

## **Code of Conduct (Committee Members)**

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All members of committees, advisory groups, reference groups and so on of the Australian Psychological Society are bound by this Code of Conduct. Members of such committees should familiarise themselves with this Code and contact that committee's liaison Manager or Senior Manager in National Officer to clarify any concerns.

The objective of this Code of Conduct is to ensure that high standards of corporate and individual behaviour are observed by persons representing the Society in the context of their roles as members of Society committees.

As a member of a committee of the Society, you are expected to:

**1. Act with honesty and integrity:**

- be open and transparent in your dealings;
- use the power of your position responsibly;
- ensure that any possible conflict of interest is disclosed or avoided;
- strive to earn and sustain public trust and the trust of the Society's membership at a high level.

**2. Exercise due care, diligence and skill:**

- ascertain all relevant information;
- make reasonable enquiries;
- understand the financial, strategic and other implications of decisions.

**3. Act in good faith in the best interests of the Society:**

- demonstrate accountability for your actions;
- accept responsibility for your decisions;
- avoid activities that may bring you or the Society into disrepute.

**4. Act fairly and impartially:**

- avoid bias, discrimination, caprice or self interest;
- demonstrate respect for others by acting in a professional and courteous manner.

**5. Use information appropriately:**

- ensure information gained as a member of a committee is only applied to proper purposes and is kept confidential;
- ensure that any personal information coming to your attention as a member of a committee is handled in compliance with the Society's privacy obligations.

**6. Use your position appropriately:**

- avoid the use of your position as a member of a committee to seek an undue advantage for yourself, family members or associates;
- avoid the use of your position as a member of a committee to cause detriment to the Society;
- ensure that you decline gifts or favours that may cast doubt on your ability to apply independent judgement as a member of a committee.

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**7. Act in a financially responsible manner:**

- understand financial material that comes before the committee;
- actively inquire into this material.

**8. Comply with the Society's governance rules:**

- have a good working knowledge of the Society's governing documents pertaining to your role as a member of a committee;
- act within the powers and for the functions set out in the Society's governing documents.

**9. Demonstrate leadership and stewardship:**

- promote and support the application of the Society's values;
  - acknowledge and act in accordance with the responsibility you as a member of a committee have in regard to the rights of members of the Society and other stakeholders of the Society;
  - act in accordance with this Code of Conduct.
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