



Australian Institute of  
**Project Management**

# Code of Conduct and Ethics Policy

## DOCUMENT CONTROL CERTIFICATE

<b>Version/ Amendment</b>	<b>Date</b>	<b>Nature of Version/Amendment</b>
Version 1.0	March 2021	Approved by the Board in Feb 24 2021

## **Code of Conduct and Ethics Policy**

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, clients, employees and stakeholders.

### **Purpose**

The Code of Conduct and Ethics Policy sets out the ethical principles and professional standards of conduct that directors, executives, volunteers and staff of the AIPM are expected to adopt in the course of the performance of their duties.

### **Policy Statement**

AIPM is committed to maintaining a Code of Conduct and Ethics that outlines the standards of behaviour expected of staff and directors; their rights; and ethical standards expected of them to promote sound professional behaviour in order to safeguard the welfare of our members and the integrity of AIPM. Our Institute values, moral imperatives and ethical principles will form the basis for the development of this code.

Our Code of Conduct and Ethics Plan provides the basis by which the company will behave towards employees, volunteers, suppliers, members and our customers. The Golden Rule of "**Treat others as you expect others to treat you**" will always apply. As a result, the company will maintain a system of assessment whereby possible breaches of the policy can be investigated and any proven failure to adhere to the Code could result in disciplinary action that may lead to the termination of employment or the removal of a director should a director be found guilty.

### **Procedure Responsibility**

The CEO working with the Governance and Ethics Committee will issue and maintain a Code of Conduct and Ethics that will apply to all at AIPM including directors, executives, staff and volunteers.

### **Procedure**

The AIPM is serious about Ethics and our approach to managing appropriate behaviour is structured and appropriate. We expect directors, executives, staff and volunteers to maintain at all times the highest standard of ethics, but also recognise that things happen occasionally which may be out of the control of the people concerned and also may happen due to a lapse of judgement. Our fundamental requirement is that our directors, executives, staff and volunteers behave to the best of their abilities and will treat others as they themselves expect to be treated. Our core values are:

### **Leadership and Morality**

- We expect people to be responsible for their actions and advice and be truthful in their dealings.
- We expect people to be moral behaviour and to be able to distinguish between right and wrong
- To provide leadership when needed and expected
- To manage conflicts of interest openly and thoughtfully.
- Obey the laws of the country, including the Corporations Law.
- To provide a safe and respectful working environment.

### **Honesty, Integrity and Respect**

- Being ethical and upstanding in all that is undertaken by them or the AIOM
- Act impartially and without prejudice or bias.
- To always be professional
- For AIPM director, executives, staff and volunteers to work towards achieving common and agreed goals.
- Not to compete against AIPM
- Not to accept gifts or incentives unless fully disclosed and accepted by the board
- Not to receive any payment from AIPM except in roles agreed to by the board.
- Not to work for a competing or member company without full disclosure.

### **Confidentiality and Trust**

- Maintain confidentiality between people when required or expected to do so.
- Keep board and company confidential information safe at all times.
- Not disclose internal issues or concerns to outside parties.
- Not speak to the Press unless authorised to do so.

### **Equality**

- Not discriminate on the basis of gender, ethnicity, religion or age.
- Not bring the AIPM or the project management sector into disrepute.
- To be fair and reasonable when handling disputes by being appropriately judgemental to all parties.
- Not to be biased towards friendship when competence is the issue.

### **Good Faith and Openness**

- To always treat others as you expect to be treated yourself
- To have open and honest conversations with no hidden agendas
- To always act in good faith and with respect to others
- To be companionate towards others

### **Breaches of the Code of Ethics**

AIPM will review any breaches of conduct and assess the level of severity based on a sliding scale from 1 to 5, where 1 is minor and likely an accidental level of misconduct to Level 5 which is a gross or severe misconduct and will result in instant dismissal and possible civil or criminal action against the offender. See Table 1 - Misconduct Levels and Remedies.

In the event of a complaint of misconduct is on a director or executive or there is a clear case of conflict of interest with the executive then it is the responsibility of the Governance and Ethics Committee to undertake a review. This will be done formally through interviews and conducted within 7 days from the date of the letter. A brief report will be produced and provided to the Chair and Board with their recommendations for follow-up action.

In the event of a complaint of misconduct on a staff member or volunteer It is the responsibility of the CEO and Company Secretary to undertake a review, document and then discuss with the Chair their recommendations for any Breach of the Code of Ethics at a Level 3 or above before any action is taken. For Level 1 and 2, the CEO may take appropriate action immediately.

Primary Areas	Misconduct Levels				
	1	2	3	4	5
	Minimal	Minor	General Low	General High	Gross
Truthfulness	Lying or fibbing, but not habitual.	Frequent Lying and untruthfulness	Persistent lying and inconsistency	Habitual lying	Fraudulent behaviour
Bullying and Harassment	Inappropriate remarks made to belittle a person in public.	Low level and non-pervasive instances of harassment, taking advantage of position and general intimidation by speech or electronic media.	Severe and/or pervasive instances of harassment, bullying, hazing, intimidation, threatening speech, emails, social media	Continued behaviour towards bullying, hazing, and/or, threatening or clearly bullying in speech, emails and social media towards others	Clear habitual bullying and intimidation in speech, emails or social media.
Behavioural	issues of modesty in relation to speech, attire and interpersonal relationships	Inappropriate speech or openly swearing or behaviour towards others with or without context.	Instances of sexual, racial or religious misconduct including hate speech and continuing inappropriate speech and swearing	Persistent instances of sexual, racial or religious misconduct including hate speech	Persistent instances of sexual, racial or religious misconduct including hate speech
	Possession or viewing of inappropriate materials	Persistent possession or viewing of inappropriate materials in the office.	Electronic sharing of inappropriate materials	Electronic sharing of inappropriate materials	Egregious behaviour certainly not appropriate in the office or for AIPM.
	Disrespect to individuals and/or property	Disrespect to individuals and/or property	Persistent disrespect to individuals and/or property	Striking or damage caused to individuals and/or property	Striking or damage caused to individuals and/or property
Confidentiality	Minor breach of confidentiality (Internal)	persistent breach of confidentiality (Internal)	Breach of confidentiality (external) by mistake.	Severe Breach of confidentiality (external) by mistake.	Breach of confidentiality (external) on purpose
Health and Safety	Minor safety and health issues	Minor and/or non-pervasive instances related to the personal safety and wellbeing of others	Major and/or pervasive instances of behaviour related to the personal safety and well-being of others	Severe and/or pervasive instances of behaviour related to the personal safety and well-being of others	Continuing or repeated severe and/or pervasive instances of behaviour related to the personal safety and well-being of others
Contract of employment	Minor breach that can be simply remedied	Breach which requires a remedy	Major breach of contract for remedy	Major and persistent breach of contract	Significant breach of contract that is regarded as Gross Misconduct.

Primary Areas	Misconduct Levels				
	1	2	3	4	5
	Minimal	Minor	General Low	General High	Gross
Alcohol and Drugs	Minor alcohol violations	Continued alcohol or drug violations	Persistent alcohol or drug violations	Alcohol or drug abuse	Persistent alcohol or drug abuse

	Remedy	Remedy	Remedy	Remedy	Remedy
	Verbal warning - not recorded	Verbal Warning - recorded	Written Warning and Plan for improvement	Review for Instant Dismissal	Instant Dismissal
					Possible civil proceedings
					Possible criminal proceedings

**Table 1 – Misconduct Levels and Remedies**

**Definitions for this policy**

Behavioural:	How a person generally conducts them self.
Breach:	Breaking of a rule or code or term in a contract.
Bullying:	Abuse and mistreatment of someone vulnerable by someone stronger, more powerful. Exercising unreasonable demands via position of authority.
Confidentiality	Privacy or secrets which should be retained and not disclosed to others without explicit authority
Egregious	Very bad or disgusting
Fibbing:	Trivial and harmless lie
Fraudulent:	Deceitful and or dishonest possibly creating harm to the AIPM or its membership
Lying:	Deliberate act to hide something which was otherwise correct
Habitual:	Regular or repeated doing of somethings
Harassment:	To create an unpleasant or hostile situation especially by uninvited and unwelcome verbal or physical conduct
Hazing:	Causing embarrassment
Inappropriate Speech:	Swearing, shouting, ranting abusive language beyond normal and acceptable behaviour.
Inappropriate materials:	Pornography, photographs, images and text that could be considered offensive or discriminatory towards a minority group.
Major Instances	Significant and potentially life or major injury threatening single instance or a continued repeat (3 or more) of Minor Instances. Or a breach of a significant contractual term which could harm the AIPM or its reputation.
Minor Instances	Mild instances of errors and mistakes which are not threatening or damaging to the company.
Pervasive	Spreading or adding to issues already known or reported.
Severe breach	A material breach that impacts the AIPM, its members
Violation:	Transgression or infringement