



## School of Psychology

# University Legislative Requirements

All staff and students are required to comply with the legislative requirements of the university. Links to the relevant policies and procedures are below:

**Legislative Compliance Policy:** <https://www.gs.unsw.edu.au/policy/legislativecompliancepolicy.html>

**Legislative Compliance Procedure:** <https://www.gs.unsw.edu.au/policy/legislativecomplianceprocedure.html>

### **INDUSTRIAL & EMPLOYMENT - PERFORMANCE & MISCONDUCT**

All supervisors must be aware of and follow the procedures for managing unsatisfactory performance, misconduct and serious misconduct.

Enterprise Agreements: <https://www.hr.unsw.edu.au/services/indrel/ea.html>

Code of Conduct: <https://www.gs.unsw.edu.au/policy/codeofconduct.html>

Workplace Bullying: <https://www.hr.unsw.edu.au/employee/workbully.html>

Sexual Assault, Harassment and Misconduct:

<https://www.hr.unsw.edu.au/diversity/sexualassault/harassment.html>

Staff Complaint Procedure: <https://www.gs.unsw.edu.au/policy/staffcomplaintproc.html>

### **INDUSTRIAL & EMPLOYMENT - FLEXIBLE WORKING ARRANGEMENTS**

Enterprise Agreements: <https://www.hr.unsw.edu.au/services/indrel/ea.html>

Code of Conduct: <https://www.gs.unsw.edu.au/policy/codeofconduct.html>

Flexible Working Arrangements: <https://www.hr.unsw.edu.au/diversity/flexibilityleave/home.html>

### **WORK HEALTH AND SAFETY - TRAINING**

- Mandatory health and safety training includes:
- Health and Safety Awareness (all staff)
- Ergonomics and Manual Tasks (all staff)
- Managing Health and Safety @ UNSW (all managers, supervisors and Heads of School)
- Laboratory Safety Awareness (all staff working in laboratories)

<https://safety.unsw.edu.au/staff-student-resources/supervisor>

<http://safety.unsw.edu.au/Training/staff-training>

## **FRAUD AND CORRUPTION PREVENTION - PUBLIC INTEREST DISCLOSURES**

Procedures for making a "public interest disclosure" and of the protections available should staff make such a disclosure.

Public Interest Disclosures Procedure: <https://www.gs.unsw.edu.au/policy/pidprocedure.html>

Fraud and Corruption Prevention Policy: <https://www.gs.unsw.edu.au/policy/fraudpolicy.html>

## **FRAUD AND CORRUPTION PREVENTION - CONFLICTS OF INTEREST**

Staff within the School need to be aware of their obligation to disclose/declare actual, potential and perceived conflicts of interest.

Conflict of Interest Policy: <https://www.gs.unsw.edu.au/policy/conflictinterestpolicy.html>

Fraud and Corruption Prevention Policy: <https://www.gs.unsw.edu.au/policy/fraudpolicy.html>

## **INFORMATION MANAGEMENT - RECORDKEEPING**

University records of the School must be captured in a "system of record" and managed in a manner consistent with the Recordkeeping Policy and Recordkeeping Standard.

A "system of record" are those University business systems that have been evaluated for their suitability for the capture and management of University records (eg. SiMs, PiMs, RAMS).

Recordkeeping Policy - <https://www.gs.unsw.edu.au/policy/recordkeeping.html>

Recordkeeping Standard - <https://www.gs.unsw.edu.au/policy/recordkeepingstandard.html>

Records and Archives Website: <https://www.recordkeeping.unsw.edu.au/>

## **INFORMATION MANAGEMENT - PRIVACY**

Staff who have access to personal information of students must be aware of the University's Student Privacy Statement and ensure such personal information is used by the School solely for purposes outlined in the Statement

<https://student.unsw.edu.au/privacy>

## **INFORMATION MANAGEMENT - DATA BREACHES**

If staff become aware of a data breach (or suspect that a data breach has occurred).

Data Breach Policy - <https://www.gs.unsw.edu.au/policy/databreachpolicy.html>

Data Breach Management Procedure -

<https://www.gs.unsw.edu.au/policy/databreachprocedure.html>

## **RESEARCH ACTIVITIES - DRONES**

University procedures and training required for the use of drones.

Remotely Piloted Aircraft Systems Procedure:

<https://www.gs.unsw.edu.au/policy/dronesprocedure.html>

Information: <https://research.unsw.edu.au/drones>

Training: UNSW RPAS Operation and Management Course