



Code of Conduct

ARC Centre of Excellence for
All Sky Astrophysics in 3 Dimensions

OVERVIEW

The ARC Centre of Excellence for All sky Astrophysics in 3 Dimensions (ASTRO 3D) is a Research Centre of Excellence funded over seven years by a \$30.3 million grant from the Australian Research Council (ARC) and supported by six collaborating Australian universities.

- ANU
- University of Melbourne
- University of Sydney
- Swinburne University of Technology
- University of Western Australia
- Curtin University

The Centre will ultimately produce a comprehensive picture of the evolution of matter, the chemical elements, and energy in the Universe from shortly after the Big Bang to the present day. ASTRO 3D merges world-leading Australian and international optical, infrared and radio telescope technologies with sophisticated theoretical simulations and ambitious new big data analysis techniques to open a new realm in astrophysics - a 3D understanding of the origins of the Universe and our place within it.

Through the Centre, the next generation of scientific leaders will be trained within a cohesive, national and international framework that includes cutting edge science and data intensive infrastructure, highly successful nationwide and worldwide collaborations, leading equity and diversity programs, and large-scale public education and outreach programs.

Partner organisations in the Centre include:

Within Australia

- CSIRO
- The Australian Astronomical Observatory
- National Computational Infrastructure

International

- California Institute of Technology, USA
- University of Washington, USA
- University of Toronto, Canada
- Netherlands Institute for Radio Astronomy
- Heidelberg Institute for Theoretical Studies
- Chinese Academy of Sciences
- University of Oxford, UK

PURPOSE

This code has been formulated to provide a clear statement of the Centre's expectations of its members in respect of their professional and personal conduct.

SCOPE

This Code applies to all ASTRO 3D members, however, the Code of Conduct of a member's University or organisation overrides this document if there is a conflict.

RELATED DOCUMENTS

- Membership Policy
- Equity and Diversity Policy
- Press Release and News Policy

POLICY

1. Personal and Professional Behaviour

a) General Conduct

In performing their duties and functions, all members must:

- exercise their best professional and ethical judgement;
- discharge their responsibilities with integrity and objectivity;
- act fairly and reasonably, and treat colleagues, students and visitors to the Centre and members of the public with respect, impartiality, courtesy and sensitivity;
- avoid conflicts of interest;
- maintain a co-operative and collaborative approach to working relationships; and
- comply with all applicable legislation, industrial instruments, professional codes of conduct or practice and their own organisation's policies, including those relating to:
 - the conduct of research;
 - confidentiality and privacy of information;
 - equal opportunity;
 - work health and safety ; and
 - efficient and effective use of resources.

b) Discrimination

Members must not discriminate against anyone in relation to ASTRO 3D activity on the grounds of gender, race, religion, nationality, political conviction, age, sexual orientation, marital status, pregnancy, physical or intellectual impairment or physical appearance.

c) Bullying

- Bullying is repeated unreasonable and inappropriate physical or psychological behaviour in the workplace or education environment which comprises behaviour that intimidates, offends, degrades, insults or humiliates an employee or student and is a risk to health and safety. This can be behaviour. Legitimate comment, criticism and advice, including relevant negative comment or feedback provided in a reasonable manner from supervisors or academics on the work, study performance or behaviour of an individual or group, does not constitute bullying.
- Bullying will not be tolerated in any ASTRO 3D related work or educational context and constitutes misconduct. Should a member be accused of bullying during a ASTRO 3D activity, the matter will be investigated and the ASTRO 3D Executive Committee will take appropriate action.

d) Sexual harassment

- Sexual harassment is unwelcome behaviour of a sexual nature including suggestive comments or jokes, unwanted staring or touching, intrusive questions about a person's private life, repeated requests for dates or sex. Behaviour that is based on mutual attraction, friendship and respect, or where interactions are consensual, welcome and reciprocated it is not sexual harassment.

- Sexual harassment is unlawful under the *Commonwealth Sex Discrimination Act 1984* and constitutes misconduct. Should a member be accused of sexual harassment during a ASTRO 3D activity, the matter will be investigated and the ASTRO 3D Executive Committee will take appropriate action.

2. Conflicts of Interest

- a) Members must comply with their employing organisation's policy regarding Conflicts of Interest.
- b) Members must ensure that there is no actual, potential or perceived conflict between their personal interests or their duties to other parties and their duties and responsibilities as members of ASTRO 3D.
- c) Members must promptly disclose to ASTRO 3D all relevant facts and circumstances giving rise to an actual, potential or perceived conflict of interest and cooperate with ASTRO 3D management to ensure that all appropriate steps are taken to eliminate or manage such conflicts.

3. Gifts and Benefits

- a) Members must not solicit or accept gifts or benefits, either for themselves or for another person, which may in any way, either directly or indirectly, compromise or influence them in their official ASTRO 3D capacity.
- b) Members must report any offers of bribes to their supervisor, who should then ensure that the matter is reported as corrupt behavior in accordance with their own organisation's code of conduct.

4. Public Comment

Any member who makes public comment or representations and identifies themselves as a member of ASTRO 3D must comply with the ASTRO 3D Press Release and News Policy.

5. Use and Security of Official Information

- a) Members MUST:
 - maintain the integrity, confidentiality and privacy of ASTRO 3D records and information which they have access to in the course of their employment or study;
 - take all reasonable precautions to prevent unauthorised access to, or misuse of, ASTRO 3D records and information; and
 - comply with their own organisation's privacy and information policies.
- b) Members MUST NOT:
 - disclose, or offer to supply, confidential or private ASTRO 3D records or information, except when authorised to do so as part of their normal duties and functions, or when required or permitted to do so by their own organisation's policy, State or Commonwealth law, a court order or other legal instrument;
 - access or use information, including information on electronic systems and hardcopy files, other than for an authorised purpose; or
 - destroy, or authorise the destruction of, ASTRO 3D records other than in accordance with their organisation's policy and relevant legislation.

6. Work, Health & Safety

Members must comply with their organisation's Work Health & Safety policies and procedures and take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work.