What You Need to Tell Your Staff  
- In a Nutshell -

**USE OF UNSW RESOURCES**

**Legislative/Policy Framework**
UNSW has limited resources and University employees are accountable to government and the public for responsible and ethical management of these resources. This responsible use is reflected in a number of University procedures and policy documents, including the UNSW Accounting Manual, policies on Intellectual Property and Paid Outside Work, and the University Code of Conduct. All staff should be familiar with the specific policies and procedures applying to their workplace and their role.

As a minimum, this means...

| 1. Code of Conduct | Use University resources efficiently  
Avoid conflicts of interest  
Report suspected fraud, corruption, and criminal or unethical conduct. |
|-------------------|------------------------------------------------------------------|
| 2. Accounting Manual | Sets out financial policy and procedures  
http://www.fsd.unsw.edu.au |
| 3. Financial Delegation | Explain who is authorised to expend funds  
Explain procedure |
| 4. Purchasing Policy | Use of Purchase Cards, Preferred Suppliers  
Travel Policy, Petty Cash |
| 5. Computing & Communication Resources | Explain limits on personal use  
Explain email policy  
Use of UNSW Letterhead |
| 6. NSS – UNSW Databases | To be used for official purposes only |
| 7. Intellectual Property | Belongs to UNSW unless otherwise agreed or specified in the IP policy – see policy |
| 8. Paid Outside Work | For academic staff – see policy |
| 9. Further Information | Who to ask for more information  
Relevant Web addresses |

*Where to go for more...*

... Information: ➔ **Accounting Manual:**
http://www.fsd.unsw.edu.au/am/acct/amlist.htm
➔ **Email:** http://www.comms.unsw.edu.au/policies/
➔ **Internet:**
http://www.comms.unsw.edu.au/services/network/udus/policies/
➔ **IP Policy:** http://www.infonet.unsw.edu.au/poldoc/ippol.htm
➔ **Paid Outside Work:** http://www.hr.unsw.edu.au/poldoc/outwork.htm
➔ **Financial Services Department:** http://www.fsd.unsw.edu.au
➔ **Communications Unit:** http://www.comms.unsw.edu.au