POLICY

Name:	**CODE OF CONDUCT POLICY**
Policy No:	PP3102
Approved by:	ACER Academic Board
Last reviewed:	May 2019
Responsible Division/ Department	Professional Resources Division/ACER Institute

1. Purpose

To outline the conduct and standards of behaviour required by Staff Members, and Students of ACER Higher Education Courses.

2. Scope

This policy applies to all Staff Members and Students.

3. Definitions

See: Glossary of Terms

4. Legislation and Related Documents

ACER Acceptable Use of ICT Resources Policy (internal policy)
Affirmative Action (Equal Employment Opportunity for Women) Act 1986 (Cwlth)
Australian Workplace Safety Standards Act 2005
Copyright Act 1968 (Cwlth)
Disability Discrimination Act 1992 (Cwlth)
Disability Standards for Education 2005
Equal Opportunity Act 1995 (Vic)
Freedom of Information Act 1982 (Vic)
Higher Education Standards Framework (Threshold Standards) 2015
Privacy Act 1988 (Cwlth)
Racial Discrimination Act 1975 (Cwlth)
ACER Student policies

5. Principles

i. ACER is accountable to its Staff Members, Students and the public. Accordingly, it fosters a collegial culture where the highest possible ethical standards, including accuracy, honesty, transparency, cooperation, confidentiality, tolerance and acceptance of obligations as well as rights, are expected, accepted and demonstrated.

ii. ACER considers and supports the professional development and the intellectual and cultural needs of its Staff Members and the Student body.

iii. Institutional policies, practices and approaches to teaching and learning are designed to accommodate Student diversity, including the under-representation and/or disadvantage experienced by identified groups and create equivalent opportunities for academic success regardless of Students' backgrounds.

iv. ACER acknowledges that the development of an ethical environment relies on each person taking responsibility for his or her own behaviour after considering state and federal law, ACER's stated values, its policies, and the advice of senior Staff Members.

6. Roles and Responsibilities

i. ACER is committed to the principles of equal opportunity and encourages Staff Members to pursue equity, fairness and natural justice in all aspects of their activities, including promoting socially-inclusive employment practices.

ii. It is the responsibility of Staff Members to acquaint themselves with, and abide by, all relevant legislative and statutory requirements, and ACER policies.

iii. Potential conflicts of interest must be avoided by Staff Members. Conflicts of interest arise when Staff Members are placed in situations where private interests could influence or appear to influence judgments made during the course of their professional duty.

iv. Personal relationships between Staff Members and Students must be brought to the attention of the Director by the Staff Member so that the potential for allegations of special or detrimental treatment of the Student can be avoided. Personal relationships include family relationships, close friendships, sexual relationships (past and/or present), or relationships where there have been previous instances of serious conflict between the parties.

v. Students must not proffer, nor Staff Members accept, gifts or benefits, as these may be perceived as bribes for an advantageous outcome.

vi. Staff Members and Students must not discriminate against or harass colleagues, Students or members of the public on any grounds including sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment.

vii. Specific consideration will be given to the recruitment, admission, participation and completion of Aboriginal and Torres Strait Islander Students.

viii. Staff Members will adhere to proper records management practices and procedures, so that records are complete, up-to-date and capable of providing organisational accountability.

ix. Staff Members must. maintain the confidentiality, privacy, integrity and security of official, commercial, and personal information.

x. A safe environment is promoted and fostered. All Students and Staff Members will be advised on actions they can take to enhance safety and security on-campus and online. Australian Workplace Safety is the responsibility of all Staff Members, Students, contractors and visitors. As a consequence, ACER encourages all members of its community to regard accident prevention and working safely as a collective and individual responsibility.

xi. Current and prospective Students will have access to mechanisms that are capable of resolving Grievances about any aspect of their experience with ACER, its agents or related parties.

xii. All forms of online communication, e-learning technologies, and social media platforms belonging to, or connected with, ACER must be used in a responsible and appropriate manner by all Staff Members and Students.

7. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this policy or its procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

8. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it. The policy will be available online at: www.acer.org/professional-learning/postgraduate/students/policies

9. Version Control

Authorised by	ACER Academic Board
Maintained by:	Director, ACER Institute
Written:	March 2013
Next Review:	December 2020
Version:	7

Version	Date effective	Approved by	Amendment
1.	23/1/2013	E. Hartnell-Young	Logo, Page Numbers, Scope.
2.	13/03/2013	C. Kemp	Last Review date updated, Version Control details included, formatting.
3.	2/5/2013	E. Hartnell-Young	PP3102/PP3114 merged to one policy.

4	12/11/2015	G. Appleby	Definitions, Purpose, Scope, Awareness of Policy, Version Control details, formatting.
5	17/8/2016	P. Taylor-Guy	Transparency added to policy principles. Policy aligned with HESF 2015 Standards 2.2.1, 2.2.2, 2.3.4 and 2.4.1. Updated roles and responsibilities to better reflect a whole-of-institution approach. New section: 6.vi. Reworded sections: 6. viii and 6.ix Added online and social media conduct at 6.xii Remove table of Definitions and add link. Update Legislation and Related Documents. Update Version Control.
6	1/8/2018	P. Taylor-Guy	Version Control. Quality check.
7	13/5/2019	P. Taylor-Guy	Version Control. Quality check. Reformat.