

UNIVERSITY OF WOLLONGONG UNDERGRADUATE STUDENTS' ASSOCIATION:  
REGULATIONS GOVERNING CODE OF CONDUCT

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## 1. NAME

- 1.1. By virtue of Sections 7.3 of the Constitution of the University of Wollongong Undergraduate Students' Association, these Regulations shall be known as the Regulations Governing Code of Conduct.

## 2. CONFLICTS OF INTEREST

- 2.1. The potential for a conflict of interest arises when a representative or an employee is placed in a situation where private interests could influence or appear to influence judgments made during the course of their responsibilities to the Association.

### 2.1.1. Close Personal Relationships

- 2.1.1.1. A potential conflict of interest may arise when a representative or an employee is in a personal relationship and in a position to either:

- (a) Advance or hinder the interests of a member or employee on the basis of their personal relationship;
- (b) Or act to the detriment of the Association's interests because of their personal relationship.

### 2.1.1.2. Types of personal relationships include:

- (a) Family relationships,
- (b) Close friendships,
- (c) Sexual relationships,
- (d) Relationships which are not at 'arms length',
- (e) Relationships where there have been previous instances of serious conflict between the parties.

- 2.1.1.3. A situation where a conflict of interest may arise in the case of either a personal relationship between a representative and an employee or between employees, with regards to an employee's;

- (a) Recruitment,

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- (b) Selection,
- (c) Appointment,
- (d) Supervision,
- (e) Promotion,
- (f) Reclassification,
- (g) Termination,
- (h) Training and development,
- (i) Performance appraisal,
- (j) Annual development review.

2.1.1.4. A situation where a conflict of interest may arise in the case of either a personal relationship between representatives or a representative's self interest with regards to a representative's;

- (a) Opportunities,
- (b) Resource allocation,
- (c) Delegation to a conference,

#### 2.1.2. Financial Interest

2.1.2.1. A potential conflict of interest may arise when a representative or an employee has a financial interest in a company and is in a position to influence contracts for business between that company and the Association.

2.1.2.2. A potential conflict of interest may arise when a representative of employee receives a gift or benefit.

2.2. The onus is on the representative or employee to notify the Council if a potential or actual conflict of interest arises.

2.3. Any other person who is aware of any potential or actual conflict of interest shall notify the Council.

2.4. Failure to disclose a potential or actual conflict of interest can render decisions null and void, and can lead to disciplinary procedures.

### 3. DISCRIMINATION AND HARASSMENT

3.1. Representatives and employees shall not discriminate against or harass representatives, employees, students or members of the

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public on any grounds including gender, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment, religion, sexuality or political ideology.

3.1.1. Direct discrimination occurs when actions, practices or rules exclude persons or a group of people from opportunities because a personal characteristic irrelevant to the situation is applied as a barrier.

3.1.2. Indirect or systemic discrimination is defined as rules, practices and decisions, which are applied equally, but are not equally fair in their effects. These policies and procedures appear neutral because they are applied equally to everyone but have a different impact on certain people.

3.2. It is the responsibility of representatives and employees to ensure that the employees whom they supervise understand and adhere to these principles.

#### 4. PUBLIC COMMENT

4.1. Representatives are encouraged to participate in public debate on issues of professional and public concern. In doing so however, they should make it clear that their individually held opinions are not necessarily those of the Association.

4.2. Representatives wishing to participate in matters of professional or public debate on behalf of the Association require formal delegated authority to do so.

#### 5. PROTECTING CONFIDENTIAL INFORMATION

5.1. Representatives and employees shall adhere to the Association's regulations and policies regarding privacy. It shall be their responsibility to maintain the confidentiality and security of any personal information for which they have access.

#### 6. USE OF ASSOCIATION FACILITIES AND EQUIPMENT

6.1. Representatives and employees are responsible for the effective

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and economical use of Association resources and are responsible for their safeguard. Association resources are not to be used for private purposes.

7. REPORTING CORRUPT CONDUCT, MALADMINISTRATION AND SERIOUS AND SUBSTANTIAL WASTE OF ASSOCIATION RESOURCES.

7.1. In the case where a representative and employee has suspicions of corrupt conduct, maladministration and serious and substantial waste of Association resources

7.1.1. They shall immediately and in confidence report the matter to the Secretary of the University Council for formal investigation.

7.1.2. They may report the matter in confidence to the Council for formal investigation.

8. ALTERATIONS

8.1. Alterations must be carried out in accordance with clause 7.3 of the Constitution.

\_\_\_\_\_  
Gerard Sutton  
Vice Chancellor

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Ben Jones  
President, WUSA

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Date

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Date