

UMSU Policy

Policy title	Acceptable Conduct Policy
Effective date	November 2018
Review Date	November 2021
Policy Owner	General Secretary, Manager, Human Resources and Coordinator, Volunteering and Student Representation
Scope	This policy applies to all staff, student representatives, and volunteer program directors and volunteers
Purpose	This policy sets out the standard of behaviour expected at the University of Melbourne Student Union (UMSU), and aims to assist everyone to understand what is and is not acceptable conduct at UMSU.

Policy Statement

UMSU recognises the benefits of a positive workplace culture for staff, student representatives, volunteer program directors and volunteers. Healthy workplaces encourage commitment, productivity, and engagement, helping us all to further UMSU's objectives as an organisation. To this end, UMSU actively promotes organisational behaviours and standards which help foster a positive, harmonious and healthy organisational environment, and respect individual rights.

Accordingly, UMSU is committed to providing a safe and healthy environment for work and student experiences which is free from unacceptable behaviour and conduct, and staff, student representatives, and volunteer program directors, volunteers and other members of the community are treated with dignity, courtesy and respect.

To help achieve this objective, staff, student representatives, and volunteer program directors and volunteers should behave in accordance with UMSU's values, promoting the best interests of the organisation, and conducting themselves consistently with the objectives of the Constitution.

There are various ways to accomplish a positive and supportive organisational culture, including:

- valuing and respecting diversity and cultural difference;
- taking all reasonable steps to disclose and avoid conflicts of interest, or misusing their position or information;
- ensuring that services, events and activities are accessible to, and take into account the needs of all individuals;

- being equitable in our decision-making, service provision and access to support; and
- being mindful of the health and safety of themselves and others in the workplace.

In addition, UMSU staff, student representatives, and volunteer program directors and volunteers are expected to treat others with respect and courtesy, to uphold the principles of equal opportunity, and not partake in victimisation, vilification, violence, bullying, sexual harassment, discrimination or any other anti-social/harassment behaviours.

UMSU expressly prohibits all forms of unacceptable behaviour. Unacceptable behaviour includes:

- Bullying;
- Discrimination;
- Harassment (including sexual harassment);
- Victimisation;
- Vilification; or
- Permitting, assisting or encouraging others to bully, discriminate, harass, victimise or vilify;
or
- Failing to treat others with dignity, courtesy and/or respect.

Where individuals witness any forms of unacceptable conduct, they are required to inform UMSU management.

UMSU will not tolerate misconduct or inappropriate behaviour, and any breach of this policy or its related procedures may result in disciplinary action in accordance with UMSU policy/procedure, the Constitution, and/or enterprise agreement.

To ensure this policy is understood and to promote its uptake, UMSU will provide regular information, education, and training in relation to these values and principles.

Supporting Procedures	<ul style="list-style-type: none"> • Resolution of Unacceptable Conduct • Resolution of Unacceptable Conduct - Investigation
Responsibility for Implementation	<ul style="list-style-type: none"> • General Secretary (Student Representatives) • Human Resources Manager (Staff) • Coordinator, Volunteering and Student Representation (Volunteer Program Directors and Volunteers)
Status	V1.1 - Revised – expanded scope to include all of UMSU
Approval Body	Students' Council