

# INTEGRITY & RESPECT POLICY

## SCOPE

This policy applies to staff and the associated workforce of the University.

For the purpose of this policy, references to 'the University' includes Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre, unless indicated otherwise.

## POLICY STATEMENT

Monash University aspires to the highest level of professional behaviour, respect and integrity which is underpinned by equal opportunity in our ambition to be Excellent, International, Enterprising and Inclusive.

Our policy and procedures explain how we demonstrate our values and define expected standards of behaviours. Overarchingly, staff and our associated workforce are expected to:

- conduct themselves in an ethical and professional manner;
- ensure participation is fair, inclusive, transparent and done so with generosity of spirit;
- support an equitable environment which is free from discrimination, intimidation, harassment (including sexual harassment), bullying or abuse; and
- support the academic freedom and freedom of speech principles as detailed in the [Freedom of Speech and Academic Freedom Policy](#).

The University treats any breach of its policies, procedures and schedules seriously; it encourages reporting of concerns about non-compliance, and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with University policies may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees, or the cessation of engagements with the University for other persons.

## DEFINITIONS

<p><b>Associated workforce</b></p>	<p>means any person appointed by the University to participate in University activities in an unpaid capacity and are not employees of the University. The associate workforce includes (but is not limited to), Honorary appointments such as Adjunct and Emeritus Professors, Conjoint Appointments, Contractors, University Visitors, and Affiliates.</p>
<p><b>Enterprise Agreement</b></p>	<p>The Enterprise Agreement means the:</p> <ul style="list-style-type: none"> <li>• <a href="#">Monash University Enterprise Agreement (Academic &amp; Professional Staff) 2019</a> or the</li> <li>• <a href="#">Trades and Services staff (Building and Metal Trades staff) 2009</a> or the</li> <li>• <a href="#">Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005</a></li> </ul> <p>as applicable to the staff member in accordance with their contract of employment.</p>
<p><b>Staff</b></p>	<p>means paid, academic, professional and trades and services staff employed by the University:</p> <ol style="list-style-type: none"> <li>under a relevant <a href="#">Enterprise Agreement</a>; or</li> <li>a contract or employment.</li> </ol>

## GOVERNANCE

Supporting procedures	<ul style="list-style-type: none"> <li>• <a href="#">Behaviours in the Workplace</a></li> <li>• <a href="#">Conflict of interest</a></li> <li>• <a href="#">Dispute resolution and employment related grievances resolution</a></li> <li>• <a href="#">Disciplinary Matters</a></li> <li>• <a href="#">Entertainment</a></li> <li>• <a href="#">HR delegations and authorities</a></li> <li>• <a href="#">Mandatory compliance training</a></li> <li>• <a href="#">Mobile phone and telephone usage</a></li> <li>• <a href="#">Paid outside work</a></li> <li>• <a href="#">Resolution of Unacceptable Behaviour &amp; Discrimination</a></li> <li>• <a href="#">Staff/student relationships</a></li> </ul>
Supporting schedules	n/a
Associated policies	<ul style="list-style-type: none"> <li>• <a href="#">Equal Opportunity Policy</a></li> <li>• <a href="#">Ethics Statement Policy</a></li> <li>• <a href="#">Freedom of Speech and Academic Freedom Policy</a></li> <li>• <a href="#">Gifts Policy</a></li> <li>• <a href="#">Whistleblower Policy</a></li> </ul>
Policy owner	Chief Human Resources Officer
Legislation mandating compliance	<ul style="list-style-type: none"> <li>• <a href="#">Fair Work Act 2009 (Cth)</a></li> </ul> <p>Malaysian Legislation</p> <ul style="list-style-type: none"> <li>• <a href="#">Employment Act 1955 (Act 265)</a></li> <li>• <a href="#">Industrial Relations Act 1967 (Act 177)</a></li> <li>• <a href="#">Personal Data Protection Act 2010 (Act 709)</a></li> <li>• <a href="#">Malaysian Anti-Corruption Commission Act 2009 (Act 694)</a></li> </ul>
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President
Endorsement	Chief Human Resources Officer
Date effective	12 February 2020
Review date	23 February 2021
Version	2.2 ( <i>minor amendments effective on 1 June 2021</i> )
Content enquiries	<ul style="list-style-type: none"> <li>• Monash University Australia &amp; Monash University Indonesia: <a href="#">Ask.Monash</a> or phone Monash HR on +61 3 990 20400</li> <li>• Monash University Malaysia: Access MUM HR (<a href="https://hrhelpdesk.monash.edu.my/">https://hrhelpdesk.monash.edu.my/</a>)</li> </ul>