ANU YOUNG ALUMNI COUNCIL

ANU Young Alumni Council Code of Conduct

All Council members are expected to read, understand and follow the Council Code of Conduct. Members should also be aware that not following the Code of Conduct could lead to disciplinary consequences such as exclusion from Council.

Expectations of Members

Alumni Relations and Philanthropy is committed to providing a positive and constructive environment that is free from harassment, discrimination or threatening behaviour. To maintain this environment, members have a responsibility to maintain a high standard of behaviour.

This document describes expectations of members with regards to:

- General behaviour and attitude
- Harassment/bullying
- Computer use

General Behaviour and Attitude

As a Member of Council you are expected to:

- Interact in a polite and respectful manner with all members of the community and council at all times;
- Be committed to your role: attend meetings on time, participate actively and constructively during meeting activities, and complete all tasks allocated to you;
- Take responsibility for your own position and wellbeing: ask questions if there is something that you do not understand and ask for assistance if experiencing any difficulties in your role;
- Observe meeting rules and behaviour guidelines as set by ANU Policy (full policy included in terms of reference);
- Use ANU campus buildings and equipment in a careful and responsible manner; and
- Notify Council staff/ANU Security immediately if noticing any threat or danger to the safety of yourself or others.

Harassment / Bullying & Discrimination

All Members have the right to be involved with the Council in an environment free from harassment, bullying and discrimination.

Along with this right, as a Council member you have a responsibility to:

- Show respect for others
- Keep your environment safe for yourself and others.

For example, if you notice any behaviour that may be considered harassment, you have a responsibility to notify a staff member that you feel comfortable talking to.
Unacceptable behaviour that members should not engage in includes but is not limited to:

- Making negative comments about particular ethnic groups or races (racial harassment);
- Making negative comments about particular culturally diverse groups;
- Making repeated invites to other Members when they have said no;
- Name-calling or making unwanted comments about a person’s appearance;
- Yelling, swearing or using offensive language;
- Physical harassment – unwelcomed physical contact (touching a person without permission);
- Verbal harassment – making negative or offensive comments about other members of the Council community not only within ANU grounds but on the internet, phone, at off campus meetings or via telecommunications; or
- Physical violence of any sort, including towards another person or property within and around the ANU campus at large.

**Multimedia communications**

Council’s expectations of high standards in behaviour and communications apply to those using the computing facilities. Access to a computer network at Council is subject to an agreed set of rules and procedures that reflect Australian and ACT law, as well as the Council’s concern for the rights of others and respect for property. Breaking this agreement will result in disciplinary action, repeated offenses will result in dismissal from the council.

All official Council correspondence must be sent from the Council inbox. Correspondence or contact made outside official channels are not binding to the Council or to the University.

Irresponsible behaviour includes:

- Not respecting the rights and privacy of others;
- Sending offensive or anonymous messages;
- YELLING or other negative use of emails or social media channels;
- Organising covert behaviours against a single member without following ANU Conflict resolution protocol; and
- Updating social media profiles (e.g. Facebook, LinkedIn) with deliberating misleading or inaccurate references to the Council.

**Resolution protocol**

Any council member who witnesses or suspects any of the above mentioned irresponsible behaviours is asked to report this immediately to your ANU Alumni Relations delegate.

The University will investigate all complaints and work with the Council to resolve any conflicts through:

- A negotiated outcome, where the parties concerned sort out things themselves;
- A mediated outcome, where the parties use the services of an independent mediator to help them arrive at their own agreement; or
- An arbitrated or adjudicated outcome, where an independent arbitrator or court determines how the dispute is to be resolved and makes a binding decision or order to this effect.
We believe in upholding the ethical principles of sound governance:

- Accountability;
- Transparency;
- Fairness and balance - in the use of organisational authority and discretion;
- Honesty - in the provision of information to internal and external stakeholders;
- Dignity - espouse the right to human dignity in all activities undertaken;
- Legal - compliance and adherence to conventional codes of behaviour; and
- Goodwill - in the management and administration of all organisational activities.

We would like to thank you all in advance for your cooperation and respect of ANU Policy and the YAC code of conduct.

Name: _________________________________ Date: _________________

Signature: ___________________________________