Code of Conduct

RESEARCH AUSTRALIA
Championing Australian health & medical research & innovation

PURPOSE AND SCOPE

Research Australia recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from employees in their dealings with employees, management and clients.

This Code of Conduct where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct and the Contract of Employment.

The policy applies to all employees, agents and contractors (including temporary contractors) of Research Australia, collectively referred to as "employees".

This Policy is not intended to be contractual in nature.

POLICY STATEMENT

All employees are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with Research Australia. This Code provides an overview of Research Australia's fundamental values. It is by no means exhaustive, but summarises some of Research Australia's most important policies, which are based on standards that underlie ethics and professional integrity, standards that apply to all employees.

As representatives of Research Australia, all employees are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the employees can be perceived as representing Research Australia:

- Understand and comply with the Code of Conduct
- Comply with all laws, policies, procedures, rules, regulations and contracts
- Comply with all lawful and reasonable directions from Research Australia
- Be honest and fair in dealings with employees, management, clients and suppliers
- Display the appropriate image of professionalism at the workplace. This may include wearing the required uniform, safety equipment or work clothes, and if an employee wears their own clothes, ensuring their appearance is neat and tidy
- Treat employees, management, clients and suppliers in a non-discriminatory manner with proper regard for their rights and dignity.
- Promptly report to Research Australia any violations of law, ethical principles, policies or this Code
- Maintain punctuality. If an employee is late or cannot report for work, please telephone and let the supervisor know prior to the commencement of work
- Respect Research Australia property and equipment, and assets must not be used for personal gain
- The employee must not bring Research Australia or its clients, suppliers, and the general public at large into disrepute
- Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities
- Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by Research Australia in the interests of work health and safety
- Employees must not abuse the advantages of their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or Research Australia's reputation
- Maintain during their employment or engagement with Research Australia and after the termination of employment or engagement, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with Research Australia

- While employed at Research Australia, not accept any employment with another organisation that is a supplier or competitor of Research Australia, or any other employment that is in conflict with your position at Research Australia
- Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol (eg. if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period).

Managers should:

- Ensure employees have read and understood the Code of Conduct
- Promote a team spirit
- Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes
- Avoid bias in decision making
- Ensure compliance with Research Australia's procedures when carrying out counselling and discipline
- Exercise objectivity when administering rewards or discipline
- Not condone, permit, or fail to report any breaches of the Code as outlined above by employees under their supervision

BREACHES
Breaches of this Code may result in disciplinary action, up to and including termination of employment. Serious breaches may also be referred to relevant authorities.

VARIATION AND REVIEW
Research Australia reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every 2 years.