



University of South Australia  
Student Association

## **CODE OF CONDUCT POLICY**

Overview

Scope

Policy Principles

### **Overview**

USASA strives to provide a

VOICE for student opinions and develop their leadership skills;  
ADVICE to students with academic issues;  
PLAY for students – both academic and social.

These goals are achieved by representatives and staff working to the following standards:

Promoting respect and equality;  
Providing confidential advice;  
Being open, honest and ethical;  
Enhancing USASA's image and property;  
Encouraging new ideas and learning;  
Offering value for money services to students;  
Recognising and rewarding good performance;  
Continual improvement;  
Setting and maintaining high standards.

### **Scope**

This Code of Conduct Policy applies to all members of the USASA Board as defined in Clause 5.2.1 of the Constitution, which includes elected students, General Manager: USASA and Advisors.

## Policy Principles

Personal behaviour – it is expected that board members will:

- act ethically, with honesty and integrity, in the best interests of USASA at all times;
- take individual responsibility to contribute actively to all aspects of the board's role according to the board member duty statement ;
- have regular attendance at board meetings;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and/or employees;
- contribute to a harmonious, safe and productive board environment/culture through professional workplace relationships;
- not make improper use of their position as board members to gain advantage for themselves or for any other person ; and
- adhere to all requirements under the University of South Australia's Code of Conduct for Students.

Communication and official information – it is expected that board members will:

- channel all communication between the Board and USASA staff, or the University, on business matters through the President or General Manager of USASA;
- not disclose official information or documents acquired through membership of the board, other than as required by law or where agreed by decision of the board;
- not make any unauthorised public statements regarding the business of USASA;
- support, adhere to and not contradict the formal decisions of the Board made in its meetings; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

Conflicts of interest – it is expected that board members will:

- disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of USASA;
- manage and declare any conflict between their personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

Use of public resources – it is expected that board members will:

- act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the board; and
- ensure the efficient use of publicly-funded resources, including office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards.

In addition, Board members commit to:

- actively engaging with the students and clubs of USASA to ensure their viewpoints are taken into consideration prior to making decisions;
- the development of a strong campus presence as a Student Representative and for USASA. For example attending all USASA events, holding student forums, wearing identification that you are a student representative;
- taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring at USASA, reporting the details to the President and/or the General Manager of USASA;
- taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the Board of USASA;
- recognising the role and authority of the President to preside over Board Meetings;
- being prepared for meetings by reading the agenda and minutes prior to the meeting, developing a clear and concise opinion on issues and seek to represent the group that elected you; and
- working towards USASA's standards specifically promoting respect and equality; being open, honest and ethical; continual improvement; and setting and maintaining high standards.

<b>Policy custodian</b>	General Manager USASA
<b>Responsible policy officer</b>	Senior Administration Officer
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