



SAEF

Securing Antarctica's Environmental Future

Australian Research Council Special Research Initiative

Code of Conduct

Overview

This code of conduct has been established to provide an overarching statement of the expected professional and personal conduct of SAEF members and participants.

Application

This code applies to all SAEF members. This code also applies to all participants of SAEF events and activities.

SAEF is a collaboration that brings together members and participants from national and international universities and organisations and this code of conduct is intended to complement workplace behaviour policies of these organisations. SAEF plans and guidelines support this code of conduct.

Workplace policies and codes of conduct of a SAEF member's employer take precedence over this document and must be deferred to if there is a conflict between such policies and this code of

conduct. Where SAEF members are invited to act as joint supervisors or visit other member universities or organisations they must inform themselves of the provisions of the relevant codes of that university or organisation.

SAEF Values

SAEF is committed to actively promoting and demonstrating our Values.

In addition to the values that lie at the heart of our participating institutions and which are characteristic of joint research endeavour, the values that underpin SAEF include:

Collaboration – interdisciplinary – innovative – inspirational

Ambition – for the planet – for our science – for change

Diversity – of membership – in approach – of benefit

Community – considered – inclusive – transformational

Expectations

SAEF expects the highest standard of professional behaviour from our members and participants. We expect SAEF members and participants to:

- Support an equitable environment, free from discrimination, intimidation, harassment, bullying or abuse.
- Conduct themselves in an ethical and professional manner and carry out their duties and functions with integrity and objectivity.



- Establish and maintain a co-operative and collaborative approach to working relations, ensuring participation is fair, inclusive, transparent, and done so with a spirit of generosity.
- Comply with all applicable legislative requirements, organisational policies and procedures as well as SAEF plans, guidelines and procedures.
- Actively work towards preventing misconduct in any form.

These expectations of professional behaviour extend to all places and situations. Set out below are the key areas of expectation, obligation and responsibility.

Respect, Equality and Inclusion

SAEF members and participants must be respectful and treat all people equitably and fairly.

Discrimination

SAEF members and participants must not discriminate on the grounds of age, breastfeeding, pregnancy or potential pregnancy, disability, family responsibilities, gender identity, marital or relationship status, nationality, race, colour, religion, political conviction, sexual orientation, or physical features.

Bullying

SAEF members and participants must not engage in bullying. Workplace bullying is repeated unreasonable behaviour directed towards another person that intimidates, offends, degrades, insults or humiliates and creates a risk to health and safety. Bullying can be verbal, physical, social or psychological abuse and includes offensive language, insults, taunting, hurtful joke telling, unwanted physical contact and excluding or isolating another person.

Harassment

SAEF members and participants must not engage in harassment, including sexual harassment. Harassment occurs when unwelcome behaviour causes the person affected to feel intimidated, insulted or humiliated and a reasonable person would expect it would have this effect. Harassment can occur in a single incident or a series of incidents and can be experienced by witnessing behaviour.

Sexual harassment is behaviour of a sexual nature that makes an employee feel offended, humiliated or intimidated. This includes sexual advances, requests for sexual favours, sexual gestures, and crude jokes or comments.

Honesty and Integrity

Research Integrity

All SAEF members are expected to follow the principles of responsible research. These include:

- promotion of responsible research standards and practices;
- adherence to all applicable laws, regulations, standards, ethics guidelines, funding agreements and institutional policies



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- honesty, rigour and accountability for the development, undertaking and reporting of research;
- transparency in declaring interests and reporting research methodology, data and findings;
- authorship recognition to those that make a significant scholarly contribution to the research;
- appropriate acknowledgement of ARC funding, other funding sources and supported facilities;
- high quality research supervision;

SAEF Resources

SAEF members have a responsibility to ensure that SAEF funding and resources are used only for the purposes of the program, and that they are used efficiently, accountably, and represent value for the program.

Declaration of Interests

SAEF members are required to disclose and manage actual, potential or perceived conflicts of interest.

Gifts and Benefits

SAEF members 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 SAEF capacity.

Use and Security of SAEF Information

SAEF members and participants are expected to maintain the integrity, confidentiality and privacy of SAEF information which they have access to in the course of their employment or study. All reasonable precautions should be taken to prevent unauthorised access to, or misuse of, SAEF information.

Public Comment & Social Media

SAEF values its impact and influence as an ARC SRIEAS. Media and social media are key channels that support us to achieve SAEF objectives. They enable us to share our work, build our reputation, and increase engagement and impact with the community.

SAEF members are welcome to engage with SAEF and colleagues through social media, provided

that communications are respectful, appropriate for a professional audience, and in line with this code of conduct.

In public debates, SAEF members are expected to act in a private capacity without referring to SAEF affiliation except where the matter in question falls within their professional expertise at SAEF.



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Sustainability

SAEF recognises its responsibility to practice and promote behaviours that support activities which contribute to environmental sustainability within the local, national and international community.

Specific Expectations

Collaboration

SAEF is committed to establishing and maintaining a supportive, respectful and collaborative environment for our program, acknowledging there are challenges that a multidisciplinary, international research program presents.

Participation and Feedback

SAEF members and participants are strongly encouraged to engage with program activities and provide constructive feedback to ensure we can provide the best outcomes for the SAEF program.

Meetings, Conferences & Workshops, including associated social functions

SAEF is committed to delivering productive and enjoyable conferences, workshops, training events and meetings for SAEF members and participants. In attending SAEF events, whether in person or online, participants are expected to behave professionally and in line with this code of conduct.

Inclusion

SAEF is committed to established a safe space for transgender, gender nonconforming, and gender non- binary people. SAEF members are encouraged to take actions to ensure that we are inclusive of all people. These actions include such as putting your pronouns in your email signature, Zoom profile or name tags, asking speakers for their pronouns when preparing conference or meeting materials and taking pronouns into consideration when making introductions.

Acknowledgement of Country

An Acknowledgement of Country allows the wider community (Indigenous and non-Indigenous) to show respect for and acknowledge Traditional Owners. SAEF members are encouraged to consistently acknowledge the Traditional Custodians of Country at the beginning of any formal functions, meetings and forums, including online events. SAEF members are encouraged to think about and adapt their Acknowledgement to better reflect the country they are on, and their links to it.

Field Work

When undertaking field work, SAEF participants are expected to behave professionally, in line with expectations of this code of conduct and expectations and rules outlined in relevant logistics provider Expeditioners Codes of Conduct (or equivalent).

Breach of this Code

SAEF treats any breach of its plans and procedures seriously.

Any alleged breaches of this code will be dealt with in accordance with the applicable policy or procedure of the employing organisation.

In the case of an alleged breach of this code that is not covered by organisational policy document, SAEF will investigate and respond to a complaint in accordance with SAEF's contractual obligations, this code of conduct and other guidelines and procedures.

SAEF members and participants engaging in behaviour prohibited by this code, as well as those making allegations of harassment in bad faith, may be subject to disciplinary action. This may include verbal warnings, counselling, ejection from events, including a ban from participating in any future SAEF activities, and being permanently removed as a SAEF program member or participant.

Grievances and Reporting

Anyone who wishes to report a violation of this commitment can speak confidentially to the SAEF Director, Deputy Directors, Program Manager or one of the SAEF Ombudspople.

Definitions

SAEF members	includes Program Executive Group members, Chief Investigators, Partner Investigators, Associate Investigators, Early Career Researchers, employees, volunteers, students, and Advisory Board members whilst in attendance at SAEF.
SAEF participants	any people attending as guests at meetings, participants at conferences, workshops, training, functions and any other events organised by SAEF, contractors and sub-contractors who work for and with SAEF.
Social media	refers to the collection of digital communication channels dedicated to community-based input, interaction, content sharing and collaboration

SAEF encourages its members to attempt to resolve behavioural or interpersonal issues before they escalate into serious problems.

To have an issue resolved via a formal grievance procedure, all SAEF members are entitled to escalate an issue to the employer of the SAEF member whose behaviours have caused offence or are of concern.

SAEF encourages reporting of concerns about non-compliance. SAEF members who encounter or observe professional or personal misconduct are encouraged to discuss, educate about, and/or report the issue. They can do this by contacting the SAEF Director, Deputy Directors, Program Manager or one of the SAEF Ombudspople.



Governance

Supporting SAEF documents	SAEF Acknowledgement of Country
	SAEF Equity, Diversity and Inclusion Plan
	SAEF Declaration of Interests
	SAEF Grievance Procedure
	SAEF Ombudspeople
	SAEF Data Policy (To be developed)
	SAEF Ethics Plan (To be developed)
	SAEF Field Work Guidelines (To be developed)
	SAEF Publications Guidelines (To be developed)
	SAEF Communications Guidelines (To be developed)
Related documents	Member Organisations Policies and Procedures
	ARC Policies and Strategies
	Australian Code for the Responsible Conduct of Research
	Australian Antarctic Division – Research Guidelines
Approval	Program Executive Group Date: Meeting:
Effective date	
Review date	
Version	1.0
Responsibility	Program Manager
Reference materials	OzGrav Code of Conduct Astro 3D Code of Conduct Dark Matters Code of Conduct Exciton Science Code of Conduct ACEMS Code of Conduct