

## Code of Conduct Policy

### 1. Scope

This policy is applicable to Holmes Institute (Holmes) and applies to all staff (covering employees and contractors), external committee members, adjunct academics and volunteers who contribute to Holmes' activities or who act behalf of Holmes. All these parties will be referred by the general term 'Holmes' Members' in the Policy.

### 2. Purpose

To provide a framework to provide a teaching and learning environment in which Holmes' Members and students are treated fairly and ethically in an environment of mutual respect.

### 3. Personal Behaviours and Obligations

#### 3.1. Personal Behaviours

3.1.1. Holmes values are:

- a. Ethical - We conduct our business with the highest standards of professional behaviour and integrity,
- b. Respect – We promote a high standard of respect for all Holmes' Members, students and the general community,
- c. Inclusive - We value diversity, embrace difference, seek to engage and welcome all,
- d. Sustainable - We care about our shared future, integrating economic, environmental and social dimensions of sustainability in all we do,
- e. Excellent - We strive for excellence in all aspects of our work,
- f. Brave - We make bold decisions, demonstrate courage and ambition, and we support personal responsibility and accountability,
- g. Dynamic - We are innovative and entrepreneurial, solving problems with creativity and flexibility.

3.1.2. We apply these values to all our actions, decision making and conduct. In demonstrating these values, we will act respectfully towards others across the Holmes community.

3.1.3. Holmes supports an environment where ideas are pursued with passion and where they can be challenged freely. We will uphold freedom of speech and academic freedom consistent with the commitments set out in the Holmes Academic Freedom and Freedom of Speech policy.

#### 3.2. Personal Obligations

3.2.1. Holmes' Members will conduct business with the highest standards of professional behaviour and integrity. We will:

- a. act with honesty and transparency, disclosing any conflict of interest that may impact our conduct

- b. demonstrate academic integrity in all duties relating to teaching and research
- c. act within delegated authority
- d. respect information and are committed to responsible information management. We will protect personal, business and commercially sensitive information, including from inappropriate use and maintain appropriate information records
- e. act in compliance with all Holmes policies and procedures and any other legislative obligations
- f. report suspected incidents of fraud and corrupt or improper conduct
- g. comply with any lawful and reasonable direction given by someone at Holmes who has authority to give the direction.

### **3.3. Conflicts of Interest**

- 3.3.1. Holmes' Members must avoid situations in which their private interests, whether pecuniary, personal or otherwise, might reasonably be thought to create a potential, perceived or actual Conflict of Interest with their duties to Holmes. There is an expectation that individuals must identify, declare and manage perceived, potential or actual Conflicts of Interest.
- 3.3.2. Situations that may generate a Conflict of Interest can arise out of:
  - a. personal/sexual relationships with Students
  - b. personal/sexual relationships with other Employees
  - c. personal/sexual relationships with persons with whom the Holmes is dealing, for example contractors or tenderers
  - d. personal financial interests in matters which involve the Holmes
  - e. outside employment that may compromise the integrity of the Holmes
  - f. use of confidential Information obtained in the course of Holmes duties

### **3.4. Privacy and Confidentiality**

- 3.4.1. Holmes' Members must respect the privacy of others and ensure that Personal Information is accessed and used only for Holmes' purposes and not disclosed except where authorised by legislation. Holmes' Members who have access to such information have a duty to maintain the confidentiality, integrity and security of such Information, irrespective of the storage medium. Any actual or suspected misuse of private Information must be reported to Management or other appropriate person.
- 3.4.2. Any matter that could directly or indirectly compromise the performance of duties, or conflict with the University's interests must be immediately declared to the Employee's Supervisor or other senior Employee in the first instance and steps taken to resolve the conflict situation.

### **3.5. Health, Safety and Wellbeing**

- 3.5.1. Holmes' Members are expected to:
  - a. perform their duties free from alcohol or drug impairment and will not put at risk the health or safety of other Holmes' Members or the community,
  - b. provide a child-safe environment and work with children in a manner that promotes child safety and wellbeing

- c. promptly report any accidents, incidents, near misses and incidences of noncompliance
- d. provide support for staff who require workplace adjustments in accordance with Holmes’ policies or procedures
- e. manage their wellbeing and support the positive mental health and wellbeing of others in the Holmes community
- f. comply with any other relevant health, safety and wellbeing legislation and Holmes’ policies or procedures.

### **3.6. Sexual Harassment and Sexual Assault**

3.6.1. Sexual harassment or any other form of harassment is not tolerated at Holmes. Harassment may be a single incident or a prolonged pattern of behaviour. Any person who has experienced sexual harassment may seek assistance from the Campus Director who will seek to address the matter in accordance with Holmes policy and procedures.

3.6.2. In dealing with issues of student and staff misconduct, Holmes will take action in accordance natural justice, reasonable requests of the complainant and relevant legislative requirements, e.g. regarding mandatory reporting.

### **3.7. Outside work**

3.7.1. Employees are permitted to engage in outside work, paid or unpaid, in accordance with the Holmes’ guidelines and must ensure that applicable approvals are sought and obtained. Outside work must not be undertaken which may cause a Conflict of Interest with Holmes’ duties.

## **4. Dispute Resolution**

Holmes has an established, fair, objective, informal, confidential and accessible dispute resolution procedures. Holmes aims to resolve all grievances as swiftly as possible. Details about Holmes Institute dispute resolution processes can be found in its published Complaints and Appeals Policy.

## **Version Control and Accountable Officers**

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

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| <b>Responsible Officer</b>              | Chief Executive Officer |
| <b>Implementation Officers</b>          | Campus Directors        |
| <b>Review Date</b>                      | July 2027               |
| <b>Approved by</b>                      |                         |
| Governing Council                       |                         |
| <b>Associated Documents</b>             |                         |
| Critical Incident Policy and Procedures |                         |

| Diversity and Equity Policy and Procedure<br>Privacy Policy and Procedure<br>Sexual Assault and Sexual Harassment Prevention Policy and Procedure<br>Student Charter and Conduct Policy – Higher Education<br>Workplace Health and Safety Policy |  |                      |                       |
|--|--|----------------------|-----------------------|
| <b>Version</b>   | <b>Brief Description of the Changes</b>  | <b>Date Approved</b> | <b>Effective Date</b> |
| 1.0  | Published policy from Policy Manual  | 7 Nov 2018           | 7 November 2018       |
| 1.1  | Administrative change to specifically reference Holmes commitment to preventing sexual assault and/ or harassment and outlining support and relevant policy and processes available at Holmes in the case of such concerns or allegations. | 19 Feb 2019          | 19 February 2019      |
| 1.2  | Reformat document, include section on Sexual Assault and Sexual Harassment.  | 22 May 2020          | 22 May 2020           |
| 2.0  | Scheduled review by Governing Council  | December 2023        | December 2023         |