



CAASTRO
ALL-SKY ASTROPHYSICS

CAASTRO Code of Conduct

Last updated: 23 September 2015

Owner: Chief Operating Officer

Overview

This code has been formulated to provide a clear statement of CAASTRO's expectations of its members in respect of their professional and personal conduct.

Scope

The Code of Conduct applies to all CAASTRO members. The Code of Conduct of a CAASTRO member's University or Organisation overrides this policy and must be deferred to if there is a conflict between the policies.

Related Documents

The **CAASTRO Supporting Gender Balance Policy** outlines how CAASTRO supports gender equity and a flexible workplace.

Policy

1. Personal and Professional Behaviour

Conduct

In performing their duties and functions, all members must:

- Exercise their best professional and ethical judgement and carry out their duties and functions with integrity and objectivity
- Act fairly and reasonably, and treat colleagues, students and visitors to the Centre and members of the public with respect, impartiality, courtesy and sensitivity
- Avoid conflicts of interest
- Maintain a co-operative and collaborative approach to working relationships; and
- Comply with all applicable legislation, industrial instruments, professional codes of conduct or practice and their own organisation's policies, including in relation to:
 - The conduct of research
 - Confidentiality and privacy of information
 - Equal opportunity
 - Health and safety policies and practices
 - Efficient and effective use of CAASTRO resources

Discrimination All CAASTRO members must not discriminate against anyone in connection with CAASTRO activity on the grounds of gender, religious conviction, marital status, pregnancy, physical or intellectual impairment, sexual preference, race or political conviction.

Sexual Harassment Sexual harassment is unlawful under the *Commonwealth Sex Discrimination Act 1984* and it constitutes misconduct.

Should a CAASTRO member be accused of sexual harassment during a CAASTRO activity, the matter will be investigated and the CAASTRO Executive will take the appropriate action necessary.

2. Conferences and Workshops

Approach CAASTRO is committed to making all CAASTRO sponsored and supported Conferences and Workshops productive and enjoyable for everyone, regardless of gender, sexual orientation, disability, physical appearance, race, nationality or religion. We will not tolerate discrimination or harassment of participants in any form.

Conduct In attending any Conference or Workshop, CAASTRO participants are asked to:

- Behave professionally. Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate. Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes offensive comments related to gender, sexual orientation, disability, physical appearance, race or religion.
- All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery in presentations is not appropriate.
- Participants asked to stop any inappropriate behaviour are expected to comply immediately. Attendees violating these rules may be asked to leave the event at the sole discretion of the organisers without a refund of any charge.
- Any participant who wishes to report a violation of this policy is asked to speak, in confidence, to the Conference organiser or to the Chief Operating Officer of CAASTRO.

3. Conflicts of Interest

Compliance All CAASTRO members must comply with their organisation's policy regarding Conflict of Interest.

All CAASTRO members must ensure that there is no actual, potential or perceived conflict between their personal interests or their duties to other parties and their duties and responsibilities as members of CAASTRO.

Disclosure All CAASTRO members must promptly make full disclosure to CAASTRO of all relevant facts and circumstances giving rise to an actual, potential or perceived conflict of interest and cooperate with CAASTRO to ensure that all appropriate steps are taken to eliminate or manage such conflicts.

4. Gifts and Benefits

Compliance All CAASTRO staff, students and affiliates must not solicit nor accept gifts or benefits, either for themselves or for another person, which may in any way, either directly or indirectly, compromise or influence them in their official CAASTRO capacity.

Bribes All CAASTRO members must report any offers of bribes to their supervisor, who should then ensure that the matter is reported as corrupt behavior in accordance with your organisation's code of conduct.

5. Public Comment

Compliance All CAASTRO members who make public comment or representations and identify themselves as members of CAASTRO must comply with the CAASTRO Press release policy.

6. Use and Security of Official Information

Must do All CAASTRO members must:

- Maintain the integrity, confidentiality and privacy of CAASTRO records and information to which they have access to in the course of their employment or study.
- Take all reasonable precautions to prevent unauthorised access to, or misuse of, CAASTRO records and information.
- Comply with your organisation's privacy and information policies.

Must NOT do All members must not:

- Disclose, or offer to supply, confidential or private CAASTRO records or information, except when authorised to do so as part of their normal duties and functions, or when required or permitted to do so by their organisation's policy, State or Commonwealth law, court order or other legal instrument.
- Access or use information, including information on electronic systems and hardcopy files, other than for an authorised purpose

- Destroy, or authorise the destruction of, CAASTRO records other than in accordance with your organisation’s policy and relevant legislation.

7. Work Health & Safety

Compliance

All CAASTRO members must comply with their organisation’s Work Health & Safety policies and procedures, and:

- Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work.
- Cooperate with CAASTRO and their organization to ensure compliance with all relevant health and safety laws.

*This code of conduct for **Conferences and Workshops (Section 2)** is based on the “**London Code of Conduct**”, as originally designed for the conference “*Accurate Astrophysics. Correct Cosmology*”, held in London in July 2015. The London Code was adapted with permission by Andrew Pontzen and Hiranya Peiris from a document by Software Carpentry, which itself derives from original Creative Commons documents by PyCon and Geek Feminism. It is released under a CC-Zero license for reuse.*