



# ECU Student Guild

## SENATE CODE OF CONDUCT

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	<b>Senate Code of Conduct</b>
POLICY OWNER	General Secretary

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## 1. INTENT

- 1.1. The Code of Conduct outlines the required standard of acceptable behaviour and conduct that is expected of all Senators of Edith Cowan University Student Guild in the performance of their duties and interactions in and on behalf of the Student Body.
- 1.2. To ensure that all Senators of Edith Cowan University Student Guild demonstrate appropriate standards of professional and personal conduct that are consistent with the values of the Guild and uphold the public reputation of the organisation.
- 1.3. The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in within the Student Body.

## 2. ORGANISATIONAL SCOPE

- 2.1. This Code of Conduct applies to all Edith Cowan University Senators.
- 2.2. This Code of Conduct does not apply to Edith Cowan University Guild Representatives, Affiliated Club/ Collective/ Society committee members unless expressly listed in the terms.
- 2.3. Guild Representatives, Affiliated Club/Collective/Society committee members are governed under the Guild Representative and Club Code of Conduct and the specified constitution of the Affiliated Club/ Collective/Society.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
  - 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Affiliates** means any Club, Society or Collective that has affiliated with the Guild using the prescribed process and holds existing affiliation in any given year.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.

- 3.7. **Confidential Information** means information obtained or developed in the course of the conduct of Edith Cowan University Student Guild’s business and which if disclosed will or could lead to risk, damage or injury to ECU Student Guild employees, volunteers, contractors, senators, members or third parties
- 3.8. **Discipline Committee** means a body that will be to investigate all charges of contraventions of the Policies or of this Constitution, and to impose penalties described in the ECU Guild Constitution Schedule 1.
- 3.9. **Executive Officer** means the person undertaking the role and duties of ‘secretary’ for each Guild Department and Committee
- 3.10. **The Guild** means Edith Cowan University Student Guild.
- 3.11. **Guild representatives** means an individual engaged by the Guild to act on behalf of the Guild in representing the interests of students.
- 3.12. **Secretariat** means the executive members of the Senate.
- 3.13. **Senate or Senator** means the duly elected student representatives of the Guild.
- 3.14. **Volunteers** means any person engaged by the Guild under a voluntary capacity to undertake work on behalf of the Guild. For the purpose of this policy, it does not include Edith Cowan University Guild Senators.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, Staff and other stakeholders where appropriate.
- 4.3. This Policy does not form part of any employee’s contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees.
- 4.4. All Guild policies will be reviewed annually.

## 5. POLICY

### 5.1. Responsibilities

#### 5.1.1. Senators

- 5.1.1.1. Be aware of and comply with the Code of Conduct.
- 5.1.1.2. Report behaviour that may be contrary to the Code of Conduct and required standards of behaviour.
- 5.1.1.3. Role model the required behaviours and standards identified in the Code of Conduct.
- 5.1.1.4. Model our organisational values of Diversity, Fun, Integrity, Student Centred and Team Work.

#### 5.1.2. Secretariat

- 5.1.2.1. As above; and
- 5.1.2.2. Role model the required behaviours and standards identified in the Code of Conduct including the management of departmental officers and to oversee the respective departments throughout.
- 5.1.2.3. Ensure all Senators are aware of the conduct and behaviours expected of them as described in the Code of Conduct.
- 5.1.2.4. Ensure all Senators have access to copies of the Code of Conduct and other relevant documents and policies.
- 5.1.2.5. Take appropriate action to address breaches of the Code of Conduct and required standards of behaviour by Senators.

### 5.2. Personal and Professional Behaviours

5.2.1. All Senators are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the Guild.

5.2.2. As Senators engaged by ECU Student Guild, our personal and professional conduct must strive to create a harmonious, safe and productive Student Body which models our organisational values.

5.2.3. As Senators, we are required to:

- 5.2.3.1. Uphold the highest standards of honesty and integrity in the conduct of duties.
- 5.2.3.2. Respect our student members, representatives, volunteers and by treating them with courtesy, honesty and with sensitivity.

- 5.2.3.3. Treat others in the organisation and Student Body fairly and with respect.
- 5.2.3.4. Discharging our duties in the best interests of the Guild and its members.
- 5.2.3.5. Make decisions ethically, fairly and without bias using the best factual information available, including but not limited to, legislation, rules and regulations and policies and procedures.
- 5.2.3.6. Carrying out our roles with due care and diligence, as efficiently and effectively as possible.
- 5.2.3.7. Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- 5.2.3.8. Comply with all ECU Student Guild policies and procedures relevant to the person's position.
- 5.2.3.9. Act responsibly in the event of becoming aware of any unethical behaviour or wrong doing by any other senator and report such conduct or activities to the appropriate level of management.
- 5.2.3.10. Being accountable and transparent in all dealings.
- 5.2.3.11. Not harassing, bullying or discriminating against our student members, representatives, volunteers, other Senators and Operational Staff.
- 5.2.3.12. Contributing to a harmonious, safe and productive organisation and Student Body.
- 5.2.3.13. Understanding the consequences of misconduct and actions that may be taken if we do not comply with the Code of Conduct and other associated regulatory documents.
- 5.2.3.14. Attending all required meetings or, if we cannot attend, submitting an apology as per the relevant rules and, ensure we are prepared by reading and considering papers circulated with meeting agendas.
- 5.2.3.15. Actively participate in meetings and, where necessary, express our concerns if we believe decisions or actions may be contrary to the Guild's Code of Conduct and other regulatory documents.
- 5.2.3.16. Work collaboratively and cooperatively with our student members, representatives, volunteers other Senators and Operational Staff to achieve common goals.

### 5.3. Confidentiality

5.3.1. Confidential information is information obtained or developed in the course of the conduct of Guild business and is which disclosed will or could lead to risk, damage or injury to ECU Guild, its elected officers, employees, members or third parties.

5.3.2. All Senators must:

- 5.3.2.1. Protect confidential information.
- 5.3.2.2. Only access confidential information when it is required for Student Body relevant purposes.
- 5.3.2.3. Not use confidential information for any unofficial or non-Student Body purposes.
- 5.3.2.4. Only release confidential information if authorised to do so.
- 5.3.2.5. Not make improper use of the information for direct or indirect personal or commercial gain, or to do harm to other people or the Guild.
- 5.3.2.6. Respect the privacy of individuals and the security of personal information.
- 5.3.2.7. Seek guidance where unsure of whether information can be shared.

5.3.3. Senators are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, senators should not give information unless:

- 5.3.3.1. Required to do so by law.
- 5.3.3.2. Appropriate authority has been granted to release the information.
- 5.3.3.3. The information is officially available to the public and is released in accordance with ECU Guild procedures.

5.3.4. Senators are not permitted to elicit information from a Guild Student Assist Officer pertaining to individual students where that information is not required for Systemic student support or directly relating to Guild matters.

- 5.3.4.1. A GSA may request that the student provide written authorisation for the sharing of such information with Senators should such a request be made.

## 5.4. Conflicts of Interest

5.4.1. Senators of the Guild have an obligation to perform their official duties in the interest of members and not to use their position for personal gain or to the detriment of others. This includes identifying, declaring and appropriately managing conflicts of interest.

5.4.2. Conflicts of interest arise where there is conflict between the performance of public duties and personal interests. Conflicts may involve personal, financial or political

interests and may be actual, perceived or potential. It is not wrong to have a conflict of interest but conflicts must be managed appropriately.

5.4.3. When there is any doubt about an actual or perceived conflict of interest, it must be declared so that the President and Operations Manager can assess its validity and extent, and then determine whether the conflicted person can continue in the decision making process or not.

5.4.4. Senators should not develop personal relationships with students or staff at Edith Cowan University, or other third party stakeholders of the Guild including after-hours and through the use of digital and social media. Personal relationships may include a relationship between two parties that can have the unintentional effect of influencing judgement or behaviour, or creating a perception of influencing judgement.

5.4.5. Where a Senator has a pre-existing or a developing relationship with a student or staff member of Edith Cowan University or third party stakeholder this may lead to a conflict of interest and they must disclose this to the President and Operations Manager. If the President has a conflict of interest this should be declared to the General Secretary and Operational Manager. A plan should be put in place and approved by the President and Operations Manager and President to mitigate any potential conflict of interest. The relationship must not directly or indirectly compromise the performance of their duties or conflict with the Guild's interests at any point.

5.4.6. Where a Senator is involved in a decision relating to the selection, appointment or promotion of a person with whom they share a personal relationship, for example a family member or friend, it must be declared in writing to the President and Operations Manager as soon as the Senator becomes aware of the conflict.

5.4.7. All incidences of conflicts of interest must be appropriately documented in writing and available for review.

5.4.8. Any incidences of non-disclosure of conflicts of interest may result in disciplinary action up to and including referral to Discipline Committee (DC).

## **5.5. Use of Guild Resources**

5.5.1. ECU Guild equipment, funds, facilities and other resources are to be used:

5.5.1.1. Effectively, economically and carefully; and

5.5.1.2. Only for the benefit of Edith Cowan University Student Guild.

5.5.2. Minimal use of telephones, computers or similar equipment for private purposes is acceptable.

5.5.3. Senators are not permitted to save any Guild generated or related data to personal devices, including unauthorised memory sticks.

5.5.4. Occasional, limited use of photocopiers may be permitted with the prior consent of the President and Operations Manager.



- 5.5.4.1. Photocopying and other use of Guild equipment or facilities is not permitted to be used in any way by candidates for Guild election campaigning purposes.
- 5.5.5. Unless permitted under an Individual Asset Release Agreement, no equipment is to be removed from the Guild offices to Senators home or other location.
- 5.5.6. Items donated to the Guild by third-parties or purchased by the Guild for the explicit use of the student members are not to be taken by any Senators unless authorised to do so by the Operations Manager. For example, Share the Dignity packs or food donations.
- 5.5.7. Senators and other student volunteers and Employees who are also students of Edith Cowan University are required to follow the Guild Student Assist Service User Policy if access to the Guild Student Assist Services or related programs of support are required.
- 5.5.8. All damage, loss of property or equipment must be reported immediately to the Operations Manager.
- 5.5.9. Not engage in any fraudulent or corrupt behaviour such as the misuse of departmental VASCO cards, specific Senate issued credit cards, or petty cash use.

## 5.6. Timesheets

- 5.6.1 All Senators must:
  - 5.6.1.1. Track and record Honorarium hours as mandated within senate contracts, duty statements and Honorarium Policy.
  - 5.6.1.2. Be liable to fulfil necessary hours in office as mandated except where written approval has been sought from the President for special consideration or circumstances.
  - 5.6.1.3. Reflect task performed as detailed as possible through the necessary Payroll management platform.
  - 5.6.1.4. Submit timesheets by the deadline as advised and set out at the beginning of the senate term for timely approvals by the Executive Officer.

## 5.7. Public Comment

- 5.7.1. Senators must ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild. In this regard, the use of official stationary, email addresses, text messages or any other electronic identifiers is not permitted for private correspondence or for purposes not related to official ECU Student Guild duties.
- 5.7.2. Senators are not permitted to speak to media outlets. All requests for comment should be brought to the attention of the President and Operations Manager.

## 5.8. Secondary Employment

5.8.1. Senators are permitted to engage in outside employment, provided that this employment does not have a detrimental impact on the ability of the Senator to meet the requirements of the role, adversely affect the Senator's agreed committed hours as stated in the duty statement, go against any Visa working hour restrictions or give rise to a conflict of potential conflict of interest.

5.8.2. Before engaging in work that could potentially raise a conflict of interest, you must seek written permission from the President and Operations Manager. Approval will not be granted where secondary employment involves, or could involve, a conflict of interest with ECU Student Guild related duties or could reasonably be perceived by a member of the public to give rise to a conflict of interest or where the Senator may breach Visa conditions.

5.8.3. Senators should keep the President and Operations Manager informed of any employment related with Edith Cowan University.

## 5.9. Responsibilities After Leaving ECU Student Guild

5.9.1. Senators who leave ECU Student Guild must:

- 5.9.1.1. Not disclose any Guild information after leaving Guild senate role that was non-disclosable during their appointment, which includes any IN CAMERA items as discussed in Senate or Secretariat meetings and Secret Ballot voting results.
- 5.9.1.2. Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild.
- 5.9.1.3. Not use official stationary, email addresses, text messages or any other identifiers of ECU Student Guild for any purpose.
- 5.9.1.4. Not amend, falsify, and attempt to destroy, alter or damage any past or current records of minutes, timesheets, policies and procedures belonging to the ECU Student Guild.
- 5.9.1.5. Dispose of duplicated confidential information and documents in line with Guild policies and procedures.

5.9.2. Senators who remain engaged with the Edith Cowan University Guild must ensure that former employees, volunteers, contractors or Senators are not given favourable treatment or access to personal, confidential or official ECU Student Guild information.

#### 5.10. Failure to Comply With The Code of Conduct

5.10.1. Senators may be subject to disciplinary action, up to and including referral to Discipline Committee (DC), where it is established that there has been a breach of the terms herein.

### 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Guild Student Assist Service User Policy</li><li>• Privacy Policy</li><li>• Honorary Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• Senator Duty Statements</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>•</li></ul>

### 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Senate
<b>All Enquiries Contact</b>	General Secretary
<b>Telephone</b>	08 6304 6417
<b>Email address</b>	secretary@ecuguild.org.au

### 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	23/08/2021
<b>Original Motion</b>	SM2108/03
<b>Revision History</b>	
<b>Revised by</b>	
<b>Next Revision Date</b>	August 2021