

## CODE OF CONDUCT

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### **Introduction**

The Executive of ARPA NSW is committed to a high standard of ethical conduct and accordingly has developed this policy to provide an ethical framework for all Association Members to abide by. It applies to the Executive Committee, Association Members and casual, permanent and contract staff.

### **Purpose**

The purpose of this document is to identify ARPA NSW's (hereinafter referred to as the "Association") position on ethics and proper practice and to document the standards expected of Association Members.

### **Authorisation**

Annette Williams  
**ARPA NSW**  
**President 2003-2007**

### Statement of Policy

This policy shall apply to all Association Members including Executive Members (hereinafter referred to as "Association Member(s)"):

The Executive Committee have a legal and moral responsibility to manage the Association in the best interests of its members. The Executive Committee will demonstrate professional ethical behaviour at all times – in their responsibilities to the Association, in their professional relationships with each other, and in their professional service to the community – and will be required to adhere to this code of conduct.

### The Executive Committee will:

- Be diligent, attend meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision-making. In the event that an Executive Member fails to attend meetings for a period of 6 months the Executive Committee reserves the right to declare the member's position on the Executive Committee as a casual vacancy
- Observe confidentiality relating to non-public information acquired by them in their role as Executive Members and not disclose such information to any other person
- Meet regularly to monitor the performance of management and the Association as a whole. To do this the Executive Committee will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Executive Committee
- Ensure that no individual has unfettered powers of decision-making
- Ensure that the independent views of all Executive Members are given due consideration and weight
- Ensure that stakeholders are provided with an accurate and balanced view of the Association's performance, including both financial and service provision
- Regularly review its own performance as the basis for its own development and quality assurance. Individual Executive Members should also review their own performance with a view to ensuring a suitable contribution to Executive Committee deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign
- Carry out its meetings in such a manner as to ensure fair and full participation of all Executive Members
- Ensure that the Association's assets are protected via a suitable risk management strategy
- Ensure that personal and financial interests do not conflict with their duty to the Association [Refer to the **Conflict of Interest Policy** for more information]

### **General Provisions**

Association Members will adhere to this policy when:

- Conducting the business of the Association
- Acting as a representative of the Association.

### **Association Members will:**

- Maintain the highest standard of conduct
- Act with fairness, integrity and dignity and in a manner not detrimental to the interests of the public, their employer or the Association
- Publicly and privately support the Association and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect
- Promote equality by not discriminating against any person
- Act honestly and in good faith at all times in the interests of the Association
- Maintain confidentiality regarding any information gained through their membership
- Ensure that personal and financial interests do not conflict with their allegiance to the Association
- Undertake no personal or business activities for personal gain while attending Association meetings or functions or while conducting business on behalf of the Association
- Adhere to the Association's policies and principles
- Discuss issues where appropriate with other members and the Executive Committee to determine whether or not a contemplated action is ethical

If an Association Member, becomes aware of any conduct by another member or an executive member which they reasonably believe involves a failure to comply with the ARPA NSW Code of Conduct, they should make a written allegation to that effect as soon as practicable to the Member Services Sub Committee.

### **Breach of Policy**

- In the event there is a breach of this policy or allegation of a breach brought by an Association Member, the matter shall be reviewed and considered by the Executive Committee. The member about whom the allegations relate, will be given the opportunity to view the written allegation and present a written and /or verbal response to the Executive Committee. Any decision regarding appropriate action will be made by the Executive Committee.

In its review of the matter the Executive Committee shall decide what disciplinary action, if any, is appropriate and the appropriate action to be taken by ARPA NSW. Disciplinary action may be from a warning to cancellation of membership depending on the seriousness of the breach. Any party to the matter may appeal the decision of the Executive Committee to ARPA National, for review, consideration and final decision by ARPA National, in a process to be determined by ARPA National according to its Constitution, and which decision shall be final.

### **Related Documents**

Conflict of Interest Policy