedom of Speech and Academic Freedom and related Enterprise Agreement provisions, avoid conduct, including on social media, which could bring the University into disrepute.
- 1.7 Act in a way that upholds the values, integrity and reputation of the University.
- 1.8 Exercise their authority and discharge their duties in good faith, for proper purposes, to the extent of their delegated approval, and with a reasonable degree of care and diligence.
- 1.9 Ensure any necessary absence from work is communicated in advance, with appropriate notification and reason, and seek approval where required, while considering personal circumstances and supporting flexible working arrangements.
- 1.10 Where their position requires a specific licence, registration, qualification and/or equivalent:
 - a) Maintain their applicable licence, registration and/or qualification.
 - b) Report any change to the status of such licence, registration or qualification (including but not limited to imposition of any suspensions, conditions, restrictions), as well as any disciplinary action commenced by any regulator including professional bodies, within seven days of the action being commenced.
- 1.11 Observe all laws, professional codes of conduct and ethical guidelines relating to their profession.
- 1.12 Observe and maintain high ethical standards in all professional activities, including research, teaching, management, and engagement.
- 1.13 Disclose any affiliation, financial involvement, or benefit, whether direct or indirect, with any organisation or entity that has a direct, indirect, or perceived interest in the subject matter, activities, or responsibilities associated with a staff member's role or research at the University.

2 Act with Honesty, Integrity and Accountability

Honesty and integrity are at the heart of everything we do. We are committed to transparent decision-making, responsible stewardship, and accountability in our actions.

All staff members must:

- 2.1 Act with honesty and transparency in all University activities.
- 2.2 Make decisions within their delegated authority based on fair and objective processes and in

accordance with any applicable legislation or University policy.

- 2.3 Avoid, so far as reasonably possible, circumstances that may give rise to conflicts of interest, whether pecuniary or non-pecuniary, and whether actual, potential, or perceived. Where such circumstances arise, immediately declare the conflict, including any relevant personal or professional matters or relationships, and comply with any conditions imposed or directions given to manage it.
- 2.4 Not accept gifts, benefits, hospitality or any sort of incentive or inducement that could reasonably be seen as influencing or intending to influence their decisions or actions.
- 2.5 Report any gifts, benefits and hospitality received in accordance with University policy.
- 2.6 Refrain from using their position, authority, or information for personal gain or to advantage others inappropriately.
- 2.7 Accurately represent their qualifications, experience, and contributions relevant to their position with the University.
- 2.8 Declare in writing any secondary employment or other work for an external entity, in accordance with University policy, before commencing the engagement.
- 2.9 Report any charges or convictions against them (in any jurisdiction) within seven days of the charges being laid or the conviction being recorded, if the relevant offence:
 - a) is against the person of another;
 - b) involves fraud or dishonesty, or wilful damage to or destruction of the property of others; or
 - c) has a maximum penalty on conviction of imprisonment for 2 years or more,and, further, must provide procedural updates on the course of the relevant criminal proceedings upon request.
- 2.10 Report any allegation, charge or conviction they become aware of against a member of the University Community involving a child under 18 years of age.
- 2.11 Act with courage and integrity by safely intervening or reporting when witnessing disrespectful, harmful, or abusive behaviour.

The requirement to act with honesty and transparency is not intended to override confidentiality obligations, legal privilege, commercial in confidence arrangements, privacy requirements, or the careful handling of sensitive matters such as research integrity investigations or employment processes.

3 Promote a Safe, Respectful and Inclusive Work Environment

We believe that a respectful and inclusive environment is essential for everyone to thrive. By fostering safety, fairness, and dignity in all interactions, we build a community where diversity is recognised and respected, and where everyone feels safe to contribute.

All staff members must:

- 3.1 Not engage in any form of discriminatory, hateful, or prejudicial behaviour, including antisemitism, Islamophobia, racism, sexism, homophobia, transphobia, or religious vilification.
- 3.2 Take reasonable steps to intervene, report, or escalate concerns where discriminatory, hateful, unsafe, or harmful behaviour is observed, experienced, or disclosed, in accordance with University policies and reporting pathways.
- 3.3 Treat colleagues, students, and all other members of the University Community with courtesy, respect, and fairness.
- 3.4 Not bully, harass, threaten or support colleagues to bully or harass, colleagues, students, or any other member of the University Community, including verbally, physically, or through use of social media or any other form of electronic communication.
- 3.5 Not take any action that could reasonably be considered as sexual harassment, including unwelcome,

unsolicited and unreciprocated conduct in any form, including words and actions, and/or in print, email, text messages or social media.

- 3.6 Not act with hostility or aggression towards other individuals.
- 3.7 Take reasonable care to ensure their own health and safety and that of others, while performing University activities, including identifying and reporting any health and safety incidents, hazards or risks.
- 3.8 Ensure all University activities are conducted in accordance with applicable health and safety legislation and industry standards.
- 3.9 Present for work in a fit and proper condition, capable of safely performing required duties without risk to oneself or others and free from impairment due to alcohol, illicit drugs or any substance that could adversely affect their ability to work safely.
- 3.10 Not discriminate against colleagues, students or any other member of the University Community on the basis of any protected attribute, including race or ethnicity, sex, sexual orientation, age, breastfeeding status, family responsibility, family status, gender history or gender identity, impairment, marital status, political conviction, pregnancy, or religious conviction.
- 3.11 Act in a manner to facilitate a safe, inclusive, and respectful environment for colleagues, students and all other members of the University Community, including reporting any incidents or actions they may witness that do not promote the same.
- 3.12 Respond to complaints, disclosures, and concerns with empathy, using approaches that are sensitive to the impact of trauma and focused on the person's safety, dignity, and wellbeing.

4 Maintain Appropriate Professional Relationships and Boundaries

Professional relationships built on mutual respect and clear boundaries are key to maintaining trust and integrity. We are committed to ensuring that all interactions uphold the standards of our academic and workplace environment.

All staff members must:

- 4.1 Maintain appropriate boundaries with students, colleagues, and others in the University Community.
- 4.2 Not take unfair advantage of, or exploit any relationship with a colleague, student or any other member of the University Community for any form of personal gain, including for financial or academic purposes.
- 4.3 Maintain appropriate professional relationships with students, colleagues and members of the University Community, including by avoiding unwanted physical contact and the use of insulting, offensive, or inappropriate language.
- 4.4 Not engage in a relationship that creates, or could reasonably be perceived to create, a conflict of interest affecting professional judgement, assessment, supervision, or service, unless declared and appropriately managed.

5 Communicate and Use Information Responsibly

Clear, respectful, and responsible communication strengthens our community. We value the confidentiality and integrity of information and are committed to using it ethically and in line with our responsibilities.

All staff members must:

- 5.1 Maintain the integrity, confidentiality and privacy of all official University documentation and information, including personal or other information relating to colleagues or students, available to them during the course of their employment.

- 5.2 Not make use of, obtain access to, attempt to obtain access to or assist others to obtain access to University systems or information in order to gain or seek to gain a personal benefit or advantage for themselves or others, or cause detriment to the University or others.
- 5.3 Use University information only for authorised purposes, in connection with their position.
- 5.4 Only disclose or release University information in accordance with University policy, or other laws, regulations or codes that may apply, such as the *Public Interest Disclosure Act 2003 (WA)*.
- 5.5 Seek and obtain the appropriate approval before making any public comment on behalf of the University, including online or via social media.
- 5.6 When making any comment on an issue related to their area of expertise in a private capacity in any forum, online or otherwise, making clear that the comment is being made in that capacity and not on behalf of the University.

6 Use University Resources Responsibly

Our resources are entrusted to us to support learning, research, and service. We use them wisely and responsibly, ensuring they are protected and applied in ways that benefit the University and its mission.

All staff members must:

- 6.1 Use University property, facilities, and equipment only for authorised and legitimate purposes.
- 6.2 Protect resources from loss, damage, or misuse.
- 6.3 Not use University equipment, internet or email resources to access or store offensive, illegal, or inappropriate material.
- 6.4 Avoid inappropriate use of information technology, including accessing or disseminating offensive material via the internet or email or any kind of social media platforms.

7 Avoid Fraudulent or Corrupt Conduct

We uphold the highest standards of ethical behaviour and reject all forms of fraud and corruption. By acting with integrity, we protect the reputation of the University and the wellbeing of our community.

All staff members must:

- 7.1 Act ethically and not engage in conduct which is fraudulent or corrupt.
- 7.2 Not engage in conduct which is dishonest or may cause harm to a person.
- 7.3 Not engage in acts of misconduct as defined by the *Corruption, Crime and Misconduct Act 2003 (WA)*.
- 7.4 Report any suspected fraudulent or corrupt conduct to the University immediately, including where appropriate, in accordance with the University's policies and Public Interest Disclosure process.

8 Maintain Accurate Records

Accurate and timely record-keeping is essential to transparency and accountability. We are committed to maintaining records that reflect our decisions and actions, supporting good governance and continuous improvement.

All staff members must:

- 8.1 Keep accurate, complete, and timely records of actions, decisions, and transactions in accordance with applicable University policies and procedures, and legislation.
- 8.2 Secure and store records in accordance with applicable University policies and procedures, and

legislation.

8.3 Dispose of records appropriately and in compliance with legislative requirements.

Reporting Suspected Breaches of the Code

- All staff members have a responsibility to report suspected breaches of this Code to an appropriate manager, supervisor, academic adviser, People and Culture, or other relevant University contact.
- Suspected or actual breaches may also be reported through the University's independent and confidential whistleblower hotline at <https://uwa.stoplinereport.com>.
- Staff members may make a Public Interest Disclosure (PID). A PID is a disclosure of information that indicates past, present, or future wrongdoing by the University, including by its staff, in the performance of its public functions. A PID may be made at any time to one of the University's designated PID Officers.
- Breaches, or alleged breaches, may also be reported to external agencies where required or permitted by law.
- Malicious, vexatious, or knowingly false reports are themselves a breach of this Code.

Consequences of Breaching the Code

Breaches of the Code will be managed in accordance with relevant University policies, enterprise agreements, and applicable legislative obligations.

Disciplinary outcomes for breaches of the Code may include:

- Counselling and/or performance management;
- Formal disciplinary action, including termination of employment;
- Termination of appointment or engagement (e.g. adjuncts); and/or
- Referral to external authorities where breaches involve reportable conduct.

Compliance Monitoring

The Chief People and Culture Officer is accountable for:

- Monitoring compliance with the Staff Code.
- Reviewing the Code regularly to ensure alignment with legal obligations, University values and best practice.

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