



## Code of Conduct

Policy Area: Corporate Governance

Approval: Chairperson, Board of Directors

Signature:  Date:

### 1. PURPOSE

The Sheridan Code of Conduct has been created by the Board of Directors to guide all members of the Sheridan community (directors, board committees, officers, external advisors, full-time, part-time and sessional employees, consultants, volunteers and students) as to the practice necessary to maintain confidence in the organisations' integrity.

The framework for the Code is adapted from the IAU-MCO Guidelines for an Institutional Code of Ethics in Higher Education.

Sheridan is committed to compliance with applicable legal requirements. These include, but are not limited to, the Corporations Act 2001, ASIC, HESA, ESOS, and OH&S requirements, trade practices and fair dealing laws, consumer protection and the protection of privacy.

### 2. CODE OF CONDUCT

Individuals appointed, employed or enrolled at Sheridan Institute of Higher Education are responsible for their own behaviour and are obliged to:

1. Uphold academic integrity and independence, based on the principles outlined in the *Sheridan Statement of Academic Freedom*.
2. Avoid fraud of any kind, including plagiarism, deliberate fabrication or falsification of data, unauthorised duplication and unwarranted authorship, piracy of thesis or projects, and the use of ghost writers and unwarranted co-authorship.
3. Promote decision-making based on merit along with ability and performance as the key criteria in the standards used for the selection, compensation and promotion of faculty members, technical and administrative staff as well as students.
4. Deal appropriately with actual, potential or perceived conflict of interest in all areas of policy and decision-making including, for example, research, student admission and evaluation, faculty performance, promotion, and compensation.
5. Uphold a high quality of teaching, proper student supervision and fair and transparent evaluation of student performance according to criteria available in advance.
6. Promote and safeguarding mutual respect between teacher and student, non-discrimination, trustworthiness and avoiding all abuse of power and harassment.
7. Prevent all corruption, including but not limited to, the sale or receipt of favours or gifts for admissions, favourable examination results, granting of qualifications, hiring and promotion. (Educational books received from publishers in order to evaluate their value for Sheridan curricula are specifically exempted from this policy). All gifts should be reported to the Executive Principal.

8. Maintain confidentiality by protecting the integrity and security of Sheridan information systems and activities. Examples include, but are not limited to, student records, employee files, patient records, and contract negotiations.
9. Ensure that Sheridan resources, staff time, supplies, equipment, services and travel budgets are used efficiently and economically, and solely for Sheridan-related purposes.
10. Respect and protect Sheridan property.
11. Avoid misrepresentation of Sheridan interests when establishing collaborative partnerships or pursuing cooperation projects.
12. Give all members of the Sheridan community access and the right to a fair hearing in all cases of alleged abuse or misuse of power, discrimination or harassment, as well as the right of appeal.
13. Demonstrate a high level of commitment to Sheridan's and your own social responsibility.
14. Deal with grace, kindness and hospitality towards all members of the Sheridan community.
15. Take reasonable care for the health and safety of persons who are at your place of work and who may be affected by your acts or omissions at work.
16. Ensure your public communication and social media activities do not bring yourself or Sheridan into disrepute.
17. Comply with any lawful and reasonable direction given by a person with the authority to give the direction and with all reasonable professional standards.

### 3. REPORTING

1. You are urged to report suspicions of corrupt or improper conduct, maladministration and serious and substantial waste of Sheridan resources to a senior manager or, if appropriate, the Chair of the Board of Directors. Any such allegations will be treated in strict confidence and investigated as considered appropriate.
2. If you report a violation or suspected violation of the Code, you must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy.
3. If your allegation is proven not to be and it is proven that you have made that allegation maliciously or knowing it to be false, you could be subject to disciplinary action.
4. If you responsibly and in good faith report a violation of the policy, you shall be protected from harassment, retaliation or adverse employment consequence.
5. If you retaliate against someone who has reported a violation in good faith, you will be subject to discipline up to and including termination of employment.
6. Reports of misconduct will be managed according to the Sheridan *Whistleblower Policy*. This policy is intended to encourage and enable responsible persons and others to raise serious concerns within Sheridan prior to seeking resolution outside Sheridan.
7. The Board is responsible for investigating breaches of the Code of Conduct and for the protection of those who report violations.

**4. TIMING OF COMMITMENT TO CODE OF CONDUCT**

1. Directors shall commit to the Code prior to appointment and prior to any occasion for reappointment.
2. External members of committees of the Board of Directors, Academic Council members and related committees/panels shall commit to the Code on appointment for tabling on the first occasion of attendance at a meeting of their board/committee/panel.
3. Employees (including the Executive Principal), shall commit to the Code on acceptance of appointment and on the occasion of each professional review.
4. Permanent (full-time or part-time) and long-term casual staff of Sheridan shall commit to the Code on acceptance of appointment and on the occasion of each professional review.
5. Sheridan staff on short-term appointment shall commit to the Code on occasions as determined by the Executive Principal.

## 5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

<b>Document Title:</b>	Code of Conduct
<b>Source Documents:</b>	<p>Australian Catholic University, <i>Code of Conduct for All Staff</i> (2006). Retrieved 8 August 2012 from <a href="http://www.acu.edu.au/_data/assets/pdf_file/0018/19125/Code_of_Conduct_for_All_Staff_-_November_2006.pdf">http://www.acu.edu.au/_data/assets/pdf_file/0018/19125/Code_of_Conduct_for_All_Staff_-_November_2006.pdf</a></p> <p>Australian College of Theology, <i>Codes of Conduct Policy</i> (2008). Retrieved 8 August 2012 from <a href="http://www.actheology.edu.au/policy%20files/Codes%20of%20Conduct%20Policy.pdf">http://www.actheology.edu.au/policy%20files/Codes%20of%20Conduct%20Policy.pdf</a></p> <p>Bretag, T., Mahmud, S., Wallace, M., Walker, R., James, C., Green, M., East, J., McGowan, U. &amp; Partridge, L. (2011) Core elements of exemplary academic integrity policy in Australian higher education. In <i>Educational integrity: Culture &amp; Values. Proceedings 5<sup>th</sup> Asia Pacific Conference on Educational Integrity</i>. The University of Western Australia, 26-28 September. Retrieved 8 August 2012 from <a href="http://www.apcei.catl.uwa.edu.au/procs/bretag.pdf">http://www.apcei.catl.uwa.edu.au/procs/bretag.pdf</a></p> <p>International Association of Universities, <i>IAU-MCO Guidelines for an Institutional Code of Ethics in Higher Education, Final Draft</i> (2012). Retrieved 8 August 2012 from <a href="http://www.iau-aiu.net/sites/all/files/Ethics_Guidelines_Final_o.pdf">http://www.iau-aiu.net/sites/all/files/Ethics_Guidelines_Final_o.pdf</a></p> <p>University of Western Australia, <i>Code of Conduct</i>. Retrieved 3 September 2020 from <a href="https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct">https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct</a></p>
<b>Associated Internal Documents:</b>	Governance Manual Whistleblower Policy
<b>Associated External Documents:</b>	
<b>Authorised Officer:</b>	Chairperson, Board of Directors
<b>Approved by:</b>	Mr Michael Smith
<b>Date of Approval:</b>	9 Sep 2020
<b>Next Review Before:</b>	December 2023

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	02 Mar 2013	Chairperson, Board of Directors	Included in Governance Manual submitted to TEQSA for Sheridan College HEP registration
1.01	13 Jun 2016	Chairperson, Board of Directors	Formatted and edited in accordance with approved edits to Governance Manual
2.00	9 Sep 2020	Chairperson, Board of Directors	Renamed and reviewed with minor changes.
2.01	20 Jan 2021	Chairperson, Board of Directors	Reference to <i>Whistleblower Policy</i> added to Section 3.6
2.02	13 Oct 2021	Chairperson, Board of Directors	Correction of typos plus edits to clauses 4.3 & 4.4

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