

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 Agreements	<p>Enterprise Agreements refers to the following Monash University Enterprise Agreements:</p> <ul style="list-style-type: none"> • Monash University Enterprise Agreement (Academic and Professional Staff) 2014 • Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 • Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005
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GOVERNANCE

Supporting procedures	<ul style="list-style-type: none"> • 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
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Supporting schedules	
Associated policies	<ul style="list-style-type: none"> All University policies
Policy owner	Director, Workplace Relations
Legislation mandating compliance	<ul style="list-style-type: none"> 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	23 February 2018
Review date	23 February 2021
Version	2
Content enquiries	Ask.Monash or phone Monash HR on (03) 990 20400