

Code of Conduct (APS Member Group Committee members)

Introduction

Many members of the Australian Psychological Society (APS) voluntarily contribute their time and expertise to the running of a Member Group Committee (MGC) and support a wide range of activities that benefit many members. MGC members are also the image of the APS to the public in their local area and to colleagues in many work contexts. They represent the high standards of the APS to our members, the public and local community and government organisations.

The committee work and representations for the membership of the APS by MGC members are highly valued by the APS Board of Directors, the APS membership and the staff at the APS National Office.

In order to support MGCs, and in response to requests from MGCs and new legislation on workplace bullying and occupational violence (see APS Policy on Workplace Bullying and Occupational Violence), the APS has provided this Code of Conduct (Code) to outline decision-making and the corporate and individual behaviours of members representing the APS in the context of their roles as members of a MGC.

This MGC Code of Conduct is not intended to replace any other professional or ethical Codes, but is intended to be additional and complementary.

Code of Conduct

All members of a MGC of the Australian Psychological Society (APS) are bound by this Code of Conduct. Members of MGCs should familiarise themselves with this Code and contact the Executive Manager, Member Groups, in the National Office to clarify any concerns.

1. Value the dignity and worth of all persons, including other members and APS staff:

- 1.1. respect individual, cultural and role differences including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, nationality, indigenous heritage, race, religion, sexual orientation, marital or family status and socio-economic status;
- 1.2. respect the knowledge, insight, experience and expertise of others (including fellow members and APS National Office staff);
- 1.3. work considerately and respectfully with all, maintaining relationships that respect diversity, different roles and boundaries, and ensure that you do not give offence;
- 1.4. contribute positively and interact in a respectful and professional manner even where there are differences in opinion;
- 1.5. refrain from engaging in any form of harassment, bullying or occupational violence of others;
- 1.6. respect the privacy and confidentiality of others.

2. Act with honesty and integrity:

- 2.1. be open and transparent in your dealings;
- 2.2. use the power of your position responsibly;

- 2.3. register and declare all conflicts of interest and withdraw from any relevant decision making;
- 2.4. strive to earn and sustain public trust and the trust of the APS membership at a high level;
- 2.5. use equipment and financial income of the Member Group for the benefit of its members and not for individual gain;
- 2.6. value the highest standards in governance.

3. Reflect on your own competence and performance and exercise due care, diligence and skill:

- 3.1 operate within your bounds of competence and remain aware of the limits of your competent functioning;
- 3.2 withdraw from APS business when your professional competence and behaviour is impaired;
- 3.3 ascertain all relevant information and make reasonable enquiries before taking action;
- 3.4 understand the financial, strategic and other implications of decisions;
- 3.5 ensure information gained as a member of a MGC is only applied to Member Group purposes and is kept confidential;
- 3.6 ensure that any personal information coming to your attention as a member of a MGC is handled in compliance with the APS privacy obligations;

4. Act in good faith in the best interests of the Society:

- 4.1 demonstrate accountability for your actions and accept responsibility for your decisions;
- 4.2 avoid activities that may bring you or the APS into disrepute;
- 4.3 act in the best interest of the APS as a whole;
- 4.4 attend meetings or give apologies in advance for absence, and meet the attendance requirements that apply to a given Committee;
- 4.5 prepare adequately for meetings;
- 4.6 actively engage in discussion, debate and voting in meetings – contribute to collective decisions and accept a majority decision.

5. Act fairly and impartially and demonstrate leadership and stewardship:

- 5.1 avoid bias, discrimination, caprice or self interest;
- 5.2 demonstrate respect for others (including members and APS National Office staff) by acting in a professional and courteous manner;
- 5.3 address any problems that may arise from dual or multiple relationships;
- 5.4 promote and support the application of the APS values, including equity of access for disabled members and diligence to member safety.

6. Use your position appropriately:

- 6.1 avoid the use of your position as a member of a MGC to seek an undue advantage for yourself, family members or associates;
- 6.2 refrain from promoting your own professional services, research or products when acting for the Society;
- 6.3 avoid the use of your position as a member of a MGC to cause detriment to the APS;

6.4 ensure that you decline gifts or favours that may cast doubt on your ability to apply independent judgement as a member of a MGC.

7. Comply with APS Governance:

- 7.1 have a good working knowledge of the APS governing and procedural documents pertaining to your role as a member of a MGC;
- 7.2 act within the powers and for the functions set out in the APS governing documents.

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Please copy and email the completed the Statement of Agreement below to the APS Member Groups Team at the National Office:

branches@psychology.org.au for a Branch Committee;
colleges@psychology.org.au for a College Committee; or
ig@psychology.org.au for an Interest Group Committee

Once the APS Member Groups Team has received your affirmative response we will update the relevant APS Member Groups Website to reflect your MG Committee membership.

Statement of Agreement

- I have read and understood the **Code of Conduct (APS Member Group Committee members)**.
- I agree to abide by the standards set in the Code.

Name:

APS Member Group Committee:

APS Member Group Committee Position: