



The Australian and New Zealand Society of Occupational Medicine Inc. (ANZSOM)

GENERAL COUNCIL / BRANCH COUNCIL CODE OF CONDUCT

Purpose:

ANZSOM has expectations of its serving General Council and Branch Council members to perform their duties exhibiting a high level of ethical and professional conduct. This policy sets out these expectations and the processes for non-compliance.

Policy:

Overview of requirements:

In their duty to govern the organisation, General Council members and Branch Council members have a responsibility to:

- act in the interest of the members, independently and free from influence
- act in good faith
- exercise due care and diligence
- ensure solvency
- meet legislative requirements
- abide by relevant policies & procedures
- inform fellow GC members of conflicts of interest
- make decisions in the best interest of the organisation as a whole and approve policies to benefit the organization operate at a strategic level treat fellow volunteers and staff with respect and professionalism discuss issues of concern directly with fellow General Council members

Confidentiality

A General Council member or Branch Council member will treat Society information as confidential and will neither take personal advantage of privileged information gathered during a meeting or contract, nor enable others to do so.

Disclosure of Conflicts of Interest

A General Council member or Branch Council member will immediately disclose any possible conflict of interest for matters being considered by the Society as detailed in the Conflict of Interest Policy.

Conferring with members

A General Council member or Branch Council member will ensure that before accepting any contract, a mutual understanding of the objectives, scope, work plan and fee arrangements has been established and that any personal, financial or other interests which might influence the conduct of the contract have been disclosed.

Approach:

A General Council member or Branch Council member will maintain a fully professional approach in all dealings with other General Council or Branch Council members, the general public and ANZSOM members.

Breaches:

Proven failure to abide by this Code of Conduct may result in an application for expulsion of the member under the Society's Rules.

Any claim of failure to abide by the Code of Conduct must be made in writing by the complainant to the President. Claims will be investigated by the General Council / Branch Council. Should a claim be against a sitting Council member, that member will excuse themselves from the investigation. Following investigation the General Council/Branch Council may:

- Dismiss the claim
- Recommend the complainant elsewhere
- Recommend a mediator
- Attempt conciliation between the complainant and the member
- Recommend the expulsion of the member from the Society

Evaluation and Review:

This policy will be periodically reviewed by the General Council.

References and related documents:

Society Rules
Conflict of Interest Policy
Governance Manual

DATE OF ADOPTION: May 2015

DATE OF REVIEW: May 2017