



# Integrity policy

## Section 1 - Preamble

(1) This Policy was approved by the Vice-Chancellor on 1 April 2017.

## Section 2 - Purpose

(2) This Policy sets out the University's principles for maintaining a high level of integrity in all aspects of University operations.

## Section 3 - Scope

(3) This Policy applies to all staff and associates of the University.

## Section 4 - Policy

### Commitments

(4) The University is committed to upholding moral and ethical standards in day-to-day conduct and ensuring that decision making and actions are undertaken with honesty and transparency and are not influenced by personal or private interests.

(5) The University will ensure that:

- a. integrity is supported through policies and procedures
- b. all staff and associates are appropriately trained in integrity and are familiar with relevant policies and available support
- c. opportunities for unlawful and/or unethical behaviour are minimised.

(6) The University will respond to allegations that staff or associates have breached integrity in a fair, consistent, transparent and timely manner, and apply outcomes appropriately.

### Training for staff and associates

(7) The Risk and Compliance Unit will ensure that a University-wide training program is provided for staff.

(8) All staff and associates must complete induction and ongoing integrity training as prescribed by the University.

### Reporting of unlawful and/or unethical conduct

(9) If staff and associates suspect unlawful and/or unethical conduct that may damage the University's integrity, they are encouraged to report the matter to the Implementation or Responsible Officer for the University's relevant policy and/or procedure.

(10) Implementation or Responsible Officers for University policies and/or procedures will ensure that any reported matters with a material effect on the University's integrity are appropriately reported to the Vice-Chancellor or the Audit and Risk Committee.

(11) Staff and associates may contact the University Solicitor's Office if they are not sure of an avenue for reporting and handling of unlawful and/or unethical conduct.

(12) Staff and associates who identify unlawful and/or unethical conduct that constitutes a breach must report it and take appropriate action in accordance with the [Breach Management procedure](#).

(13) Staff who identify a breach or unlawful and/or unethical conduct and fail to report it may be subject to disciplinary action in accordance with the Staff Discipline Policy.

## **Confidentiality**

(14) Staff and associates may make a confidential or anonymous disclosure about unlawful and/or unethical conduct to the University Solicitor's Office.

(15) All staff and associates who access confidential and personal information in the course of handling potential and actual breaches or unlawful and/or unethical conduct must comply with the requirements of the [Privacy policy](#).

(16) If staff and associates wish to make a confidential, anonymous, and/or protected disclosure about corrupt or dishonest conduct by the University or its staff or associates, they should make the disclosure directly to the [Independent Broad-based Anti-Corruption Commission \(IBAC\)](#) as stipulated in the [Protection of Persons from Detrimental Action procedure](#).

## **Investigation and remediation of unlawful and/or unethical conduct**

(17) Investigation and remediation may be undertaken in accordance with any University policies and/or procedures dedicated to a particular type of unlawful and/or unethical conduct.

(18) Staff and associates will apply the [Breach Management procedure](#) to coordinate investigations and remedial actions for a breach unless there are existing University policies and/or procedures dedicated to a particular type of breach.

(19) At any time, reporting and investigation of unlawful and/or unethical conduct should be kept confidential and may be disclosed to others on a 'need-to-know' basis only.

## **Section 5 - Procedure**

(20) Refer to the [Breach Management procedure](#).

## **Section 6 - Definitions**

(21) For the purpose of this Policy:

- a. Associates: Contractors, consultants, volunteers, visiting appointees and visitors to the University.
- b. Breach: A breach is an unintentional or deliberate act or omission which leads to the University and/or staff member(s) failing to meet their compliance obligations.
- c. Implementation Officer: A practice leader and Manager, at HEW level 9 or above, who is assigned by the Responsible Officer to lead the development, implementation and review of the relevant policy or procedure.

- d. Integrity: Integrity refers to the consistent application of moral and ethical standards in day-to-day conduct with a strong drive to prevent and address improper conduct as an individual and organisation. It means decision making and actions are undertaken with honesty and transparency and that are not influenced by personal or private interests.
- e. Responsible Officer: An Executive member or a Senior Manager who owns and is accountable for a particular policy or procedure that falls under an area of operation in his/her jurisdiction.
- f. Staff: A member of the academic or professional staff, executive or honorary staff member.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	4th April 2017
<b>Review Date</b>	4th April 2020
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	1st April 2017
<b>Expiry Date</b>	24th September 2017
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