

CODE OF CONDUCT

General Principles

This Code of Conduct addresses issues and situations that may arise in your day-to-day work and is based on four main principles:

- staff are expected to perform their duties with professionalism and integrity, and work efficiently to enable CSIRO to meet its research and corporate goals ;
- fairness, honesty, equity and all legal requirements are to be observed by all CSIRO staff in the conduct of official duties and during interactions with clients and members of the public;
- real or apparent conflicts of interest are to be avoided; and
- there is to be adequate protection of intellectual property and confidential information and strict observance of business and commercial protocols while you are an employee and after you leave the Organisation.

WORKING TO ACHIEVE CSIRO'S RESEARCH OBJECTIVES What Are My Key Obligations?

You are expected to:

- perform your official duties with skill, care and diligence, using your authority in a fair and unbiased way;
- apply your knowledge and skills in a positive and imaginative way, not just obeying instructions;
- observe all Acts, Regulations, Determinations, Awards, CSIRO policy, instructions and lawful directions that relate to your official duties;
- treat your colleagues, clients and members of the public with courtesy and sensitivity to their rights, duties and aspirations; and
- behave at all times in a manner that maintains or enhances the reputation of CSIRO.

Conflict of Interest

If you find that you may have some personal, financial, commercial or other interest that might affect the way you perform your official duties, or the way you are seen to perform your official duties, you must declare that interest to your Chief or Director, and take whatever action is necessary to avoid a real or apparent conflict of interest. This may involve divesting yourself of those interests or,

with CSIRO's agreement, having your duties changed to avoid the conflict.

Use of my official position

You are not permitted to use your official position to seek or obtain any financial advantage, bribe or kickback for yourself, your family or any other person or organisation. Nor can you use your official position to harass, compromise or deny the rights of another organisation, individual or group of people.

Accepting gifts and benefits

You are not permitted to accept gifts or benefits of any significant value related to the performance of your official duties without the approval of your Chief or Director.

It is normally all right to accept a meal or a few drinks in the interest of normal business practice but not to give the impression that there may be any connection with business opportunities. Likewise, financial support to attend international conferences and technical meetings or to visit clients' premises is acceptable in most cases but should be discussed with your Chief or Director before acceptance .

If it is awkward to refuse a gift (eg in overseas countries where offering and accepting a gift is normal local practice), it may be appropriate to accept the gift but you must then declare this in writing to your Chief or Director upon return.

The Chief Executive is able to approve situations where external earnings related to CSIRO's activities may be retained. This might include consultancy fees, or fees for lecturing or examination of research theses.

Dress and appearance

Appropriate dress and appearance will give a good impression when representing the Organisation externally. By this means you can enhance your own and CSIRO's image and reputation. You are also expected to wear any protective clothing or safety equipment provided, in the manner prescribed by Commonwealth and CSIRO policies or as required by external organisations with whom you may work.

Use of CSIRO's money, property, goods or services

You are expected to use the Organisation's money, property, goods services or credit cards economically and for official purposes only.

You will need to know what your delegations are and should obtain them in writing and to exercise them with impartiality and care.

You may have access to information about other staff members or external clients or members of the public. Privacy and administrative law contains strict controls on the disclosure or use of such information other than for quite specific purposes.

What are my special responsibilities as a supervisor of other staff?

You are expected to show leadership by example and particularly to:

- ensure that the work results and decisions arising from the work of both yourself and your staff are recorded and kept in accord with CSIRO's records management policies;
- be accurate and fair in appraising the work of others;
- resolve conflicts fairly and quickly using established procedures;
- be strictly impartial when considering reward outcomes, promotions or redundancies;
- avoid unfair or misleading statements to committees or tribunals investigating appeals or grievances lodged by staff; and
- provide accurate, informative references.

What happens if I do not follow this Code of Conduct

If you do not follow the standard of conduct, outlined in this pamphlet you may be subject to disciplinary action, as defined under the CSIRO Terms and Conditions of Service. In addition, you will be held accountable through your Performance Planning and Evaluation (PPE) assessment which will take into account compliance with the principles and practices set out in this Code.

Where do I get further help to understand my responsibilities?

If you have any questions about your responsibilities or the contents of this Code, you should talk to your supervisor or local Human Resources or Business Manager. Most of the issues contained in this Code are explained in greater detail in the T&C, Personnel Management Manuals, Financial Directions or the Commercial Practice Manual.

What is my responsibility if I see a breach of the Code or any illegal behaviour?

We are all responsible for doing something about any illegal behaviour or behaviour outside of the spirit of this Code of Conduct. It may only be necessary to speak to other staff involved or affected to fix the matter. Alternatively, it may be appropriate for you to discuss the matter with your Chief or Director.

Staff who bring complaints, without malice and with reasonable belief that a case of misconduct or non-compliance with policy exists, to the attention of their Chief or Director, will not be disadvantaged or discriminated against in any way. On the other hand, where staff make malicious, vexatious or frivolous allegations or allegations without having reason to believe that they are true, CSIRO will not support them if legal proceedings are initiated against them.

While breach of the Code in itself does not constitute a breach of discipline, CSIRO's Terms and Conditions of Service do set out disciplinary processes and staff are bound by various legislative instruments such as the Crimes Act, Privacy Act, and Occupational Health and Safety (OHS) and Equal Employment Opportunity (EEO) legislation. Each of us must make a judgement on which action is best for any particular situation.

WORKING ARRANGEMENTS WITHIN CSIRO

The Work Environment

CSIRO recognises that the creative output of its staff, the conditions under which people work and the way in which they are managed, have significant impact on performance, productivity and level of satisfaction. The Organisation provides significant resources for the provision, development and improvement of the work environment for CSIRO staff in terms of health, safety, equality of opportunity and participative work practices.

Participation in decision making

By being an active member of a work team and participating fully in the planning and conduct of quality research and other work, both the quality of CSIRO's effort and the way in which we achieve it will be enhanced. Supervisors and managers have a particular responsibility to ensure that the work arrangements are conducive to maximum participation by all and that the right of subordinates to exercise their discretion is recognised.

All staff members have a responsibility to attempt to resolve matters of concern through the line management structure in the first instance.

Equity and Fair Treatment

All staff are responsible for treating colleagues fairly and with consideration. Equity and natural justice principles should underpin all working relationships and the application of CSIRO rules and processes.

In undertaking your official duties, particularly where you are a supervisor or manager, you should be aware of the responsibilities placed on you by the Organisation's Equal Employment Opportunities (EEO) policies and by administrative and employment law. You are not permitted to discriminate against or harass any colleague, client or member of the public, particularly on the basis of:

- race
- religion
- gender
- political or union affiliation
- sexual preference
- political opinion
- marital status
- pregnancy
- social origin
- criminal record
- age
- physical, intellectual or mental disability or impairment.

Occupational health and safety

You should be aware of the implications and responsibilities placed on you, as a staff member or as a manager or supervisor by Commonwealth legislation and Corporate policies. These are explained in greater detail in the CSIRO Health and Safety Manual. You must take all reasonably practical steps to provide a safe work environment, particularly with:

- the handling, storage, use and disposal of chemicals and equipment;
- the provision of information, instruction, and training in safe working procedures; and
- the monitoring of employees' health and workplace conditions, keeping appropriate records and providing access to appropriate medical, first aid and counselling services.

EXTERNAL INTERACTIONS

If your work in CSIRO requires you to interact with commercial clients, granting bodies, the media or to present the outcomes of your work in public or professional forums, then the following principles apply. These are necessary to protect the property, reputation and integrity of CSIRO.

Managing Official Information

You are not permitted to use or disclose official information without approval from your Chief or Director. Inadvertent disclosure of confidential information can damage prospects for commercialisation of CSIRO's research results. The Organisation has specific protocols and procedures covering commercial and intellectual property dealings which are to be observed absolutely by all staff.

You may be aware of, or be entrusted with, business information that relates to customers or external organisations who/which expect, on both legal and ethical grounds, that this information will be protected. You have an absolute duty of care to comply with those expectations and you must make yourself aware of any agreements and expectations which relate to your research program or work area.

Publishing or making statements or commitments about official matters

You are only permitted to make statements or commitments on behalf of the Organisation by following relevant protocols and guidelines and with the approval of your Chief or Director. If you wish to make a statement on official matters as a private citizen or representative of a particular group, you must declare this to your audience. CSIRO has published Guidelines on Official Comment that is available from the Public Affairs Unit.

It is most important that you make it clear when you are expressing opinions rather than stating facts, especially when your opinions are not shared by all professional colleagues. In making public comment, acting as an expert witness or in presenting or publishing work outcomes:

- always obtain express permission for reproduction of figures, drawings, tables and direct quotations to avoid copyright infringement or civil breaches;
- give accurate and full reference to past scientific work to avoid potential defamation action;
- acknowledge all substantial assistance or advice;

- obtain written permission from CSIRO before entering into any publication contracts or disclosing any information which may be confidential or protected by commercial arrangements; and
- do not use your position as a CSIRO officer to add any credence to public statements you might make about non-CSIRO matters.

You need to ensure you have sought all relevant views and that you have access to all necessary information before committing the Organisation to :

- a CSIRO 'official point of view';
- commercial or contract negotiations which bind the Organisation;
- signing research or resourcing contracts;
- exercising CSIRO commercial or financial delegations.