

Colbourne College

Ethical Modus Operandi: Statement Of Commitment

The goal of Colbourne College is to operate with the highest level of integrity in all it does. All members of our community must adhere to the standard of fairness, honesty, and respect for the rights of others in their conduct at all times. The College expects that faculty, staff, student employees, and students will adhere to such principles in their dealings with each other and with those beyond the College community. Our ethical modus operandi is 'I will do unto others same as I expect them to do unto me'.

Conflict of Interest

Personnel are expected to assume personal responsibility and accountability for managing the college's business and safeguarding and preserving the College's assets and resources in the fulfillment of the College mission. In addition to understanding and maintaining relevant laws and regulations, Personnel should recognize that Colbourne College must maintain a reputation for integrity and quality that goes beyond compliance with laws, regulations and contractual obligations.

Conflict of interest will occur when Personnel have significant financial, personal or professional interest in a transaction or process which they have influence or control over the outcome. Personnel are at all times, expected to demonstrate commitment in avoiding situations that create or appear to create conflicts between their personal interests and the interests of the College.

If their conduct might lead an independent observer to reasonably question if the actions or decisions taken on behalf of the College are influenced by those personal interests, in all such cases, the following actions must be taken:

- 1) Recuse himself or herself from any decision-making or handling of the same processes/activities
- 2) Immediately notify the Director Of Programs in writing

Full-time staff and administrators will have specific limitations on outside employment in their individual employment contracts. All decisions made by the faculty, staff, and student employees in the course of their professional and personal life are to be made solely on the basis of their desire to promote the best interests of the College. Significant financial interest refers to any direct or indirect interest with monetary value, including but not limited to: salary, other payments for services, equity interests, publications, income from seminars, lectures, or teaching engagements, etc.

Disclosure. Disclose fully in writing (email is permissible) the precise nature of his or her interest in such transaction to those at the College involved with the transaction, or to the Director Of Programs.

Non-Participation. Refrain from participation (including acting individually or as a member of a committee or other group) in the College's consideration of the proposed transaction unless expressly permitted to do so by a responsible authority of the College.

Compliance. All Personnel are expected to comply fully and promptly. Instances of deliberate breach of policy, including failure to file the disclosure or knowingly inform the or provide misleading disclosure forms are violation of the guidelines.

All known violations, disputes and other issues arising out of the application of this policy must be reported to the Director for appropriate action. Please see examples of conflict of interest including self-dealing here:

<https://www.usq.edu.au/hr/empcond/conflicts/conflict-examples>