

## Code of Conduct

Policy number			
Approving authority	NIDA Executive		
Contact officer	Director, Learning and Teaching		
Current version		Date implemented	August 2016
Date of review	January 2019		

### 1. PURPOSE and PRINCIPLES

All members of the NIDA community are required to comply with the organisation's Code of Conduct. The values that underpin the Code of Conduct are as follows:

- Originality and experimentation
- Collaboration and partnership
- Creative impact and relevance
- Research, scholarship and innovation
- Cultural enterprise and entrepreneurship
- Diversity and mutual respect
- Professionalism and sustainable practices
- Safety and wellness

### 3. THE CODE of CONDUCT

The following Code of Conduct is incorporated in NIDA's onboarding, enrolment, orientation and induction processes as relevant.

You are required to:

1. treat everyone with respect and courtesy and without bullying and/or harassment and/or discrimination .
2. respect, support and engage with the collaborative nature of the practice based ensemble learning environment.
3. respect, support and engage with your own practice, be it professional and/or creative, as well as the practice of others, including preparatory work for collaborative or production activities.
4. maintain professional standards of communication and behaviour and be familiar and comply with all relevant NIDA policies.
5. at all times when engaged in NIDA related activity, both onsite and offsite, behave in a way that upholds NIDA Values and the integrity and the good reputation of NIDA.
6. disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment/enrolment.
7. respect the privacy of others in the NIDA community and maintain an appropriate level of confidentiality when dealing with any sensitive information.
8. take reasonable care for the health and safety of yourself and others during NIDA activities and cooperate with NIDA so far as reasonably practicable, to enable compliance with WHS legislation.

9. be mindful of NIDA's resources and use them responsibly, ethically and sustainably; respecting the rights of other to share space and have equal and fair access to resources and facilities .
10. not knowingly provide false or misleading information in response to a request for information.
11. not make improper use of inside information, status, power or authority in order to gain or seek to gain a benefit or advantage for yourself or another person.
12. comply with the security and access requirements at NIDA
13. not use the NIDA name, logo or resources for private gain or the gain of a third party, for private business or commercial purposes, without prior permission.
14. not participate in any NIDA activity under the influence of alcohol or a prohibited substance.
15. respect the academic/professional community and industry that you have drawn on, borrowed from or used/developed in your work by appropriately acknowledging the work, ideas and practice of others and not engaging in plagiarism, academic misconduct or breach of copyright.
16. comply with any lawful and reasonable direction given by someone in NIDA.
17. comply with all applicable laws and any instrument made under such laws.

Students who are, or are alleged to be, impaired or intoxicated or engage in unlawful behavior with regards to drugs and alcohol or breach of this code on NIDA premises are subject to the processes outlined in NIDA's Misconduct Policy and Procedure.

#### 4. DEFINITIONS

Term	Definition
Breach	Break or fail to follow a code, law or rule.
Bullying	Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.
Discrimination	Occurs when a person or group or people are treated unfairly or less favorably because of race (including colour, nationality and national or ethnic origin), sex (including pregnancy), marital status, disability, homosexuality, age (compulsory retirement only),transgender, carer's responsibility.
Harassment	Harassment occurs when a person or group of people are treated in a way that offends, humiliates or intimidates them, based on race (including colour, nationality and national or ethnic origin), sex (including pregnancy), marital status, disability, homosexuality, age (compulsory retirement only),transgender, carer's responsibility.
Plagiarism	Plagiarism is using the words or ideas of others and presenting them as your own
Prohibited Substance	Any plant, drug or substance the possession, usage or distribution of is illegal and prescription drugs if the carrier/user does not have a valid

	prescription. Any substance the composition of which renders it similar in chemical structure and effect to an illegal drug
Misconduct	Any behavior/s that do not comply with the NIDA Code of Conduct or any of the other NIDA Student Policies and Procedures or laws of the land.
NIDA Code of Conduct	Framework outlining the rights and responsibilities of all members of the NIDA community in terms of behavior whilst at NIDA, working for NIDA or involved in NIDA related activities offsite.
NIDA property	Any premises leased, owned, operated or supervised by NIDA, including NIDA vehicles and any location at which NIDA activities occur

## 5. LEGAL and POLICY FRAMEWORK

<b>Legislation and Regulatory Frameworks</b>	Smoke Free Environment Act 2000 (NSW) Smoke Free Environment Regulation 2007 (NSW) Model Work Health and Safety (WHS) Act Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Drugs, Poisons and Controlled Substances Act (DPSCA) Australian Human Rights Commission Act 1986 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Other relevant legislation and industry standards
<b>Related NIDA policies, procedures and documents</b>	Grievance Policy and Procedure – Academic Matters Grievance Policy and Procedure – Non Academic Matters Information and Communications Technology (ICT) Policy Intellectual Property and Copyright Policy for Student Work Industry Placement Guidelines Misconduct Procedures Plagiarism Policy and Procedure Privacy Policy Work Health and Safety Policy Work Health and Safety Handbook for current year Misconduct

### Appendix: CHANGE HISTORY

Date	Version	Reason for change	Change description	Author	Approval Date	Effective Date	RM8 Record No
08/2016		Policy and Procedure Review	New Code developed to include all members of the NIDA Community	Director, HR	August 2016	August 2016	
	Student Code of Conduct						14/06438