

## 1. Purpose

The Country Universities Centre Norfolk Island (CUCNI) Code of Conduct sets out the behaviours, attitudes and ethical practices that guide staff and volunteers on what CUCNI expects of them in the workplace and as representatives of the CUCNI. This code of conduct outlines the values and standards that are expected of staff, volunteers, and partners. It also serves as a guide for making decisions and resolving conflicts. It is important for all staff and volunteers to understand and adhere to the code of conduct.

## 2. Scope

This policy applies to CUCNI:

- Staff who are paid or remunerated for their role,
- Volunteers who act as CUCNI representatives,
- Board members,
- Contracts and offers of employment,
- Expected behaviours, attitudes and practices undertaken.

## 3. Policy

### A. Expected Behaviours

Employees, board members and volunteers of CUCNI will:

#### **Professionalism**

- Perform duties to the best of their abilities with honesty, impartiality, and diligence.
- Maintain appropriate dress standards.
- Positively represent and promote CUCNI within the community.

#### **Collaboration**

- Work cooperatively with colleagues, students, and stakeholders.
- Foster an environment of mutual respect and teamwork.

#### **Respect and Inclusion**

- Avoid behaviours that discriminate, harass, or bully others.
- Uphold CUCNI's commitment to diversity, equity, and inclusion.

#### **Confidentiality**

- Maintain confidentiality of personal and organisational information.
- Ensure secure handling of data in accordance with privacy laws.

**Compliance**

- Adhere to all CUCNI policies and legal obligations, including child safety requirements.
- Declare and appropriately manage conflicts of interest, including secondary employment.

**Social Media Use**

- Use social media responsibly and avoid actions that could bring CUCNI into disrepute.
- Ensure personal comments and posts do not reflect negatively on CUCNI, its staff, or its stakeholders.

**Health and Safety**

- Exercise a duty of care to protect personal health, safety, and welfare and that of others.
- Report any hazards, incidents or near misses to the relevant supervisor as soon as possible.

**Ethical Practices**

- Refrain from accepting gifts or benefits that could influence decision-making.
- Avoid actions that conflict with CUCNI's not-for-profit charitable purpose.

**B. Agreement**

Anyone appointed as a representative of CUCNI to which this policy is applicable must agree to the above Code of Conduct when they accept their position. Any action contrary to the Code may lead to disciplinary action, including the loss of employment. Additionally, any representative of CUCNI found to have violated this policy may face legal action.