

CODE OF CONDUCT

PURPOSE

This policy summarizes the obligations and responsibilities of all members of the CG Spectrum Institute (CGSI) community to observe standards of equity and respect in their dealing with others.

SCOPE

This policy applies to all members of the CGSI community: students, employees, and the members of Boards and various committees. It is also intended to guide visitors and contractors about the ethical standards that CGSI expects they will uphold in any engagement with the institution.

DEFINITIONS

Nil.

RESPONSIBILITIES

The **CEO** is responsible for:

- the implementation and compliance monitoring of the Code.
- taking all reasonable steps to ensure that any breaches of the Code are addressed.
- managing serious breaches of the Code by staff members according to the *Staff Performance Management Policy*.

The **Academic Director** is responsible for managing

- reporting serious breaches of the Code to the CEO as soon as possible.
- managing serious breaches of the Code by students according to the *Student Discipline Policy and Procedure*.

POLICY

1. CGSI values the diversity of its community in terms of age, gender, language, religious, spiritual, cultural, sexual orientation, socioeconomic and intersex status, and therefore creates equity of opportunities for academic success.
2. All members of the CGSI community:
 - respect the rights and views of others.
 - treat other members with fairness, respect and courtesy, without prejudice or discrimination.
 - respect the privacy of others and the confidentiality of entrusted information.
 - are committed to maintaining a learning environment that is free from any form of bullying, or racial, sexual or verbal harassment and sexual assault.
 - value academic rigour and integrity.
 - act in good faith and with honesty, integrity, transparency and impartiality; and
 - respect CGSI's facilities, resources and equipment; and use them in accordance with work, health and safety obligations.
3. Serious breaches of this Code will result in disciplinary action for:
 - students, penalties may include suspension or expulsion.
 - staff, action will be taken in accordance with the *Staff Performance Management Policy*, and processes detailed in the applicable employment agreement.

4. CGSI will report all criminal acts committed by any member of the community to the police and / or other relevant authorities.

RELATED

Student Grievance, Complaints and Appeals Policy
Student Grievance, Complaints and Appeals Procedure
Wellbeing and Safety in Learning Environment Policy & Procedure
Staff Grievance and Complaints Policy
Staff Performance Management Policy
Student Discipline Policy
Student Discipline Procedure

RESOURCES

Australian Government. (2005). [*Disability Standards for Education updated Feb 2020.*](#)

Universities Australia. (2011). [*National Best Practice Framework for Indigenous Cultural Competency in Australian Universities.*](#)

Version Control

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