



CODE OF CONDUCT

The University of Queensland Union (UQU) Code of Conduct establishes a standard by which we conduct ourselves towards others and perform our professional duties on behalf of UQU. Its aim is to help us to aspire to the highest standards of ethical conduct, values and behavioural expectations that are critical in building and maintaining a positive culture. At UQU, we value and promote honesty and trust, respect, accountability and fairness.

SCOPE

The Code of Conduct applies to all employees and the Student Executive of UQU while acting in their official capacity.

It is an expectation that all UQU volunteers, contractors and other representatives will also act in accordance with this Code of Conduct while undertaking work or activities for or on behalf of UQU.

A breach of the Code of Conduct may be considered misconduct or serious misconduct depending on the circumstances and can result in disciplinary action.

THE CODE

Honesty and Trust

We value honesty and trust through being open, truthful, sincere and direct in our intentions and actions, transparent and sharing information. Honesty and trust are the foundations of training, customer service and engagement, leadership and administration.

We will:

- Demonstrate and encourage open communication.
- Rely on our colleagues to achieve agreed outcomes.
- Be reliable and ensure that decisions are implemented.
- Take responsibility for our own work and acknowledge the contribution of others.
- Maintain transparency and provide a clear rationale for decisions.
- Admit to our mistakes and work to rectify problems quickly.
- Be cooperative with other members of UQU and the University of Queensland (UQ) community.
- Acknowledge the responsibility of our positions and that we are regarded as having expertise, knowledge and skills in our field and area of work.
- Maintain the integrity, confidentiality and privacy of official UQU information.
- Know when it is appropriate to share information with others inside and outside of UQU.
- Share responsibility for the success of UQU and take a proactive role in its endeavours and activities.
- Adherence to UQU policies and procedures.



Respect

We value respect and regard for individuality, diversity, and treating everyone with courtesy and sensitivity. We promote a collaborative workplace by behaving inclusively and openly, and fostering autonomy. We recognise and support people from all ethnic, cultural and social backgrounds, including Indigenous Australians and people living with disability.

We will:

- Communicate courteously, between employees, customers and stakeholders – be it in person, in writing or through electronic or social media.
- Treat others with compassion and kindness.
- Follow reasonable direction from supervisors, managers and leaders.
- Behave and communicate in a manner that does not offend, degrade or humiliate.
- Promote a culture that does not tolerate bullying or harassment.
- Actively promote the value of diversity through valuing differences and others' opinions, choices and approaches.
- Ensure transparent decision making in recruitment, attraction and retention of employees.
- Maintain awareness and respect for all cultural backgrounds through developing cultural competence and acknowledgement of diversity across UQU and UQ.
- Be committed to a workplace environment that is free from all forms of discrimination based on race, age, gender, marital status, religious belief, political affiliation, disability or sexual preference.
- Behave in a professional and appropriate manner as a representative of UQU in all our activities both on and off-campus.
- Show consideration for the property of UQU, UQ and the property of others.

Accountability

We value accountability and take responsibility for our actions, or inactions. This includes an obligation to report, explain and be answerable to the consequences of our actions. We are committed to integrity and hold to account any unethical behaviour or wrongdoing.

We will:

- Comply with any relevant legislative, industrial or administrative requirements.
- Promote the principles of good governance and social, economic and environmental sustainability.
- Acknowledge and take responsibility for our actions.
- Be aware of conflicts of interest, real or perceived, and declare and address them to ensure our political views, affiliations or other personal interests do not unduly influence the performance of our duties or obligations.
- Keep up-to-date with advances and changes in knowledge and professional standards relevant to our area of expertise.
- Use current and accurate information, data and documentation.
- Perform our duties to the best of our abilities.
- Comply with the principles of health and safety, and identify and report all health and safety risks and incidents.
- Make public comment on behalf of UQU only if we are authorised.



Fairness

We value fairness characterised by openness and impartiality in the conduct of our work, in decision making and in supporting and attracting employees. We demonstrate Fairness through compliance with legislation and regulations, and through mutual respect, constructive interpersonal relationships and honest communication.

We will:

- Be inclusive and treat everyone - employees, customers and stakeholders at all levels equitably, consistently and appropriately.
- Be impartial and balanced in decision-making, including in relation to employee attraction and recruitment.
- Share and provide information that is accurate, complete and timely.
- Show compassion and make reasonable adjustments when accommodating others' needs.
- Be committed to a workplace that is free from bullying and harassment.

Related Documents

[All Current UQU Policies and Procedures](#)

This Policy supersedes:

[Code of Conduct HR.FM.9.06 \(2012\)](#)