

# Corporate Social Responsibility Policy

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## INTRODUCTION

The University strives to be an asset to the community, supporting the social, cultural, intellectual and economic development of Northern Australia and surrounding areas. The University is committed to integrating, where appropriate, social and environmental elements into University operations and interactions with stakeholders.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the [Australian Charities and Not-for-profits Commission Regulation 2013](#).

## INTENT

This document is intended to provide the framework for the University to establish and maintain a culture of social responsibility.

## RELEVANT DEFINITIONS

In the context of this document

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent; and

**Staff member** means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee.

## POLICY

Charles Darwin University will undertake its activities in a manner that ensures:

- The institution operates in a socially responsible and ethical manner, with high standards of integrity and practice;
- The health and safety of individuals, including staff, students and other stakeholders, impacted by activities is protected;
- The environment is managed sustainably as far as practicable;
- Students, staff and other stakeholders are treated with dignity;

- Community access to, and engagement in, University activities is as wide as practical; and
- The University is engaging with, learning from, respecting and supporting the communities and cultures with which it works.

**Charles Darwin University is committed to:**

- Undertaking appropriate corporate social responsibility activities;
- Providing appropriate resources for planned activities;
- Establishing and monitoring performance against meaningful and measurable objectives for the activities; and
- Identifying competency needs and providing appropriate training and professional development to staff to meet those needs.

**Specific Responsibilities and Authorities**

The Vice-Chancellor is responsible for shaping an organisational culture and environment with professional standards that is conducive to achieving the objectives of this policy;

The Office of Marketing is responsible:

- For developing, reviewing and implementing policies, procedures and guidelines that specify the University’s requirements on matters relating to community engagement; and
- For monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies and procedures.

The Deputy Vice-Chancellor, Operations, is responsible:

- For developing, reviewing and implementing policies, procedures and guidelines that relate to employee health and safety; and
- For monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies and procedures.

**ESSENTIAL SUPPORTING INFORMATION**

**Internal**

[Environmental Management Policy](#)

[Equal Opportunity Policy](#)

[Indigenous Peoples Policy](#)

[Quality Policy](#)

[Work Health and Safety Policy](#)

**External**

[Australian Charities and Not-for-profits Commission Regulation 2013](#) (Commonwealth)

Corporate Social Responsibility Policy – pol-008	Version: 1.05	Page 2 of 4
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## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	May 2007
<b>Sponsor:</b>	Vice-Chancellor		
<b>Contact Officer:</b>	Director, Strategic Services and Governance		

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	Creation of original document and upload to CDU website.
1.01	29 Dec 2010	Governance	<ul style="list-style-type: none"> <li>• Convert document to new template.</li> <li>• Add statement of authority, relevant definitions, document history and version control and essential documents in keeping with new policy format.</li> <li>• Amend minor grammatical and spelling errors.</li> <li>• Amend Audit and Risk Committee to Finance, Risk and Review Committee to reflect change in committee title.</li> <li>• Senior Staff changed to Senior Executive.</li> <li>• Office of Community engagement to reflect title change.</li> </ul>
1.02	14 Jan 2011	Governance	<ul style="list-style-type: none"> <li>• Changed contact officer from EDFAS to EDCS.</li> <li>• Minor amendments to spelling, grammar and formatting.</li> </ul>
1.03	10 Jan 2012	Governance	<ul style="list-style-type: none"> <li>• Removal of reference to Finance, Risk and Review Committee as no longer active.</li> <li>• Amended position titles in accordance with new organisational chart.</li> <li>• Update hyperlinks.</li> <li>• Minor changes to grammar and formatting.</li> <li>• Change contact officer</li> </ul>
1.04	31 Jan 2013	Governance	<ul style="list-style-type: none"> <li>• Conversion of document to current template</li> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, grammar and formatting</li> <li>• Assigned document number</li> <li>• Changed contact officer from EDFAS to DSSG</li> </ul>
1.05	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion of new Governance template due to new University branding</li> <li>• Updated definitions senior executive, senior manager and staff member</li> <li>• Updated hyperlinks</li> <li>• In essential supporting information, replaced Australian Indigenous Peoples Policy with Indigenous Peoples Policy</li> <li>• Amended the Office of Media, Advancement and Community Engagement to Officer of Marketing</li> <li>• Amended The Executive Director Corporate Services to Deputy Vice-Chancellor, Operations</li> </ul>

