



ECU Student Guild

EMPLOYEE CODE OF CONDUCT

POLICY TYPE	Operational
POLICY SUBTYPE	Human Resources
POLICY TITLE	Employee Code of Conduct
POLICY OWNER	Operations Manager

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4
5.1. Responsibilities	4
5.1.1. Employees, Volunteers and Contractors	4
5.1.2. Managers and Coordinators	4
5.2. Personal and Professional Behaviours	5
5.3. Confidentiality	6
5.4. Conflicts of Interest	6
5.5. Use of Guild Resources	7
5.6. Public Comment	8
5.7. Secondary Employment	8
5.8. Responsibilities After Leaving ECU Student Guild	9
5.9. Failure to Comply With The Code of Conduct	9
6. RELATED DOCUMENTS	9
7. CONTACT INFORMATION	9
8. APPROVAL HISTORY	10

1. INTENT

- 1.1. The Code of Conduct outlines the required standard of acceptable behaviour and conduct that is expected of all Employees, volunteers and contractors of Edith Cowan University Student Guild in the performance of their duties and interactions in and on behalf of the workplace.
- 1.2. To ensure that all Employees, volunteers and contractors 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 the workplace

2. ORGANISATIONAL SCOPE

- 2.1. This Code of Conduct applies to all Edith Cowan University Employees, volunteers and contractors.
- 2.2. This Code of Conduct does not apply to Edith Cowan University Guild Senators unless expressly listed in the terms. Guild Senators are governed under the Senator Code of Conduct.

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. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **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

3.7. **The Guild** means Edith Cowan University Student Guild.

3.8. **Senate or Senator** means the duly elected student representatives of the Guild.

3.9. **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. Employees, Volunteers and Contractors

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. Managers and Coordinators

5.1.2.1. Be aware of and comply with the Code of Conduct.

5.1.2.2. Role model the required behaviours and standards identified in the Code of Conduct including the day-to-day management and supervision of staff.

- 5.1.2.3. Model our organisational values of Diversity, Fun, Integrity, Student Centred and Team Work.
- 5.1.2.4. Ensure all employees, volunteers and contractors are aware of the conduct and behaviours expected of them as described in the Code of Conduct.
- 5.1.2.5. Ensure all employees, volunteers and contractors have access to copies of the Code of Conduct and other relevant documents and policies.
- 5.1.2.6. Take appropriate action to address breaches of the Code of Conduct by employees, volunteers or contractors.

5.2. Personal and Professional Behaviours

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

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

5.2.3. As employees, volunteers and contractors 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 clients, volunteers and other employees by treating them with courtesy, honesty and with sensitivity.
- 5.2.3.3. Treat others in the workplace 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. Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- 5.2.3.7. Comply with all ECU Student Guild policies and procedures relevant to the person's position.
- 5.2.3.8. Act responsibly in the event of becoming aware of any unethical behaviour or wrong doing by any other employee or volunteer and report such conduct or activities to the appropriate level of management.
- 5.2.3.9. Being accountable and transparent in all dealings.

- 5.2.3.10. Not harassing, bullying or discriminating against elected officers, employees, volunteers, members and other stakeholders.
- 5.2.3.11. Contributing to a harmonious, safe and productive workplace.
- 5.2.3.12. Work collaboratively and cooperatively with fellow elected officers, employees and volunteers 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 employees, volunteers and contractors must:

- 5.3.2.1. Protect confidential information.
- 5.3.2.2. Only access confidential information when it is required for work purposes.
- 5.3.2.3. Not use confidential information for any unofficial or non-work 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. Employees, volunteers and contractors are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, staff 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.

5.4. Conflicts of Interest

5.4.1. Employees, volunteers and contractors 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 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.Employees, volunteers and contractors must 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 an employee, volunteer or contractor has a pre-existing 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 Operations Manager. If the Operations Manager has a conflict of interest this should be declared to the President. A plan should be put in place and approved by the 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 an employee, volunteer or contractor 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 Operations Manager as soon as the employee, volunteer or contractor 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 termination.

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. Employees, volunteers and contractors 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 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 an employee, volunteer or contractors 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 employee, volunteer or contractor 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 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.

5.6. Public Comment

5.6.1. Employees, volunteers and contractors 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 stationery, 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.

5.6.2. Employees, volunteers and contractors are not permitted to speak to media outlets. All requests for comment should be brought to the attention of the Operations Manager and/or Guild President.

5.7. Secondary Employment

5.7.1. Employees are permitted to engage in outside employment. Provided that this employment does not have a detrimental impact on the ability of the Employee to meet the requirements of operations role, adversely affect the Employees work performance or give rise to a conflict of potential conflict of interest.

5.7.2. Before engaging in work that could potentially raise a conflict of interest, you must seek written permission from the 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.

5.7.3. The Operations Manager must seek written approval from the Guild President before accepting any additional employment or directorships.

5.8. Responsibilities After Leaving ECU Student Guild

5.8.1. Employees, volunteers and contractors who leave ECU Student Guild must:

- 5.8.1.1. Not disclose any Guild information after leaving Guild employment that was non-disclosable during their engagement.
- 5.8.1.2. Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild.
- 5.8.1.3. Not use official stationary, email addresses, text messages or any other identifiers of ECU Student Guild for any purpose.

5.8.2. ECU Student Guild Employees, Volunteers or contractors who remain engaged with the 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.

5.9. Failure to Comply With The Code of Conduct

5.9.1. Employees, volunteers and contractors may be subject to disciplinary action, up to and including termination of employment or contract, where it is established that there has been a breach of the terms herein.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Guild Student Assist Service User Policy• Privacy Policy
Related Procedure	<ul style="list-style-type: none">•
Other Related Documents	<ul style="list-style-type: none">•
Related Legislation	<ul style="list-style-type: none">•

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
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8. APPROVAL HISTORY

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