

## Code of Conduct – Staff and Associates

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17 June 2016

### 1. Policy statement

ANROWS aspires to be the authoritative voice on violence against women in Australia and to influence policy and practice through the translation and exchange of knowledge. ANROWS is funded, primarily, by the Commonwealth and all State and Territory governments of Australia on behalf of the Australian people. The conduct of ANROWS staff and associates must be characterised by the following principles: respect the inherent dignity of others; adhere to ethical practice; and commitment to uphold the public interest.

### 2. Purpose

To provide clear guidance to ANROWS staff and associates on expectations of conduct as it relates to the reputation and performance of ANROWS, including through relationships between staff and associates and with stakeholders.

### 3. Scope

This Code of Conduct applies to all ANROWS activities and all ANROWS staff, contractors and members of advisory bodies as may exist from time to time. Collectively, ANROWS staff, contractors and members of advisory bodies are “ANROWS staff and associates”. The Code of Conduct reflects the guiding principles set out in ANROWS’s Strategic Plan 2016-2019:

- Quality – we will be intellectually rigorous and committed to continuous improvement across all functions.
- Independence – our actions will be evidence-based and focused on achieving our strategic goals.
- Accountability – our work will be relevant, transparent, responsive and accessible to our stakeholders.
- Innovation – we will encourage fresh thinking and informed debate and strive for continuous improvement in our leadership, research, knowledge translation and exchange and organisational practices.
- Professionalism – we will maintain high standards of governance and show respect and dignity in all our activities.

## 4. Code of Conduct

### 4.1 Code of Conduct statement

Abiding by the ANROWS Code of Conduct is a condition of employment at ANROWS, as reflected in employment contracts. It is also a condition of appointment to ANROWS advisory bodies as may exist from time to time. Supervisors at ANROWS have an additional responsibility for ensuring staff and associates are aware of their obligations under the Code of Conduct, as set out, below.

#### 4.1.1 Confidentiality

- a) Staff and associates will maintain appropriate confidentiality of stakeholder and ANROWS's confidential information.
- b) "Confidential Information" means information that:
  - is by its nature confidential;
  - is designated by the parties as confidential; or
  - the parties know or ought to know is confidential.

#### 4.1.2 Adhere to ethical practice

- a) Personal behavior will not bring discredit to ANROWS, to the work performed by ANROWS or to colleagues and Directors of ANROWS. Any complaints or problems about practices at any level should be discussed with the identified officer and appropriate investigation/grievance procedures will be followed, as required.
- b) Staff will distinguish clearly between statements and actions made as a private individual and as a representative of ANROWS. Associates do not represent ANROWS.
- c) Staff will not accept substantial gifts from stakeholders. Small tokens of appreciation may be accepted but must be declared and included on the ANROWS Gift Register, as soon as practicable after receipt.
- d) Staff and associates will not exploit work relationships for professional gain or profit, nor use their position to promote personal, political, religious or business loyalty.
- e) Staff, and associates, shall disclose any personal relationships that may present a conflict of interest to the relevant ANROWS representative (e.g. staff manager, or meeting chair).
- f) Staff and associates are prohibited from acting in any capacity while under the influence of any mind-altering substance, including alcohol, except in the case of prescribed medication, in which case management will be made aware of potential effects on performance.
- g) Staff seeking additional employment with another employer will seek approval from their manager and in circumstances where there is no actual or perceived conflict of interest, the manager will approve to the additional employment.
- h) Research staff will adhere to codes of practice published by the National Health and Medical Research Council, including the *National Statement on Ethical Conduct in Human Research* and *Values and Ethics - Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research*.

#### ***4.1.3 Abide by the law and declare any charges, investigations or disciplinary action***

- a) Staff and associates will abide by Commonwealth, State and Territory laws.
- b) Staff and associates will declare to the CEO as soon as practicable any charges, investigations or disciplinary action against them, whether or not a criminal matter, which may bring ANROWS into disrepute by association. The CEO, or their delegate, will determine any action necessary, which may include termination of employment, contract or appointment, based on relative risk to ANROWS and subject to legal advice.

#### ***4.1.4 Respect the inherent dignity of others***

- a) Staff and associates will not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, colour, gender, sexual orientation, age, disability, religion, national origin, marital status or other conditions or status.
- b) Staff and associates will treat colleagues and stakeholders with respect, courtesy, fairness and good faith. Where serious disagreements cannot be resolved, they will be addressed as outlined in the grievance procedure.
- c) Staff who have responsibility for employing and evaluating the performance of other staff members will act in a fair, considerate and just manner, performing evaluations on clearly enunciated criteria.
- d) Harassment, bullying or discrimination as defined in the *Fair Work Act 2009* (Cth) and state or territory law, as relevant from time to time, will not be tolerated. Relevant negative feedback in the context of performance review must not be confused with harassment; however, performance feedback must be delivered in a manner that is respectful and confidential and must be transparently intended to assist performance improvement in the interests of the relevant staff member and the organisation. Harassment, bullying and discrimination are subject to the ANROWS grievance procedure and law, as relevant.

#### ***4.1.5 Collaborate to achieve organisational goals***

- a) Staff will acknowledge fluctuations in workloads and offer assistance in support of others to achieve organisational goals and meet collective obligations, where necessary and possible.
- b) Staff will respond to requests for assistance with a positive and collegial spirit, whether or not assistance can be provided.
- c) Staff will cooperate with management decisions on work priorities associated with delivering on organisational goals.
- d) Disputes regarding collaboration and priority setting are to be addressed in accordance with the ANROWS dispute resolution process.

#### ***4.1.6 Uphold the public interest.***

- a) Staff will be responsible, respectful and enthusiastic in discussion and critical review of their work performance, participating in outcome focused discussion and evaluation of their own and others' work.
- b) Feedback from stakeholders on ANROWS's performance will be sought regularly.
- c) ANROWS's practice will be open and transparent, subject to relevant legal and ethical

obligations concerning confidentiality.

d) Staff will make efficient use of public resources and avoid waste.

#### **4.2 Consequences for breach of Code of Conduct**

Any breach of the Code of Conduct is considered to be very serious and, following appropriate investigations, may be subject to disciplinary action (which may include termination of employment, contract or appointment to an advisory body or similar, and/or referral to relevant authorities).