- exercise their best professional and ethical judgement to make decisions without bias and using the information available to them;
- adhere to Health and Safety compliance documents and instructions, in particular, the Health, Safety and Wellbeing Policy;
- treat students, members of the public,

6.7 Staff members should also refer to the Privacy Policy, and Communications and Media Policy in relation to this.

7. Use of Official Facilities and Equipment

7.1 Staff members must use all University resources in a careful manner. Unless express permission has been granted, University resources are not to be used for private purposes.

7.2 Staff members should refer to the IT Policy Framework for guidelines on the use of email and the internet.

7.3 University resources may not be used to further personal interests, political or religious causes, or for activities that are illegal, involve obscene language or images, or involve the distribution of c(tio)se

This policy remains in force until it is updated.

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			
1.00	Conversion of document onto new template	Policy Unit	Sep 2013
1.01	• Changed title from Code of Conduct (Staff) to Staff Code of Conduct in line with current naming conventions. • Updated hyperlinks	Policy Unit	Oct 2013
1.02	Document review date pushed out.	Policy Unit	Feb 2014
1.03	Minor revision and updating of hyperlinks	Policy Unit	Jun 2014
1.04	Unscheduled minor revision by Contact Officer.	Policy Unit	Dec 2014
2.00	Scheduled review by Contact Officer.	Policy Unit	May 2015
2.01	Contact Officer title updated.	Policy Unit	Jun 2015
2.02	Hyperlink to Computer Use Policy and Procedures changed to IT Policy Framework.	Policy Unit	Sep 2015
2.03	Unscheduled review by Contact Officer: • "staff member" scope extended. • "Scope" section added, paid and unpaid staff terminology included. • Use of "employment agreement" to define a contract of service. • Reference added for *Drug and Alcohol Testing for Construction Sites: Policy and Procedures (PDF, 162KG)*. • Review date extended to 3 years. • Removal of "study leave" from second bullet point in clause 3.3.	Executive Director Human Resources	Feb 2017
2.04	Change of CO from *HR Advisor: Business Improvement and Policy Portfolio Human Resources.*	Policy Unit	May 2018
2.05	Updated links to *Staff Disciplinary Policy* renamed *Employee Disciplinary Policy*.	Policy Unit	Apr 2019