



## COE Minerals Code of Conduct

### Purpose

Each Institution will have its own policies and procedures to which their employees are required to adhere, however as <sup>1</sup>members of a national Centre of Excellence there is a clear expectation that our own Centre Code of Conduct is observed in full, including any related COE Minerals procedures and policies (located on the Centre SharePoint):

- <sup>2</sup>Australian Code for the Responsible Conduct of Research (2018)
- COE Minerals Equity and Diversity Policy
- COE Minerals Communication & Media Policy
- COE Minerals Breaches Procedure
- COE Minerals Conflict of Interest Procedure
- COE Minerals Complaints Procedure
- COE Minerals Data Management Policy/Procedure
- Centre of Excellence Grant Agreement, Clause 19 Conduct of Research and;
- Respective node policies & procedures concerning equity & diversity, bullying and harassment and Research Code of Conduct (a list of general institution links is located in Appendix A)

### Policy

#### 1. Research

All COE Minerals researchers will:

- Engage and promote a culture of responsible research conduct within the Centre
- Be honest, transparent & accountable when undertaking research within the Centre
- Ensure that research findings are disseminated responsibly
- Retain clear, accurate and secure records of any COE Minerals research (and data) conducted
- Maintain confidentiality of all research material produced under the auspice of the ARC COE for Enabling Eco-Efficient Beneficiation of Minerals
- Ensure that only those personnel and all people who have made a clear contribution to a research output are listed as author on any publications.
- Researcher students and research associates need to seek approval from their supervisors before submitting publications.
- All researchers must obtain approval from (someone) to before submitting a publication.
- Comply with any WHS legislation (including Institutional policies & procedures) when conducting research
- Disclose any conflicts of interest or breaches of the research code
- Complete within required timeframes any reporting requirements requested by the ARC or by COE Minerals Executive Committee
- Follow your Institution's policies and procedures relating to responsible conduct of research



## **2. Personal & Professional Behaviour**

While working for or representing COE Minerals all members are asked to:

- Promote a professional culture within the centre that is fair and respectful
- Undertake where applicable Centre education and training
- Be collaborative and approachable when working in partnership with COE Minerals members, visitors, industry & community representatives.
- When representing COE Minerals at conferences, workshops, meetings, online events, outreach activities etc, members are to engage in a professional and respectful manner
- Not discriminate against any person based on their age, disability, ethnic origin, gender, gender identity, sexual orientation, religion, or political preference
- When presenting ensure that your slides and words are consistent with the Centre values as stated above. Be considerate of the feelings of all the participants who may be of different sex, race, age, have different gender identity, or come from different cultural and religious backgrounds. Everyone must be treated with respect and courtesy. It is not acceptable to make racist or sexist comments even in jest. Please do not use stereotypes. If in doubt, do not say it.

<sup>3</sup>Sexual harassment or <sup>4</sup>bullying of any kind, towards any person including but not limited to COE Minerals members, affiliates or while representing the Centre will not be tolerated and will be subject to any relevant procedures.

## **3. Mentoring & Training**

- Supervisors are to facilitate the attendance of COE Minerals PhD and/or ECR's (where possible or applicable) at training courses, workshops, webinars etc, organised by the centre or deemed necessary for career enhancement.
- Supervisors are to guide & support PhD students in relation to research conduct and ensure their research outcomes are valid and accurate
- PhD Students and ECR's are to participate in any training, workshops, webinars etc that have been requested by their supervisor or COE Executive Committee members.

## **4. Conflict of Interest, gifts, bribes and/or benefits**

To ensure that COE Minerals maintains trust and confidence from community, government and institutions, all COE Minerals members are asked to:

- Read and comply with their Institutions policies and procedures on Conflict of Interest
- Inform their Node leader or Executive Committee as soon as possible of any actual or potential Conflicts of Interest
- Consider the potential and serious implications associated with receiving gifts, bribes and/or benefits on behalf of, or for themselves which could comprise or influence their research and/or activities related to this Centre. Full disclosure of benefits in accordance with their institutional policy is essential.
- Report to their Node Leader or Executive Committee inappropriate or unlawful solicitation.



## 5. Social Media

All COEMinerals members are asked to:

- Ensure they have a sound understanding of the COEMinerals mission, and objective
- Comply with the COEMinerals Communication & Media Policy
- Refrain from making public comment on behalf of the COEMinerals unless they are authorised by COEMinerals Director or Centre Chief Operations Officer.
- Refrain from communicating in such a way that reflects adversely on this centre. This also includes official COEMinerals communication within or outside of work hours in the form of social media, email/s or verbal communication.

## Appendix A

### Definitions

- <sup>1</sup>Members – Are defined as Chief Investigators, Partner Investigators, Professional staff, Researchers, PhD Students, Associate Investigators and any other person either invited or contracted to complete work or presentations on or behalf of or for the ARC Centre of Excellence for Enabling Eco-Efficient Beneficiation of Minerals.
- <sup>2</sup>Australian Code for the Responsible Conduct of Research (2018)  
<https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018>
- <sup>3</sup>Definition of Sexual Harassment - <https://humanrights.gov.au/quick-guide/12096>
- <sup>4</sup>Definition of Workplace Bullying - <https://www.safeworkaustralia.gov.au/bullying>

### Institution policies and procedures

Each Institution have their own policies and procedures too, below are key links which COEMinerals would like to highlight.

#### University of Newcastle

- [Diversity and inclusiveness policy](#)
- [Code of Conduct](#)

#### University of Queensland

- [Equity and Diversity Policy](#)
- [Discrimination and Harassment Policy](#)
- [Responsible Conduct of Research](#)

#### University of Melbourne (staff access only)

- Equity and diversity  
Appropriate Workplace Behaviour Policy (MPF1328)  
<https://policy.unimelb.edu.au/MPF1328>
- Bullying / Harassment



ARC Centre of Excellence for  
**ENABLING ECO-EFFICIENT  
BENEFICIATION OF MINERALS**

- Appropriate Workplace Behaviour Policy (MPF1328)  
<https://policy.unimelb.edu.au/MPF1328>
- Research Code of Conduct  
Research Integrity and Misconduct Policy (MPF1318)  
<https://policy.unimelb.edu.au/MPF1318>

Deakin University (staff access only)

- Code of Conduct <https://policy.deakin.edu.au/document/view-current.php?id=84&version=5>
- Diversity and Inclusion <https://policy.deakin.edu.au/document/view-current.php?id=39&version=4>
- Research Conduct <https://policy.deakin.edu.au/document/view-current.php?id=92>
- Workplace Bullying <https://policy.deakin.edu.au/document/view-current.php?id=121&version=2>

Monash University (staff access only)

- Diversity & Inclusion - <https://www.monash.edu/about/diversity-inclusion/framework-and-priority-areas>
- <https://www.monash.edu/about/diversity-inclusion/framework-and-priority-areas/diversity-and-inclusion-action-plans>
- Ethic Statement [https://www.monash.edu/\\_data/assets/pdf\\_file/0004/1168798/Ethics-Statement.pdf](https://www.monash.edu/_data/assets/pdf_file/0004/1168798/Ethics-Statement.pdf)

University of South Australia (staff access only)

Curtin University (staff access only)

University of NSW

- [Equity, Diversity and Inclusion Policy](#)
- [Sexual Misconduct Prevention and Response Policy](#)
- [Research Code of Conduct](#)