

# Australia’s National Research Organisation for Women’s Safety Limited (ANROWS)

<b>Code of Conduct</b>	
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# ANROWS Code of Conduct

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# ANROWS Code of Conduct

## 1. Policy Statement

ANROWS's mission is to be the authoritative voice to create and communicate high quality evidence through targeted research, evaluation and relationships. This Code of Conduct ensures that all ANROWS staff and associates act with respect, ethics, and commitment to the public interest.

## 2. Purpose

This Code provides guidance on expected conduct to uphold ANROWS's reputation and performance, particularly in interactions with stakeholders.

## 3. Scope and Application

This Code applies to all ANROWS staff, contractors, and advisory body members ("staff"). Adherence to this Code is a condition of employment and appointment. Supervisors must ensure their teams are aware of their obligations under this Code.

## 4. Guiding Principles

### **Integrity**

We act with honesty, commitment, accountability and responsibility.

### **Compassion**

We strive to be kind, embrace the perspectives of others and create emotional safety.

### **Diversity and Intersectionality**

We foster a diverse environment where everyone feels a sense of belonging and strengths are valued.

### **Cultural Safety**

We reflect on our privilege and power and use it to amplify voices to achieve equity wherever there is power imbalance.

### **Well-being**

We uphold an ethic of care that recognises the impact of trauma by contributing to a supportive and healthy workplace, that is meaningful for every individual.

### **Collaboration**

We collaborate with curiosity and openness. We seek to create an environment that welcomes vulnerability using an inclusive and consultative approach to decision-making.

### **Curiosity**

We are committed to listening deeply, continuous learning, being open and reflecting.

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## Open Communication

We cultivate an environment of constructive, transparent and respectful dialogue.

## 5. Definitions

### Staff:

Includes ANROWS directors, staff, contractors, and advisory body members.

### Ethical Practice:

Values, principles, and standards guiding proper conduct.

### Disciplinary Action:

Measures for unsatisfactory performance or misconduct.

### Gifts and Benefits:

Property or benefits received or given in an official capacity, with guidelines on acceptance.

## 6. Conduct Standards

### 6.1 Confidentiality

- Employees must protect the confidentiality of all sensitive information, including personal data of employees, stakeholders, and research participants. This includes ensuring that information is not disclosed without proper authorization.
- Comply with all data protection laws and organizational confidentiality agreements. Employees must ensure that confidential information is stored securely, and access is restricted to authorized personnel only.
- Any breach of confidentiality must be reported immediately to the employee's supervisor or the HR department. Appropriate actions will be taken to mitigate the breach and prevent future occurrences.

### 6.2 Conflicts of Interest

- Employees must disclose any potential or actual conflicts of interest to their supervisor or the HR department as soon as they arise. This includes any situation where personal, financial, or other interests could influence or appear to influence their professional decisions or actions.
- Avoid situations where personal interests conflict with professional responsibilities. Refrain from participating in decisions where a conflict of interest exists.
- If a conflict of interest cannot be avoided, it must be managed transparently and in the best interests of ANROWS. This may include recusal from decision-making processes or reassigning duties to another employee.

### 6.3 Use of ANROWS's Resources

- Employees are expected to use ANROWS's resources responsibly and for legitimate business purposes only. This includes physical resources, financial assets, and intellectual property.

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- Use resources efficiently and avoid waste. Employees should take care to ensure that resources are used in a manner that supports the organization's mission and objectives.
- Obtain proper authorization before using ANROWS's resources for any non-business purpose. Unauthorized use of resources may result in disciplinary action.
- Protect ANROWS's resources from misuse, loss, or damage. Report any misuse or suspected misuse of resources to the employee's supervisor or the HR department.

## 6.4 Ethical Practice

- Personal behaviour must not discredit ANROWS or its work.
- Act with honesty, integrity, and fairness in all dealings. Provide accurate and truthful information and avoid misleading or deceptive conduct.
- Treat all individuals with respect and dignity. Value diversity and foster an inclusive environment free from discrimination, harassment, and bullying.
- Clearly distinguish between personal and professional statements.
- Avoid accepting substantial gifts; declare small tokens of appreciation.
- Do not exploit work relationships for personal gain.
- Do not work under the influence of mind-altering substances, except prescribed medication with management's awareness.
- Seek approval for additional employment to avoid conflicts of interest.

## 6.5 Research Conduct

- Uphold high standards in research.
- Adhere to National Health and Medical Research Council codes.

## 6.6 Legal Compliance

- Comply with all relevant laws, regulations, and organizational policies. Employees must stay informed about legal and regulatory requirements applicable to their roles.
- Report any suspected violations of laws, regulations, or organizational policies to the appropriate authority within ANROWS. Employees must cooperate with any investigations and provide accurate information.

## 6.7 Respect for Others

- Avoid discrimination based on any personal characteristics.
- Treat all colleagues and stakeholders with respect and fairness.
- Conduct fair performance evaluations based on clear criteria.
- Do not tolerate harassment, bullying, or discrimination.

## 6.8 Collaboration

- Offer and respond to assistance requests positively.
- Cooperate with management on work priorities.

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## 6.9 Public Interest

- Engage in responsible discussions and evaluations of work.
- Seek regular feedback from stakeholders.
- Ensure efficient use of public resources.

## 7. Reporting and Consequences for Breaches

### 7.1 Reporting Breaches

- Report breaches to a supervisor or the CEO.
- Provide detailed written accounts of alleged breaches, including evidence.

### 7.2 Investigation and Disciplinary Action

- The CEO, or Board Chair may appoint an external investigator.
- Possible disciplinary actions include termination, remuneration reduction, or reprimand.
- Maintain records of all complaints and investigations.

### 7.3 Research Misconduct

- Research misconduct refers to the failure to meet the principles and responsibilities outlined under the [Australian Code for the Responsible Conduct of Research 2018](#) and the [Ethical Conduct in Research with Aboriginal and Torres Strait Islander Peoples and Communities](#).
- Breaches of research conduct include conducting research without ethics approval, fabrication, falsification, plagiarism, and misuse of research funds.
- Allegations will be evaluated and may be escalated to the CEO or Board.
- Procedural fairness will be maintained for all parties involved.

## 10. Review

This policy will be reviewed every year after the effective date. Policy review will also be initiated in the event of relevant legislative, strategic or circumstantial change.

Version Control Table				
Version #	Date	Changes made	Updated by	Approved by
1.0	Sept 2024	Initial Draft	RC	Appts and Gov Committee