INTEGRITY & RESPECT POLICY

SCOPE
Staff at the Australian campuses sites and centres of the University.

POLICY STATEMENT
This policy outlines the University’s expectations of its staff to contribute to a culture based on ethical and professional conduct.

We aspire to the highest level of professional behaviour, respect, integrity and the provision of equal opportunity in our ambition to be Excellent, International, Enterprising and Inclusive.

Our community comes from diverse backgrounds. This diversity is celebrated and we respect the human rights of all individuals to participate in an environment where conduct is professional, equitable, and free from discrimination, intimidation, harassment (including sexual harassment), bullying or abuse.

Conduct consistent with a professional and ethical culture is expected from everyone working, studying or participating in our community. We expect you to act ethically, fairly, transparently and with generosity of spirit. You are also expected to interact with other staff, students and participants in our community with courtesy and respect.

Our policy and procedures explain to you our professional behaviour expectations.
We treat any breach of our policies or procedures seriously. We encourage reporting of concerns of non-compliance and manage compliance in accordance with the applicable Enterprise Agreement, student conduct rules or contract terms.

DEFINITIONS

**Enterprise Agreement**

The Enterprise Agreement means the:
- Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the
- Trades and Services staff (Building and Metal Trades staff) 2009 or the
- Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005

as applicable to the staff member in accordance with their contract of employment.

GOVERNANCE

**Supporting procedures**
- Acceptance of gifts, benefits and hospitality
- Behaviours in the Workplace
- Conflict of interest
- Disciplinary action and dismissal
- Dispute settlement and employment related grievances resolution
- Entertainment
- Mandatory compliance training
- Mobile phone and telephone usage
- Paid outside work
- Privacy
- Resolution of unacceptable behaviour in the workplace
- Staff/student relationships
- Whistleblowers

**Supporting schedules**

**Associated policies**
- All University policies
<table>
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<th>Policy owner</th>
<th>Director, Workplace Relations</th>
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| Legislation mandating compliance | • Fair Work Act 2009 (Cth)  
• Privacy and Data Protection Act 2014 (Vic)  
• Health Records Act 2001 (Vic)  
• General Data Protection Regulation ((EU) 2016/679) |
| Category            | Human Resources              |
| Approval            | Chief Operating Officer & Senior Vice-President |
| Endorsement         | Chief Human Resources Officer |
| Date effective      | 12 February 2020             |
| Review date         | 23 February 2021             |
| Version             | 2.1                          |
| Content enquiries   | Ask.Monash or phone Monash HR on (03) 990 20400 |