

Staff Code of Conduct (DLI)

Section 1 - Preamble

- (1) This Policy is effective from 17th September 2025.

Section 2 - Purpose

- (2) The Code of Conduct sets out the personal behaviours and obligations of University staff and associates as part of contributing to a thriving, progressive, respectful and inclusive University community.

Section 3 - Scope

- (3) The Code of Conduct applies to all staff and associates of the University, primarily located and working from the Deakin University Lancaster University Indonesia (**DLI**) Campus. The Student Code of Conduct applies to students except where a student is also a member of staff or an associate where this Code of Conduct will apply.
- (4) This Code should be read in conjunction with other relevant DLI policies and procedures that cover personal and professional conduct.
- (5) The Code of Conduct covers all circumstances where staff or associates are engaged in University activities, performing work or functions of the University, or on behalf of the University, during and outside work hours and includes work-related functions, travel, online activity, conferences or in any other circumstance when an individual is representing the University.
- (6) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly convened Policy and Procedure Review Panel (**PPRP**). The PPRP will comprise designated academic and professional representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policies and procedures will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

Personal behaviours

- (7) At DLI campus, we:
- conduct our business with the highest standards of professional behaviour, integrity and respect
 - value diversity, embrace difference and authenticity, seek to be collegial, inclusive and welcome all
 - strive for excellence in all aspects of our work

- d. make bold decisions, demonstrate courage, curiosity and ambition, and demonstrate personal responsibility and accountability
 - e. are innovative and entrepreneurial, solving problems with creativity and flexibility.
- (8) We apply these behaviours to all our actions, decision making and conduct. In demonstrating these behaviours, we will act respectfully towards others across the DLI community.
- (9) We are always accountable for our actions. It is our personal responsibility to read and understand our Code of Conduct and DLI's policies and procedures, to participate in mandatory training and to seek advice if we have any questions.
- (10) We support an environment where ideas are pursued with passion and where they can be challenged freely upholding academic freedom.

Personal obligations

- (11) We conduct our business with the highest standards of professional behaviour, integrity and respect. We will:
- a. act with honesty and transparency, disclosing any actual or potential conflict of interest that may impact our conduct
 - b. demonstrate academic and research integrity in all duties relating to teaching and research
 - c. act within delegated authority
 - d. respect information and commit to responsible information management
 - e. maintain confidentiality, act with discretion and not inappropriately disclose or misuse any confidential information
 - f. protect personal, business and commercially sensitive information, including from inappropriate use and maintain appropriate information records
 - g. act in compliance with all DLI policies and procedures and any other relevant legislative obligations
 - h. report suspected incidents of fraud and corrupt or improper conduct
 - i. comply with any lawful and reasonable direction given by someone at the University who has authority to give the direction.
- (12) We value diversity, embrace difference and authenticity, seek to be collegial and welcome all. We will:
- a. promote and support an accessible, inclusive, safe and respectful learning and work environment for all members of our community
 - b. respect local customs and cultural norms; this could include accommodating prayer times, fasting periods and religious holidays in accordance with Indonesian law and community expectations
 - c. challenge and take responsibility responding to behaviour that is inconsistent with legal requirements under equal opportunity and/or anti-discrimination legislation
- (13) We understand the importance of health, safety and wellbeing. We will:
- a. perform our duties free from alcohol or drug impairment and will not put at risk the health or safety of other members of the University community

- b. provide a safe working environment and when applicable, work with children in a manner that promotes child safety and wellbeing in line with the Child Safety policy and procedures.
 - c. promptly report any accidents, incidents, near misses and incidences of noncompliance
 - d. provide reasonable support for staff who require/request workplace adjustments in accordance with University policies or procedures
 - e. manage our wellbeing and support the positive mental health and wellbeing of others in the University community
 - f. comply with any other relevant health, safety and wellbeing legislation and University policies or procedures.
- (14) We will maintain, protect and responsibly use University resources.
- (15) We acknowledge that all materials created at, for or on behalf of the University are the property of the University unless otherwise agreed in line with the Research Conduct and Integrity policies.
- (16) We strive for excellence in all aspects of our work and to collectively create an environment where our students, staff and other members of the University community can achieve personal and collective success. We will guide, encourage, recognise and celebrate the success of others.
- (17) We are innovative and dynamic and seek answers to challenges in our teaching, research and work. We will develop solutions for major challenges facing communities in Indonesia and globally using responsible research practices and with research integrity.
- (18) We respect the rights of staff to form, join and participate in labour unions or worker associations with Indonesian labour law, we may engage in collective bargaining and representation activities without fear of retaliation or discrimination.
- (19) Our senior staff and leaders will demonstrate leadership and model our values; ensuring that staff members understand their responsibilities and creating a working environment where staff respect the Code and feel supported comfortable to ask questions or raise concerns.
- (20) We value external partnerships and engagement both domestically and internationally. We take the threat of foreign interference and undue influence seriously. Recognising and managing the risk of foreign interference is the responsibility of all staff and students in accordance with DLI policy and procedures.

Raising and responding to concerns

- (21) We take any potential breach of this Code seriously and encourage people to speak up. We will immediately raise any concerns with the University, and where appropriate, take action to prevent:
- a. any possible corruption, fraud, improper conduct, maladministration, waste of resources
 - b. any behaviour that is inconsistent with legal requirements under equal opportunity, anti-discrimination and health and safety legislation.
- (22) We can raise concerns to the DLI People Function in accordance with Workplace Grievance Procedure. We will not victimise individuals who raise a concern.
- (23) Alleged or actual breaches of the Code of Conduct by staff may be dealt with in accordance with the Staff Discipline procedure.
- (24) Any breach of the Responsible Conduct of Research may be dealt with in accordance with the relevant DLI policy and procedures and/or the Staff Discipline procedure.

Section 5 - Policies and Procedures

(25) This Code is a set of overarching principles to be followed. It is not an exhaustive list of behaviours. The Code cannot address all possible issues and scenarios which may be faced in the course of activities, performing work or functions of the University.

(26) The following policies and procedure provide further guidance on how to implement the Code in specific areas:

- Alcohol Policy
- Behaviours in the Workplace Policy
- Child Safety Policy and Procedures
- Compliance Management Policy and Procedures
- Copyright Policy and Procedures
- Declaration of interest Procedures
- Diversity Equity and Inclusion Policy
- Fraud and Corruption Prevention Procedures
- Gift and Hospitality Acceptance Procedures
- Global Taxation Policy
- Health, Wellbeing and Safety Policy and Procedures
- ICT Acceptable use Policy and Procedures
- Information and Record Management Policy
- Integrity Policy
- International Relations Regulation Policy
- Privacy Policy and Privacy Breach Management Procedure
- Research Conduct Policy and Procedure
- Social Media Policy and Procedure
- Student Code of Conduct
- Workplace Grievance Procedure

Section 6 - Definitions

(27) For the purpose of this Policy:

- a. Associates: contractors, consultants, volunteers, visiting appointees and visitors to the University.
- b. Staff: a member of the Academic or Professional staff, Executive or Honorary staff member
- c. DLI People function: includes the DLI People Workstream with people representatives from Deakin University and Lancaster University

POLICY DETAIL	
Name of policy	<i>Staff Code of Conduct (DLI)</i>
Approved by	DLI Yayasan Governing Board
Approval date	17 th September 2025
Date of effect	17 th September 2025
Version	V[1.0]
Date of review	Five years from effective date, although can be reviewed more frequently if required. New policies are to be reviewed within 12 months to confirm effectiveness.
DLI Approval	Yayasan Governing Board 17th September 2025
Deakin University Approval	Kerrie Parker Deputy Vice-Chancellor University Services 5th September 2025
Lancaster University Approval	University Executive Board 10 September 2025
Responsible Executive	DLI Chief Operating Officer
Implementation Officer	DLI Chief Operating Officer
Policy/procedure superseded	N/A
Summary	The Code of Conduct sets out the personal behaviours and obligations of University staff and associates as part of contributing to a thriving, progressive, respectful and inclusive University community.
Key words for online searching	Professional conduct Integrity and accountability Diversity and inclusion Health, safety and wellbeing Compliance and governance
Category	University governance
Target audience	Staff & associates