



## STAFF CODE OF CONDUCT

### 1. INTENT

Sydney Uni Sport & Fitness (**SUSF**) is committed to demonstrating the highest standards of personal and professional conduct. The SUSF Staff Code of Conduct outlines how SUSF expects all workers to behave and conduct themselves in the workplace. There are also a number of obligations and standards set out in this Code of Conduct which are also found in legislation. All workers are expected to act with integrity which includes being aware of, and acting within, the laws that apply to their conduct at SUSF. This Code of Conduct applies in conjunction with other SUSF policies and procedures, and is in addition to any obligations, terms or conditions set out in a worker's employment agreement or contract.

### 2. SCOPE

The Code of Conduct applies to all SUSF employees (whether part-time, full-time, maximum term or casual), contractors, subcontractors, employees of contractors or subcontractors, employees of labour hire companies who have been assigned to work for SUSF, volunteers and work experience students. For the purposes of this Code of Conduct, these individuals will be collectively deemed 'workers'.

This Policy applies to those workers referred to above at all properties, buildings or other areas owned, controlled or leased by SUSF as well as any other grounds or locations at which workers will perform duties for SUSF. This Policy will also apply to workers in the following circumstances:

- when performing any duties in connection with work, even if such duties are performed outside normal working hours or away from a worker's usual place of work (for example, when a worker is travelling to the UniSport Nationals);
- during work activities (for example, when engaging with customers or other workers);
- at work related events, even if such events are held away from a worker's usual place of work (for example, networking events and/or social functions); and
- when engaging on social media platforms in any way that has a connection or potential connection with SUSF or its workers or customers (for example, on Twitter, Facebook or Instagram).

### 3. POLICY

#### Personal and Professional Behaviour

In performing their duties and functions, all workers must:

- Be faithful and diligent, actively pursue SUSF's best interests, and at all times maintain high ethical, professional and technical standards;
- Perform their duties diligently, conscientiously and to the highest standard;
- Maintain and develop knowledge and understanding of their area of expertise or professional field;
- Devote the whole of their time, attention and skill during normal working hours, and at other times as reasonably necessary, to their duties;
- Act within the spirit of SUSF's goals and mission statement;
- Treat students, SUSF members, members of the public and other workers with respect, impartiality, courtesy and sensitivity;
- Not act in conflict with the best interests of SUSF;
- Not compete with SUSF;



- Not use SUSF property, information, or position for improper personal gain;
- Not, in performing their duties, accept any financial or other benefit except from SUSF or an entity related to SUSF;
- Not conduct themselves in such a manner, whether during work hours or after work hours, which causes damage or potential damage to SUSF's property or reputation;
- Not use internet, email or voicemail at SUSF's workplace for excessive personal use or to view or to distribute inappropriate, offensive or illegal material;
- Not smoke at SUSF unless in an allocated area;
- Not possess, use or sell illicit drugs at any SUSF workplace;
- Not unlawfully discriminate, bully, harass or sexually harass another person;
- Respect the confidentiality of information entrusted to them in the course of their employment or engagement;
- Comply with SUSF's Work Health Safety Policy and all relevant health and safety laws;
- Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts and omissions at work;
- Take into account the environment when making business decisions;
- Dress appropriately for their role;
- Comply with all relevant SUSF policies and procedures as determined from time to time;
- Maintain a cooperative and collaborative approach to working relationships;
- Be prepared to take responsibility for making new staff feel welcome; and
- Comply with any legislative, industrial or administrative requirements.

### **Use of SUSF Resources, Facilities and Equipment**

Workers must use all SUSF resources and equipment in an efficient manner. When using SUSF facilities, workers must adhere to the SUSF Staff Reimbursement and Benefits Policy.

SUSF mail, telephones (including mobile phones), equipment, computers, email and internet are provided for SUSF use. Excessive or unauthorised personal use of these facilities can lead to SUSF taking disciplinary actions against a worker.

Under no circumstances is the SUSF internet, computers, equipment or networks to be accessed to view, circulate, save, download or otherwise have contact with pornography, gambling or any illegal activity. In addition, workers are required to adhere to the SUSF Use of Communication Technology and Social Media Policy.

Emails (including personal emails) remain the property of SUSF at all times and may be accessed under court orders, freedom of information requests and otherwise in accordance with the SUSF Use of Communication Technology and Social Media Policy.

Workers should be aware that SUSF will from time to time access its communication technology resources to ensure that the use of these resources by workers is appropriate.

### **Conflict of Interest**

A conflict of interest refers to an actual, potential or perceived conflict between a worker's duties to SUSF, and private or personal interests or relationships.



A conflict of interest can for example arise where the private or personal interests or relationships of a worker could improperly influence the way in which they carry out their SUSF duties or make decisions in relation to their work.

Workers are to avoid any financial or other interests or undertakings that could directly or indirectly compromise the performance of their duties. All workers are responsible for identifying and declaring actual, potential or perceived conflicts of interest that apply to them and obtaining the consent of SUSF or directions as to how the conflict will be managed.

Declarations of conflicts of interest should be made to the worker's relevant supervisor as soon as they are aware of the possibility of a conflict.

If a supervisor identifies a potential conflict of interest involving a worker that reports directly to them, the issue should be raised with the worker concerned immediately. If it relates to a worker in another department, then the matter should be raised with the relevant Senior Manager.

The supervisor should then liaise with Human Resources, the worker/s concerned and where appropriate the Chief Executive Officer to ensure the conflict is managed in a transparent and appropriate manner.

Risk management strategies may include:

- Appointing an independent third party to review or oversee the intended action;
- Asking the individual to relinquish or quarantine their personal interests; or
- Removing the individual from the decision-making processes or duties in regard to the matters to which the conflict of interest relates until the conflict is resolved.

### **Gifts, Financial Transactions and Benefits**

Conflicts of interest can occur where a gift or benefit influences a worker's decision at work due to a private interest or personal relationship with the parties involved. Gifts and benefits include any item, service, prize, hospitality or travel provided by a current or potential customer, client, applicant, supplier or external organisation, which has an intrinsic value and/or a value to the recipient, a member of their family, relation, friend or associate. Examples include:

- Where a worker participates in the purchasing or tender processes or contractual arrangements with an individual or firm where they have personal or private interests with the firm or individual;
- Receiving gifts from potential suppliers;
- Advocating or lobbying for the goods or services of a firm where one has a private interest; and
- Seeking a discount on goods for personal use on the basis of being able to secure future SUSF business.

Workers must not solicit nor accept gifts, benefits, either for themselves or another person, which might in any way, directly or indirectly, compromise or influence them in an official SUSF capacity or might appear to do so. Subject to this general principle, workers may only accept occasional gifts or benefits if they are satisfied that they cannot be compromised or be seen to be compromised by doing so.

Cash or gift vouchers must not under any circumstances be accepted from any third party which derives a commercial benefit from a contractual relationship with SUSF.



The viability of relevant procurement processes or agreements may be maintained where the conflict of interest is declared at the beginning of the transactional negotiations, and appropriate measures are maintained throughout the process.

For further information please see the section on Fraud, Corruption and Theft below.

### **Outside Employment**

All workers are expected to devote their working time at SUSF to the service of SUSF in accordance with the terms and conditions of their employment agreement/contract and position description.

Employees of SUSF must ensure that any additional work conducted outside their hours of work at SUSF does not affect their work performance or conflict with their employment at SUSF in any way.

Unless SUSF otherwise agrees in writing, workers must not be directly or indirectly involved in any work with any person, firm, company, or entity which is engaged in business that is in competition with SUSF. These obligations are in addition to any specific requirements specified in a worker's employment agreement or contract.

### **Confidentiality**

During the course of employment or engagement, information that is confidential to SUSF, its customers and suppliers may be made available to SUSF workers. All information regarding SUSF's business, operations or business dealings and the business or business dealings of its suppliers and customers, which is commercially sensitive and not publicly available, is entirely confidential. This includes but is not limited to:

- Customer lists or customer requirements;
- Athlete records and lists;
- Health records;
- SUSF member records;
- Price lists or pricing structures;
- Marketing, business development or sales information or proposals;
- Sponsorship proposals and agreements;
- Business plans, strategic plans, financial information and data;
- Contracts, details of the remuneration and performance assessment of SUSF's workers;
- Any document marked "confidential"; and
- Any information which a worker has been told is confidential or which the worker might reasonably expect that SUSF or its suppliers, sponsors or customers would regard as confidential.

SUSF workers are required during their employment/engagement with SUSF and at all times after the termination of employment/engagement, to maintain the confidentiality of all confidential information. SUSF may also require from time to time that workers sign additional non-disclosure agreements relating to confidentiality.

Workers must not at any time, either during their employment/engagement or after the termination of their employment/engagement, for any reason:

1. Divulge or disclose, directly or indirectly, any of the confidential information without the prior written consent of SUSF;



2. Use or copy, or attempt to use or copy (including by electronic means), any confidential information, other than in the proper performance of their duties for SUSF or where required by law; or
3. Remove from SUSF premises any confidential information, unless specifically required for a particular work assignment, or with the express written consent of SUSF.

Workers must use their best endeavours to prevent the unauthorised disclosure of any confidential information, and must immediately notify SUSF of any suspected or actual unauthorised disclosure or use of confidential information.

### **Use of SUSF Information**

Workers must at all times:

- Maintain the integrity, confidentiality and privacy of SUSF records and information to which they have access in the course of their employment or engagement;
- Take all reasonable precautions to prevent unauthorised access to, or misuse of SUSF records and information; and
- Comply with the SUSF Privacy Policy.

Workers must not:

- Access or use SUSF records or information, including information on electronic systems and hardcopy files, other than for an authorised purpose; or
- Destroy or authorise the destruction of material SUSF records or information except in accordance with legislation.

All SUSF workers handling personal or private information are required to comply with the *Privacy Act 1988* (Cth), the SUSF Privacy Policy, and the SUSF Privacy Policy for Employees and Volunteers.

Under no circumstances are any workers permitted to use personal information (such as contact details) provided to SUSF from members or stakeholders to contact individuals for reasons outside of the worker's job description. This will be considered a breach of SUSF's Privacy Policy, this Staff Code of Conduct and the worker's employment agreement/contract. For example, workers must not do any of the following for reasons that are outside the worker's job description:

- Contact a member, stakeholder or worker via social media mediums (such as Facebook) using details which have not been disclosed on a personal basis to the worker; or
- Contact a member, stakeholder or worker via texting, phone or other communication using details which have not been disclosed on a personal basis to the worker.

### **SUSF Reputation and Public Comment**

SUSF workers must not act in any way that could cause harm to the reputation of SUSF, its directors, members, athletes, workers, Clubs, sponsors or the University of Sydney.

Public comment on SUSF matters (such as speaking to the media or writing "posts" on websites or letters to newspapers) can only be made by spokespeople approved by the Chief Executive Officer.

All media enquiries should be referred to the Chief Executive Officer. For further guidance please refer to the SUSF Use of Communication Technology and Social Media Policy.

### **No smoking**



No smoking is allowed on the University of Sydney Campus or by workers at any SUSF facilities, besides the allocated areas. See the Workplace Guidelines

### **Drugs and alcohol**

At no time is any worker permitted to be under the influence or in possession of any illicit substances whilst on SUSF premises. Workers may only consume alcohol, prescription drugs and over the counter medication in a responsible manner, and in accordance with the below provisions of the Code of Conduct. Disciplinary action may be taken in relation to breaches of the Code of Conduct.

#### **Consumption of alcohol**

If a worker attends a work-related function where alcohol is served, the worker must take an appropriate and responsible approach to alcohol consumption.

A worker's consumption of alcohol must not have an adverse effect on the worker's behaviour, performance or on the safety of themselves or others. Disciplinary action up to and including the termination of employment or engagement may be taken in any such circumstances.

SUSF prohibits workers from being under the influence of alcohol when performing any work duties for SUSF, at the workplace or otherwise, including (but not limited to):

1. when workers are driving vehicles in the course of their duties for SUSF (for example, when a worker is driving students during UniSport Nationals). In circumstances where a worker is under the influence of drugs and/or alcohol while driving a vehicle in the course of their duties, SUSF will not accept liability for any damage to any vehicles, injuries to any persons or third parties;
2. when a worker is using machinery;
3. when a worker is performing duties as a lifeguard; or
4. when any person is using fitness equipment and/or weights.

#### **Prescription or other over the counter medication**

Workers who are required to take prescription medication or other over the counter medication should confirm with their doctor to determine whether the use of the drug will or may impact on the worker's ability to perform any of their duties and/or the inherent requirements of their role.

If there is an impact on the worker's ability to perform their duties, the worker must inform their manager prior to undertaking work. Their manager is responsible for taking appropriate steps (for example, if the medication impairs a worker's ability to operate machinery, the task should be reassigned to another worker). Managers should contact Human Resources if they have any queries as to what steps to take in any such circumstances.

#### **Identifying workers and other persons under the influence of drugs and/or alcohol**

Managers and workers share a responsibility for identifying whether others are under the influence of drugs and/or alcohol. Symptoms include (but are not limited to) the following:

1. 'near miss' incidents;
2. violence;
3. habitual lateness;



4. frequent absences;
5. neglect of personal grooming;
6. interpersonal problems; and/or
7. poor coordination, poor concentration and/or visual disturbance.

If a worker (which includes a manager) is suspected of being under the influence of drugs and/or alcohol, the person who has identified the worker must immediately inform the worker's manager.

If another person (including for example, a person working out at the Sports & Aquatic Centre) is identified as being under the influence of drugs and/or alcohol, the person who has identified the person should inform a manager responsible for the relevant area.

Workers who are experiencing difficulties are encouraged to contact Human Resources for assistance.

#### **Request for independent medical assessment or further information**

In circumstances where SUSF is of the reasonable belief that a worker is under the influence of drugs or alcohol, SUSF may:

1. request the worker to provide SUSF with information from their doctor; and/or
2. request the worker to undergo an independent medical assessment (including drug and alcohol testing), with a view to determining, among other things, the worker's condition and whether the worker is able to perform the inherent requirements of their role.

#### **Fraud, corruption and theft**

SUSF is committed to the highest levels of integrity and ethical standards in all its practices. Fraud and corruption is incompatible with the values and business practices of SUSF. This section of the Code of Conduct articulates the standards expected of all workers.

Fraud includes criminal deception, making false representations to gain an unjust advantage; and abuse of SUSF property or time.

Theft includes the dishonest appropriation of SUSF's property with intent to deprive SUSF of it permanently. Corrupt conduct includes improper use of influence or position and/or improper use of information or other improper acts or omissions of a similar nature.

Such conduct involves a deliberate or intentional wrongdoing, not negligence or a mistake. It may, however, include acts of omission or evasion.

All workers must be committed to minimising, preventing and deterring fraud, theft and corrupt conduct throughout SUSF.

Acts of fraud, theft and corruption include, but are not limited to:

- Theft of SUSF property;
- Unauthorised access to, or misuse of SUSF IT systems;
- Receiving commissions in contracting goods or services;
- Falsification of staff allowances, timesheets and leave forms;
- Failure to report annual leave, time in lieu or personal leave days taken;



- Damage, destruction or falsification of documents;
- Misuse of SUSF Corporate Card (including unauthorised personal purchases);
- Improper use of SUSF assets for private business;
- Theft of Intellectual Property;
- Using taxi vouchers for private purposes;
- Waste of SUSF resources and/or money (such as misuse of food/beverage facilities);
- Receiving personal benefits in exchange for assisting a worker to gain work at or with SUSF;
- Using the fleet service management to service a private car;
- Misappropriating official forms or order forms to gain a personal benefit;
- Certifying the performance of service on claim vouchers without being certain that the service was really provided;
- Manipulating a tendering process to achieve a desired outcome;
- Favouring an applicant for employment on criteria other than merit;
- Manipulating the selection process for a staff appointment;
- Allowing a conflict of interest to undermine a worker's independence in exercising the worker's specific job role;
- Failing to disclose a potential interest that may conflict with the exercise of the worker's role;
- Writing off recoverable assets or debts;
- Making cheques out to false persons;
- Using IOU's in petty cash;
- Using unauthorised letterhead, or facsimile or email signatures;
- Using imaging and desktop publishing to produce apparent original invoices; and
- Misusing or disclosing official information.

## **Reporting**

It is the responsibility of all workers to report all suspected, attempted or actual breaches of the Code of Conduct. Any worker who suspects an attempted or actual breach must immediately report the matter to either:

- Their immediate supervisor;
- The HR Manager;
- The Legal Counsel; or
- Chief Executive Officer

All information received will be treated confidentially and investigations will not be disclosed or discussed with anyone that is not immediately involved in line with the Complaints Resolution Policy. Upon investigation and depending on the nature of the breach, SUSF may decide to refer the matter to appropriate law enforcement or regulatory agency.

## **Breach**

All SUSF workers are required to comply with the obligations set out in this Code of Conduct. While SUSF requires workers to comply with these standards, the Code does not form part of any worker's contract of employment or engagement and does not create contractual obligations that are binding on SUSF. SUSF may amend any aspect of this Code at any time in its absolute discretion.





Depending on the circumstances, a breach of this conduct may constitute misconduct or serious misconduct. Breaches of this Code of Conduct may also lead to criminal or civil proceedings or to disciplinary action, which may include but is not limited to warnings, dismissal, demotion or suspension.

#### **4. RELATED POLICIES, PROCEDURES AND FORMS**

- Complaints Resolution Policy
- Function Safety Policy
- Vehicle Use Policy

#### **5. ABOUT THIS POLICY**

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Staff Code of Conduct
Authorised by	Chief Executive Officer
Contact	Human Resources
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