

# Code of Conduct

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## 1. Why does the Society have a Code of Conduct?

The Society acknowledges and values personal and professional diversity and embraces a culture of honesty, integrity and respect.

Our Code of Conduct ('the Code') describes the minimum standard of behaviour expected when acting on behalf of the Society. The requirements of the Code embody relevant elements of the Constitution<sup>1</sup> and policies of the Society.

The Code is authorised and endorsed by Council.

## 2. Who does the Code apply to?

Everyone who works or volunteers for the Society is expected to comply with the Code. This includes the Secretariat, Council, committees, members, contractors and anyone else who the Code may reasonably apply to. This applies to all face to face, virtual, and social media interactions.

The Code does not normally apply when someone is acting outside of their Society obligations, excepting cases of conduct considered contrary to the interests or reputation of the Society.

## 3. What is expected of Council?

As the Society's peak governance body Council is responsible for, and the ultimate arbiter in all matters related to the Code. Alleged breaches of the Code will be managed by Council in accordance with the Constitution and applicable policies.

## 4. What is expected of the ANZSBT Secretariat?

The ANZSBT Secretariat is responsible for administering the Code and elevating any concerns to Council.

## 5. What are the essential principles of the Code?

### 5.1 General conduct

Everyone representing the Society is responsible for upholding its culture and values. You are expected to:

- act in the Society's best interests,
- act professionally,
- act with honesty, integrity and respect,
- comply with the Code, the Society's policies and procedures and applicable legislation,
- support a culture where it is safe to raise concerns and to speak up if experiencing or observing behaviour contrary to the Code.

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<sup>1</sup> ANZSBT Constitution (<https://anzsbt.org.au/wp-content/uploads/2020/12/2020-ANZSBT-Final-Constitution-DECEMBER.pdf>)

## 5.2 Inclusivity

The Society is committed to ensuring a culture of inclusivity where personal and professional diversity is embraced, and differing views and opinions are tolerated and can be expressed without judgement. We expect an environment where everyone is treated and can contribute equally.

## 5.3 Confidentiality

All information you receive or have access to as someone who works or volunteers for the Society should be considered confidential unless otherwise indicated. Information must only be used or disclosed in relation to the purpose it was obtained, or as authorised. Unauthorised disclosure of confidential information may cause harm to the Society or breach applicable legislation.

## 5.4 Conflicts of interest

Everyone must act with honesty and integrity, and ensure your actions are always in the best interests of the Society. Conflicts of interest, as described in the ANZSBT *Conflict of Interest Policy*<sup>2</sup>, may affect our ability to be impartial when acting or making decisions on behalf of Society. For example, you may let personal interests negatively influence your decision-making or you may use your relationship with the Society for personal gain.

It is important to report conflicts of interest as soon as possible. A conflict of interest may not necessarily be a breach of the code but failing to report it could be.

## 5.5 Proper use of delegated authority

Everyone who works or volunteers for the Society is required to follow our established governance structures and lines of communication. You may be given delegated authority by Council, for example when appointed as a committee chair or representing the Society on an external committee or as a subject matter expert. You are expected to use your judgement to act appropriately, within the limits of the delegated authority, and in line the Code.

## 6. Non-compliance with the Code

Failing to comply with the Code may result in disciplinary action including expulsion from membership of the Society or termination of employment or other engagement with the Society.

## 7. Related policies

- *ANZSBT Constitution*
- *ANZSBT Conflict of Interest Policy*

## 8. Administrative procedures

### 6.1 Access to the Code

The Code can be accessed through the Members' Area of the Society website.

### 6.2 Review of the Code

The Code will be reviewed every three years (or as otherwise indicated).

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<sup>2</sup> ANZSBT *Conflict of Interest Policy*