

# Code of conduct

ATSE

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## VERSION HISTORY

Version	Date	Author	Description
1.0	22/04/2021	Dr Bruce Godfrey, VP; Kylie Walker, CEO	Initial Code developed and endorsed
2.0	21/08/2025	Professor Anne Green, VP; Dawn Bennett, People and Partnerships Director	Comprehensive review and update

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## Introduction

The Australian Academy of Technological Sciences and Engineering (“ATSE” or the “Academy”) is guided by its values, which are the foundation of how we behave and interact with each other – the Board, our Fellows, professional staff, program participants and all internal and external partners, collaborators, and stakeholders. Together our values reflect the priorities of the organisation and provide guidance and a framework in our decision making.

ATSE’s policies have been developed to align with our values and ensure we observe the highest standards of conduct and ethical behaviour in all our business activities and to promote and support a culture of honesty, transparency and integrity, compliance, good governance, and fair dealing.

The ATSE Board is committed to leading a positive and ethical culture in which all persons treat each other with respect. The Board recognises that the Academy is an organisation of voluntary membership (of Fellows) and that Fellows and others engaged with the work of the Academy represent a breadth of backgrounds and experiences. Working together in a respectful manner and in accordance with ATSE values is vital to ensure we achieve our mission to help all Australians understand and use technology to solve complex problems.

This Code of Conduct (the “Code”) provides guidance to the ATSE Fellowship, employees and others representing or otherwise involved with the Academy, regarding what is considered legally and by the Board to be appropriate conduct. The Code deals with conduct which may be considered “unbecoming a Fellow or prejudicial to the interest of the Academy” as per rule 12.3 of the Constitution. In addition, the Code supports a safe and productive workplace, and protects the Academy’s ability to properly and effectively go about its work.

## Scope

The Code applies to:

- All Fellows, including Foreign Fellows, Honorary Fellows, and Board-elected Fellows ('Fellows');
- Academy CEO, professional staff and interns ('Employees');
- Contractors, subcontractors and volunteers ('Workers'); and
- Committee members, speakers, award recipients, program participants, representatives, event delegates and others engaged in ATSE activities ('Participants').

The Code applies to and regulates conduct associated with Academy activities.

The Code does not apply to or regulate professional or research misconduct; this is the domain of licensing and professional standards bodies, and employers. The Code will however apply if professional or research misconduct may impact Academy activities or may bring the Academy into disrepute.

The Code applies to all behaviour, whether current or past.

## Related documents

The Code operates alongside ATSE's organisational policies and legal obligations. Relevant policies that operate together with this Code include (but are not limited to):

- ATSE's Constitution (with particular reference to rules 12.3-12.5)
- ATSE Values
- Conflicts of Interest Policy
- Grievance Policy
- Workplace Wellbeing Health and Safety Policy (which encompasses bullying, harassment, and positive duty to prevent sexual harassment)
- Privacy Policy
- Social Media Policy
- Spokesperson Policy
- Whistle-blower Policy

Fellows can access these documents through the Fellows portal.

Employees and Workers can access these through internal document systems.

All others can access these by contacting ATSE [info@atse.org.au](mailto:info@atse.org.au)

## Code of Conduct

In relation to ATSE activities, Fellows, Employees, Workers and Participants agree to:

- Conduct themselves in a manner consistent with the Academy's values, which supports the Academy's mission and objects, and which upholds and enhances the reputation of the Academy
- Act in accordance with ATSE policies to foster an environment free from harassment, bullying or discriminatory behaviour.
- Act with honesty, in good faith, and with integrity.
- Be courteous and respectful with others, engaging collegially and in the spirit of constructive dialogue when opinions may differ.
- Disclose actual, potential or perceived conflict of interests in a timely fashion so they can be managed appropriately.<sup>1</sup>
- Maintain confidentiality of information acquired through involvement in ATSE activities, and only release confidential information if authorised to do so by the ATSE President, Chief Executive Officer, or their nominated delegate.
- Speak or represent themselves on behalf of ATSE only in accordance with the Spokesperson Policy and/or with explicit prior approval of ATSE's President and/or Chief Executive Officer.

ATSE Fellows, Employees, Workers and Participants are expected to maintain a standard of conduct in their professional capacities that:

- Does not undermine the Academy's standing and reputation, or that is prejudicial to the interests of the Academy.
- Accords with applicable legislation and organisational policies.

## Upholding the Code

Upholding the Code requires individuals to maintain an awareness of their own conduct and interaction with others. It also requires individuals to be aware of the conduct of others and to take action when such conduct may violate ATSE's values and impacts negatively on individuals or on the Academy's reputation or activities. This action may be direct, or through alerting relevant Board member or senior professional staff in order to promptly address the situation.

### Addressing a breach of the Code

A breach of this Code is any behaviour that does not comply with this Code or that may be considered "conduct unbecoming a Fellow or prejudicial to the interest of the Academy" (Constitution, Rule 12.3).

The protocol for addressing and alleged breach of ATSE's Code of Conduct is detailed in a separate document, Protocol for Managing a Code of Conduct Breach.

### Review and authorisation

This Code of Conduct and relevant policies and protocols has been approved by the ATSE Board.

The Code and relevant policies and protocols are subject to change and will be reviewed by the Board from time to time, and may be reviewed and updated when circumstances warrant.

<sup>1</sup> No Fellow or Employee may sign off on or manage a contract with a related party where that individual has a significant and/or material conflict of interest