

# Charter of Conduct and Values

## Section 1 – Purpose

- (1) Galambany: Together we work to empower, connect and share knowledge with our people, cultures and places.
- (2) This Charter sets out the values and standards of staff conduct for the University of Canberra (the University) and constitutes the basis of decision-making and behaviour. The Charter is enforceable and clarifies the University's obligations and commitments and provides an ethical framework outlining the University's expectations of its Employees. These standards are supported by our values and the University's strategy to foster an ethical, values-driven, collaborative, respectful and innovative environment.

## Section 2 – Values

- (3) Our values serve to guide our actions and describe how we behave in the world. The University and its Employees commit to the following values:
  - a. Everyone's Invited - Celebrate differences and embrace similarities. Value unique contributions and promote accessibility and equity for all.
  - b. Narragunnawali – Embrace Indigenous ways of knowing, being and doing in our work and our culture. Get amongst the conversation. Listen authentically and be a driver of meaningful reconciliation.
  - c. Change the world – Don't be afraid to have an impact. Do things differently. Inspire each other to be innovative.
  - d. Dare to be curious – Find purpose in learning. Step out of your comfort zone. Be brave, stir curiosity and share ideas and discoveries that shape our future.
  - e. Walk together – Connect and collaborate with our community, both near and far. Embody the spirit of Canberra as a meeting place of ideas and creativity. Show what we have to offer.

## Section 3 – Principles

### Part A: The University's Commitments

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- (4) The University commits to providing an environment that supports its Employees in reaching their full potential. As a socially responsible employer with an international outlook, the University strives to achieve best practice in reward and recognition, supporting the work-life balance and career and professional development of all Employees. The University makes the following commitments in the pursuit of these aims:

## Intellectual freedom

- (5) The University is a place where freedom of speech is respected; where free and open discussion and intellectual debate are encouraged. The University commits to the protection and promotion of intellectual freedom for all Employees, when expressed consistently with an Employee's responsibilities and in line with the section 'Public and social media comment' below.
- (6) For academic Employees, intellectual freedom means the right to pursue critical and open enquiry, and to disseminate their views in areas of their academic expertise, within the bounds of the law and reasonable and proportionate regulation of conduct, free from fear or favour.

## A safe and healthy workplace

- (7) The University is dedicated to a safe and healthy environment for all Employees. The University is committed to a culture of inclusion, belonging and psychosocial safety, where everyone is respected and connected. Senior leaders will role-model behaviour consistent with this culture to reinforce it. The expected standards will be set through relevant University policies and processes, and the timely resolution of workplace issues.

## Diversity, Equity and Inclusion

- (8) The University is committed to building a community which reflects the diversity of the broader society in which we live. To achieve this, it is essential that all Employees commit to creating a workplace environment that openly embraces diversity and is free from discrimination on the grounds of race, gender identity, religion, disability, age, political persuasion, sexual orientation or caring responsibility.
- (9) The University also recognises the importance of intersectionality; how overlapping identities such as socio-economic background, disability, gender and race can shape individual experiences. The University fosters an inclusive environment that reflects this complexity in our policies, practices and culture. This includes a commitment to accessibility, ensuring that our physical, digital, and cultural environments are inclusive and usable, regardless of ability or background.

## Engagement, consultation and communication

- (10) The University values feedback from a variety of sources. The University commits to engaging with Employees and the broader community; to consult on important decisions of strategy and direction, and to communicate with Employees in an open, transparent and genuine manner.

## Career development

- (11) In recognition of the evolving higher education landscape, the University encourages and values the career development of all Employees. Through learning and development opportunities, mentoring, higher duties opportunities, and other support mechanisms, the University seeks to create and foster an environment which supports ongoing career planning and development.

## Remuneration, reward and recognition

- (12) The University prides itself on offering competitive remuneration and employment conditions. The University has implemented innovative reward and recognition practices to acknowledge the contributions of Employees in support of its strategic priorities. Recognition of effort and output, and the link between remuneration and performance, is fundamental to the engagement of Employees in the strategic direction and success of the organisation.

## Part B: Employee Commitments

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- (13) The University strives to maintain the highest ethical standards in its actions and decision-making. Every Employee is expected to carry out their duties in accordance with:
- the law and applicable regulations and codes;
  - lawful and reasonable requests;
  - adherence to all applicable University policies and guidelines; and
  - the ethical standards and shared behaviours outlined in this Charter.

## Professional behaviour

- (14) Employees will accept responsibility and be accountable for their own actions, behaviours and outputs, and:
- treat everyone with dignity and respect, consistent with legislative and policy obligations;
  - help create an environment free from discrimination, bullying and all other inappropriate behaviour;
  - treat students, colleagues, and members of the public with courtesy and respect for their rights, duties and aspirations;
  - perform official duties with care, skill, fairness and diligence and exercise given authority for the purposes for which that authority has been granted;
  - perform duties professionally;
  - act consistently with their responsibilities, and in a manner that does not bring the University into disrepute; and
  - abide by all requirements established by legislation and University policy, and ensure that no unsafe practices or hazards go unreported.

## Conflict of interest

- (15) A conflict of interest arises where an Employee or University representative has a private interest which may influence, or appear to influence, the impartial, objective and effective performance of their official duties. The Employee's private interest includes any advantage

to themselves, their family or friends, and persons or organisations they have a relationship with.

- (16) The Employee with an actual, perceived or potential conflict of interest must:
- a. be alert to any actual, perceived or potential conflict of interest;
  - b. take steps to avoid such conflict;
  - c. disclose to their manager or the appropriate board or committee any such conflict as soon as they become aware of it; and
  - d. comply with any decision to remedy the actual, perceived or potential conflict of interest.

### Incompatible outside interests/work

- (17) No Employee will engage in any position or function, paid or unpaid, which conflicts with the proper performance of their work duties for the University. Where the Employee is unclear whether an activity is compatible with their employment, they will seek advice from their manager.
- (18) Subject to the relevant policy, the Employee is required to notify and seek the appropriate approval to carry out defined activities or functions outside of their employment, ensuring that the proposed activity does not conflict with the University's interest.

### Gifts and benefits

- (19) No Employee will demand or accept gifts, favours, hospitality or any other benefit for themselves or their family, close relatives and friends, or persons or organisations they have a relationship with or interests in, which may influence or appear to influence their impartiality in their work duties. This does not include conventional hospitality and minor gifts, which can be accepted when it is clear that they would not influence, or give the appearance of influencing, the Employee's impartiality. Where the Employee is in doubt they will seek advice from their manager.
- (20) Where a gift or benefit is offered or provided, an employee will report it to their manager as soon as possible. Where there is risk of influence or the appearance of influencing, gifts or benefits will be:
- a. returned;
  - b. auctioned with proceeds provided to the UC Foundation Endowment; or
  - c. reported to the relevant authorities.

### Appropriate use of authority, resources and information

- (21) Every Employee will use of the authority of their position appropriately, including in relation to University resources and information, and not seek advantage for themselves, their friends, family or associates.
- (22) Employees are expected to manage University resources effectively, efficiently, economically, and for the purposes for which they are intended and consistent with University delegations.

- (23) Employees will only disclose University information in accordance with University policy and legislative requirements, including privacy and freedom of information legislation.

### Public and social media comment

- (24) In making written or oral comments which claim to represent the views or authority of the University and which may become public, Employees have a responsibility to ensure that they hold proper authority to make such public comments, and that such authority has been given to them by a person holding actual authority on behalf of the University.
- (25) Where the matter of a media statement or letter relates directly to the academic or other specialised subject area of an Employee's appointment, they may use the University's name and give the title of their University appointment to establish their credentials.
- (26) All Employees have the right to express their views publicly on any matter of public interest provided that they make clear they hold these views as private citizens.

## Part C: Compliance with the standards and obligation to report breaches

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- (27) Employees will familiarise themselves with and seek to comply with:
- a. this Charter;
  - b. relevant statute law and regulations;
  - c. relevant University statutes and rules;
  - d. the University's Enterprise Agreement;
  - e. the University's strategy; and
  - f. University policies and procedures.
- (28) When in doubt about what laws, regulations, statutes, rules, policies, and procedures apply, Employees will, at the earliest opportunity, refer matters to the relevant senior employees for independent guidance and resolution.
- (29) In certain circumstances, breaches of ethical guidelines in this Charter may also involve breaches of other legislation and/or University policy which may require action being taken by the University to remedy the situation.
- (30) If an Employee becomes aware of conduct which may be inconsistent with the Charter, legislation or University policy, they have a responsibility to take immediate action by raising these issues with their manager or another appropriate person.
- (31) Complaints in relation to alleged breaches of the Charter will be managed in accordance with the Enterprise Agreement. Where the alleged breach constitutes misconduct or serious misconduct, the relevant section of the Enterprise Agreement will apply.

## Section 4 – Additional Information

### Legislation, standards and codes

- [Age Discrimination Act 2004](#) (Cth)
- [Age Discrimination Regulations 2020](#) (Cth)
- [Australian Code for the Responsible Conduct of Research](#)
- [Discrimination ACT 1991](#) (ACT)
- [Disability Discrimination Act 1992](#) (Cth)
- [Disability Discrimination Regulations 2019](#) (Cth)
- [Fair Work Act 2009](#) (Cth)
- [Freedom of Information Act 1982](#) (Cth)
- [Freedom of Information Act 2016](#) (ACT)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Information Privacy Act 2014](#) (ACT)
- [Privacy Act 1988](#) (Cth)
- [Racial Discrimination Act 1975](#) (Cth)
- [Sex Discrimination Act 1984](#) (Cth)
- [Sex Discrimination Regulations 2018](#) (Cth)
- [The University of Canberra Act 1989](#) (ACT)
- [Work Health and Safety Act 2011](#) (ACT)
- [Work Health and Safety Act 2011](#) (Cth)
- [Work Health and Safety Amendment Act 2023](#) (Cth)
- [Work Health and Safety \(How to Manage Work Health and Safety Risks\) Code of Practice 2015](#) (Cth)
- [Work Health and Safety \(Managing Psychosocial Hazards at Work\) Code of Practice 2024](#) (Cth)
- [Work Health and Safety \(Sexual and Gender-based Harassment\) Code of Practice 2025](#) (Cth)
- [Work Health and Safety Regulations 2011](#) (Cth)
- [Workplace Gender Equality Act 2012](#) (Cth)

### University documents

- [Reconnected 2025 - 2027](#)
- [Report an Incident – UC Web Form](#)
- [University of Canberra Enterprise Agreement 2023 – 2026](#)
- [University Policy Library](#)
- [University Rules](#)
- [University Statutes](#)

## Status and Details

<b>Effective Date</b>	14 January 2026
<b>Review Date</b>	11 December 2027
<b>Approval Authority</b>	Council
<b>Approval Date</b>	11 December 2025
<b>Custodian</b>	Chief People Officer
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