

# CAIT Hi - Ed Staff Code of Conduct

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## 1. Purpose

The CAIT Hi-Ed Staff Code of Conduct defines the behavioural and professional standards expected of all employees. It supports the institution's mission to deliver high-quality education in an environment of integrity, respect, accountability, and inclusion. The Code guides staff in making ethical decisions, fostering positive workplace culture, and safeguarding student welfare and academic standards.

## 2. Scope

This Code applies to all CAIT Hi-Ed employees—academic, administrative, executive, sessional, part-time, full-time, and contract staff—as well as individuals representing CAIT Hi-Ed in partnerships, consultancy, governance roles, research activities, and externally sponsored events.

## 3. Core Values and Principles

Staff must act in ways that reflect and uphold CAIT Hi-Ed's core values:

- **Integrity** – Be honest, transparent, and consistent in actions and decisions.
- **Respect** – Treat all people with fairness and dignity.
- **Excellence** – Strive for high standards in teaching, service, and research.
- **Inclusion** – Value and promote diversity, equity, and access.
- **Responsibility** – Be accountable for your impact on others and the institution.

## 4. Professional and Ethical Conduct

Staff must:

- Act in accordance with the law, institutional policies, and sector codes.
- Avoid any form of corruption, fraud, or deception.
- Maintain high standards of professionalism in conduct, language, and attire.
- Uphold public confidence in CAIT Hi-Ed through responsible and lawful behaviour.
- Ensure that personal beliefs do not interfere with professional duties.
- Declare any real or perceived conflicts of interest (e.g., dual roles, personal relationships, business interests).

## 5. Respectful and Inclusive Workplace Behaviour

To foster a positive culture, staff must:

- Treat students, colleagues, and stakeholders with respect and courtesy.
- Avoid harassment, bullying, discrimination, vilification, or retaliation.
- Honour and actively support gender equality, cultural safety, and disability inclusion.
- Respect cultural protocols and Indigenous perspectives in teaching, research, and community work.
- Use inclusive and non-discriminatory language in communication and teaching.

## 6. Academic Integrity and Teaching Responsibilities

Academic staff are role models for academic honesty. They must:

- Promote and model integrity in assessment, feedback, and supervision.

- Clearly explain assessment criteria, referencing requirements, and collaboration rules.
- Respond promptly and fairly to suspected breaches of academic integrity.
- Provide students with timely, constructive, and educationally sound feedback.
- Maintain academic rigour and support continuous improvement in teaching practices.

## **7. Student Engagement and Welfare**

Staff must support a student-centred learning environment by:

- Maintaining professional boundaries—avoiding favouritism, personal involvement, or inappropriate relationships with students.
- Responding compassionately and confidentially to student disclosures (e.g. distress, harassment, discrimination).
- Referring students to appropriate academic, counselling, disability, or wellbeing services.
- Encouraging student voice and participation in curriculum development and governance.
- Ensuring fair and equitable treatment for all students regardless of background.

## **8. Research Conduct and Supervision**

Students may engage in research-related activities as part of their coursework, capstone projects, or honours-level assignments. Staff involved in the design, supervision, and assessment of such work are expected to uphold responsible academic practices and ensure ethical student engagement in research.

Staff must:

- Adhere to the principles of the Australian Code for the Responsible Conduct of Research (2018) in the context of coursework.
- Ensure that all student-led projects involving human participants (e.g., interviews, surveys) receive appropriate ethical review through internal academic oversight.
- Guide students on ethical data collection, confidentiality, and consent requirements.
- Promote honest and fair authorship practices, and ensure students understand the importance of acknowledging contributions.
- Support students in proper data handling, storage, and referencing of sources.
- Maintain professional boundaries and avoid conflicts of interest in supervising student work (e.g., marking a family member's thesis).
- Encourage transparency and discourage misconduct such as fabrication, plagiarism, or data manipulation.

## **9. Leadership and Management**

Leaders, supervisors, and academic managers must:

- Set a strong example in compliance, respect, and academic quality.
- Support staff wellbeing, development, and inclusion.
- Provide constructive performance feedback and promote professional growth.
- Foster a culture of continuous improvement and openness.

- Act decisively on reports of misconduct, discrimination, or safety risks.

### 10. Communication and Public Representation

Staff must:

- Communicate with clarity, professionalism, and respect in all formats (email, LMS, meetings, social media).
- Use social media responsibly and refrain from posting content that could damage CAIT Hi-Ed's reputation or breach privacy/confidentiality.
- Only represent the institution in public forums, media, or publications when authorised.
- Ensure external communication aligns with institutional values and strategic priorities.

### 11. Use of Institutional Resources

Staff must:

- Use physical and digital resources (e.g. equipment, internet, LMS, labs) for approved, professional purposes.
- Avoid waste, misuse, or damage to institutional property.
- Maintain cybersecurity practices such as protecting passwords and data.
- Report lost, stolen, or compromised resources immediately.
- Not use institutional time or systems for unauthorised commercial, political, or personal activity.

### 12. Health, Safety, and Wellbeing

Staff are expected to:

- Comply with all Work Health and Safety (WHS) policies and training requirements.
- Identify and mitigate hazards in teaching, labs, fieldwork, and campus spaces.
- Promote a culture of care, where physical and mental wellbeing is prioritised.
- Encourage healthy work-life balance for themselves and others.
- Report injuries, unsafe conditions, or wellbeing concerns promptly.

### 13. Confidentiality and Data Protection

All staff must:

- Handle personal, academic, and sensitive information confidentially and in accordance with the Privacy Act 1988 (Cth).
- Store student records, assessments, and HR data securely.
- Refrain from discussing confidential matters in public or unauthorised forums.
- Disclose information only to those authorised and for legitimate purposes.

### 14. Misconduct and Disciplinary Procedures

Breaches of this Code may result in formal investigation and disciplinary action in accordance with:

- Staff Misconduct Procedures

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- Employment contracts
- Enterprise agreements or HR policies

Penalties may include warnings, training, suspension, demotion, or termination. Fair processes (natural justice) will be followed, and staff will have a right to respond and seek support.

### 15. Reporting and Whistleblowing

Staff are encouraged to report unethical, corrupt, or unsafe conduct. Whistle blowers are protected under the Whistle blower Protection Policy and will not face retaliation for reporting in good faith. Reports can be made confidentially to designated integrity or HR officers.

### 16. Commitment to Continuous Development

All staff are expected to:

- Engage in ongoing professional development.
- Stay up to date with policies, standards, and sector requirements.
- Participate in training on academic integrity, safety, diversity, and misconduct management.
- Contribute to innovation in teaching, research, and administration.

### Review Schedule

This policy will be reviewed by the Operation's Review Committee (ORC) every three years.

Version History			
Version No	Approved by	Approval Date	Revision Notes
1.0	ORC	12 Sept 2025	