

ATEM Code of Conduct

Approved by: ATEM Council
Date of Approval: September 1997
Date of Modification: April 2011
Date of Next Review: 2014

Preamble

This Code of Conduct is prepared for use by members of the Association for Tertiary Education Management (ATEM) in their day-to-day work in tertiary education. It is acknowledged that members are generally aware of what constitutes good conduct and that it is not possible to prescribe guidelines which will ensure integrity and appropriate behaviour. It is also acknowledged that ATEM's members are a diverse group, providing an equally diverse range of services to individual institutions which, in turn, have expectations about how their employees will conduct themselves.

This Code provides a framework which can be adopted by ATEM members and other staff in tertiary education to provide guidance in the conduct of their professional work and in their participation in the broader tertiary education management profession. It is not an exclusive code and its tenets may apply equally to all staff working in tertiary education, irrespective of level or functional area.

Code of Conduct

ATEM expects its members will behave towards one another and towards members of the community with integrity, fairness, impartiality and empathy.

ATEM members work within academic institutions and carry out functions designed to facilitate the academic enterprise. ATEM expects its members will:

- develop an appreciation and understanding of academic culture and traditions, and of the role and needs of academics and students;
- develop an understanding of educational values and principles; and
- ensure that their conduct reflects academic and educational best practice.

In their professional work, ATEM expects its members will act honestly and with integrity. In particular, ATEM expects its members will:

- work with skill, care, diligence and impartiality;
- show that they have considered carefully all aspects of their tasks before action is taken;
- accept responsibility for their actions;
- treat others openly, frankly, courteously, and with sensitivity to their rights;
- ensure that their actions in dealing with others do not harass or discriminate on any grounds;
- avoid potential conflicts of interest that may influence or appear to influence their actions;

- maintain the privacy and confidentiality of information they hold about others, except in circumstances where they are properly required to release it;
- refuse to accept gifts or benefits that might cause them to carry out their work in a particular way or to deviate from a proper course of action, or might be seen to cause them to do either of these; and
- ensure that institutional and public resources are used appropriately in the course of their duties.

In their broader professional activities, ATEM expects its members will:

- be informed and up-to-date about developments in tertiary education management;
- acquire and maintain agreed standards of competency as a manager and administrator through active participation in professional development programs of their institutions and their relevant Branch;
- foster a culture of life long learning; and
- actively share their knowledge with other members of ATEM.