MBS Code of Conduct

1. Purpose

MBS values diversity and is committed to achieving a workforce which is inclusive and respectful of each other’s differences. We are expected to treat all people we deal with through our work at MBS with dignity, courtesy and respect.

MBS believes the safety, security, physical and mental health of MBS employees lies at the heart of each person’s ability to contribute to our success. MBS respects the right of all individuals to work in a safe environment that promotes wellbeing.

The Code of Conduct (the Code) aims to maintain public trust and confidence in the integrity and professionalism of our teaching and learning, research, community service activities and the facilities and services that make up the MBS experience.

The Code sets standards for the way we work at MBS because employees and students have a right to expect that the business of MBS will be conducted ethically, efficiently, fairly, impartially and with integrity. These standards provide a guide to assist employees in resolving the ethical issues faced in their day-to-day work activities.

MBS places great importance on the values of ethical conduct, efficiency, fairness, impartiality and integrity.

All employees are expected to:

- Act as ambassadors and representatives of the School and demonstrate these behaviours at all times
- Set an example for others and recognise those around you who also demonstrate these behaviours
- Speak out when you feel that these behaviours are compromised in any way

2. Scope

This Code applies to all:

- Employees
- Academic Staff
- Contractors engaged in activities reasonably connected with MBS, including adjuncts, associates, consultants and facilities and hotel providers

Last revised 26/03/2012

MBS Code of Conduct
• Students

Melbourne Business School Students are also expected to subscribe to the Melbourne Business School Student Honour Code. This code is available for consultation on the Current Student webpage by accessing the Student Portal at http://direct.mbs.edu/students/Forms/Student Honour Code.doc

3. When does the code apply

The Code applies to you whenever you are identified as a representative of MBS. In some circumstances, this will include times when you are outside your immediate workplace or working hours, for example at work functions, out of hours work activities or when you are out in the community on behalf of MBS.

3.1 What happens if I breach the code

Failure to comply with the principles or the spirit of the Code will be considered a serious breach of MBS policy and will be investigated. Breaches of the Code may result in disciplinary action, ranging from a verbal warning through to the termination of employment for serious breaches.

4. Personal and Professional Behaviour Standards

Employment with MBS requires standards of personal and professional behaviour from employees that promotes a harmonious workplace and maintains public confidence and trust in the educational products and services of the School.

What you must do:

• Employees must at all times project a professional image.
• Attire should be of a standard consistent with a professional in a professional environment, neat with tidy, clean, pressed clothing in good repair.
• Treat all people you deal with through your work at MBS with dignity, courtesy and respect
• Never unlawfully discriminate, harass or bully your colleagues, clients, MBS visitors or anyone else in the workplace
• Make employment decisions based on merit and not on attributes that are irrelevant to employment or performance
• Contribute to promoting a safe working environments by taking responsibility for health and safety and reporting any issues as soon as possible
• Never treat somebody unfavourably because they have brought or propose to bring a genuine complaint of unacceptable behaviour
• Maintain the confidentiality, integrity and security of official information for which we are responsible
• Be aware of ethical and legal requirements with regard to authorship and acknowledgment of work done by others
• Never disclose any information about MBS that is not already in the public domain without the proper authority to do so.
5. **Conflicts of Interest**

Employees are to promote confidence in the integrity of MBS business operations and never place themselves in a situation that puts, or appears to put their own personal interests before those of MBS.

a) **What you must do:**
- Be alert to actual or potential conflicts of interest and disclose them to your line manager or human resources
- Seek approval for any outside business interests which have the potential to be in conflict with your employment or MBS’s interests
- Disclose any personal associations with a third party or supplier you are negotiating with for MBS to your manager
- Employees are expected not to use or manipulate their official position in order to gain personal benefit

b) **Conduct of Assessment: Award Programs**

- To ensure that assessment is perceived to be unbiased, academic staff must be aware of any potential conflict of interest, for example as a result of a familial or other relationship with a student, and ensure that marking practices (for example ensuring blind marking, or seeking double marking of assignments where appropriate) are exercised to eliminate any perception of unfairness. (Please refer to the University of Melbourne Assessment Policy)

6. **Gifts and Benefits**

It is unethical for employees to solicit any gifts, benefits or money which may compromise or influence their official capacity in any way. Where rewards from a current or potential client, associate or supplier create any obligation or expectation that you will give preferential treatment to the person or company offering the reward, the reward is improper and must be refused.

What you must do:
- Never accept any gift, reward or entertainment, including discounted products, free travel or accommodation if it could create any obligation or expectation that could conflict with your work at MBS.
- Never try to improperly influence the outcome of an official decision by offering a payment or benefit that is not legitimately due.
- Only entertain clients or MBS business associates if the nature and value of the entertainment is reasonable
- Obtain approval for any donations, charitable contributions, gifts and entertainment you accept or give to a third party on behalf of MBS.

7. **Reporting any breaches of this Code**

As an MBS employee or student, you are required to comply with this Code and report any conduct that may be in breach of this Code or any other MBS policies or procedures.
Any reports of a breach will be taken seriously and investigated appropriately by MBS. These investigations will consist of determining all truth and facts. Any intentional false or malicious report will be dealt seriously with appropriate consequences.

Employees can report any possible breaches to their Line Manager, Human Resources or an MBS Contact Officer and students can report possible breaches to Student Services or an MBS Contact Officer.

Melbourne Business School Students with grievances outside the scope of this procedure should refer to the University of Melbourne Students Complaints and Grievances Guideline, Policy & Procedure. Complaints concerning unsatisfactory progress and academic judgment in assessment are also outside this procedure, and are covered by the University of Melbourne Academic Progress Policy and Assessment policies.

**What you must do:**
- Be conscious of what others around you are doing
- Seek advice on reporting any behaviour by employees, students, or others (who have a significant association with MBS), which could be considered unfair, unjust or unreasonable
- Report behaviours or activities that could be considered to be corrupt conduct, serious and substantial waste of public money, misconduct or illegal.

**8. Whistleblowers Protection Act**

The purposes of the *Whistleblowers Protection Act 2001* are:

- To encourage and facilitate disclosures of improper conduct by public officers and public bodies; and
- To provide protection for:
  - persons who make those disclosures; and
  - persons who may suffer reprisals in relation to those disclosures; and
  - to provide for the matters disclosed to be properly investigated and dealt with

For a disclosure to be a protected disclosure, the Act requires that it be made to the organization that it concerns. It may be made orally or in writing to the Chief Operating Officer or to the Dean and it may be anonymous.

The procedures are to be used only when a student, member of employees or member of the public wishes to make a disclosure about improper conduct or about detrimental action taken against a whistleblower, and seeks the protections afforded by the Act. Disclosures may be made directly to the Ombudsman:
9. General Information

Approved by: Executive Committee
Responsible Policy owner: Chief Operating Officer
Commencement date: 4/04/2012
Approval Date: 26/03/2012

10. Review Date

Melbourne Business School Commits to Review this Policy in 6/04/2015
Review period: Every Three Years