

3. Work Environment

- 3.1 The University endeavours to provide a safe, healthy, supportive, and equitable work environment that enables all staff members to carry out and meet their obligations and responsibilities as staff members of the University.
- 3.2 In line with this, staff members can expect the University to:
- Comply with all relevant legislative and contractual requirements, including employment agreements, and with university policies, procedures, rules, and regulations.
 - Inform staff members of new or changed University policies, procedures, rules, and regulations relevant to his/her employment.
 - Act honestly, reasonably and in good faith.
 - Take all reasonable steps to provide a safe and equitable working environment.
 - Ensure that discrimination and harassment are not tolerated within the working environment.
 - Provide an environment conducive to the development and effectiveness of staff members.
 - Recognise the need to balance work with external life and commitments.
 - Supply the resources necessary to fulfil agreed work obligations.
 - Work co-operatively with staff unions.
- 3.3 If a staff member does not consider the University has met the expectations set out in this clause, he/she should raise the issues he/she is concerned about with his/her manager, or his/her manager's manager, either directly or through his/her representative.

4. Principal Standards of Conduct

- 4.1 The University expects a staff member to be, and continue to be, a fit and proper person in relation to his/her specific employment role and responsibilities.
- 4.2 In line with this a staff member is expected to carry out his/her duties, at all times: -

4.2.1 Diligently

- a) By being present at work as required, defined as:

In the case of General staff, being absent only with the approval of his/her manager.

In the case of Academic staff, ensuring that his/her ma 1 228.47nBT/FQoET546ET@.00000883 0 595.6 842 rev

4.2.3 In Good Faith

- a) By acting honestly, fairly, and reasonably in all dealings with managers, colleagues, staff, and students.
- b) By maintaining the standards of confidentiality required for his/her position.
- c) By maintaining honest and true records.
- d) By not taking advantage of university systems, processes and/or property for personal gain or use.

4.2.4 In accordance with the Commonly Accepted Standards of the University and accordance

