

4.0 Code of Conduct

Policy number	004	Version	V1.2016
Drafted by	Justine McGillivray	Approved by Board on	07/11/2016
Responsible person	Justine McGillivray	Scheduled review date	07/11/2018

INTRODUCTION

SIOPA is committed to achieving outstanding performance and results to provide value to our members, while considering the interests of the organisational psychology profession, business community and others with whom we do business. In striving for performance and results, we should not compromise our ethics or principles. SIOPA places great importance on integrity, accountability, trust and respect.

PURPOSE

The Code of Conduct sets standards for the way we work at SIOPA. The Code provides a practical set of guiding principles to help the Board make decisions in their day to day activities. The Code is supported by a number of more detailed policies which are referenced and located in this handbook.

POLICY

Code of Conduct Principles:

Professional Reputation	• We act in SIOPA's best interests and value SIOPA's reputation in the community.
Integrity & Honesty	• We always act with honesty and integrity with respect for the interests of our stakeholders both internal and external.
Accountability	• We take responsibility for our tasks, actions and deliver on our commitments.
Respect for Others	• We treat others with respect, value difference and maintain a safe working environment.
Conflicts of Interest	• We identify conflicts of interest and manage them responsibly.
Personal Benefits	• We do not make or receive improper payments, benefits or gains.
Privacy & Confidentiality	• We respect and maintain privacy and confidentiality, including members, business partners and affiliated associations.
Compliance	• We comply with this Code, relevant legislation and SIOPA policies and procedures.

Professional Reputation

- We act in SIOPA's best interests and value SIOPA's reputation in the community.

About this principle: SIOPA's members, stakeholders, and the community at large expect SIOPA to act professionally and ethically. Everyone on the connected with SIOPA has a role to play in shaping our professional reputation by considering how their or someone else's actions could impact on SIOPA's performance and reputation in the community.

If you are unsure what this code means to you, below are some guidelines to consider:

- Uphold SIOPA's reputation when participating in SIOPA activities or functions.
- Deal fairly and honestly with all SIOPA's members, business partners, affiliated associations and any other third party that is involved with our activities.
- Use all SIOPA systems and resources appropriately and for proper purposes. This includes emails, messaging, financial systems and distribution/ mailing lists.

Integrity & Honesty

- We always act with honesty and integrity with respect for the interests of our stakeholders both internal and external.

About this principle: Our success depends on the trust of our members, which is earned by acting with integrity and honesty and by considering the impact to SIOPA, our stakeholders, colleagues and the business community when making decisions.

If you are unsure what this code means to you, below are some guidelines to consider:

- Do not use your position with SIOPA or any information you receive through your activities with SIOPA to further your own personal interests or help others do so.
- Be honest and respectful in all your communications and dealings with and on behalf of SIOPA, including Board Members, members, other professional bodies and regulators.
- Use SIOPA funds for proper purposes and keep accurate and transparent records of all payments or receipts for transactions.

Accountability

- We take responsibility for our tasks, actions and deliver on our commitments.

About this principle: The success of SIOPA relies on the hard work of all Board Members. We are all expected to take responsibility for our designated tasks, actions and deliver on our commitments.

If you are unsure what this code means to you, below are some guidelines to consider:

- If you are unable to meet a deadline, seek assistance from other Board Members to help you complete your tasks.
- If a mistake is made, we own up to it and learn from it.
- If you commit to completing a task, you strive to achieve it.

Respect Others

- We treat others with respect, value difference and maintain a safe working environment.

About this principle: We are all expected to treat people we deal with through our activities at SIOPA with dignity and respect, whether they are colleagues, members, regulators or other third parties. Unlawful discrimination, harassment of any kind, bullying or victimisation or other unacceptable or offensive conduct will not be tolerated. SIOPA respects the right of all individuals to work in a safe working environment.

If you are unsure what this code means to you, below are some guidelines to consider:

- Treat all people you deal with through your activities at SIOPA with dignity and respect.
- Make decisions based on merit and not on attributes that are irrelevant to performance and the strategic priorities of SIOPA.
- Never unlawfully discriminate, harass or bully Board Members, members, or anyone else through your activities at SIOPA.
- Contribute to promoting a safe working environment by taking responsibility for health and safety and reporting any issues as soon as possible.

Conflicts of Interests

- We identify conflicts of interest and manage them responsibly.

About this principle: Board Members are required to act ethically and professionally at all times, and may not allow any actual or perceived conflict of interest to affect SIOPA's activities. A conflict of interest can occur when you put your own personal interests before those of SIOPA or our members.

If you are unsure what this code means to you, below are some guidelines to consider:

- Disclose any actual or potential conflicts of interest with the Board.
- Seek approval with the Board for any other positions you may hold on Boards or Committees which may have competing or conflicting interests to SIOPA's interests and objectives.

Personal Benefits

- We do not make or receive improper payments, benefits or gains.

About this principle: Where a reward from a current or potential member or supplier creates any obligation or expectation that you will give preferential treatment to the person or company offering the reward, the reward is improper and therefore must be refused.

If you are unsure what this code means to you, below are some guidelines to consider:

- Do not accept any gift, reward or entertainment, including discounted products, free travel or accommodation, if it could create any obligation or impair judgment that could conflict with your activities at SIOPA.
- Obtain proper approval for any donations, sponsorships, charitable contributions, gifts and entertainment you accept from, or give to, a third party on behalf of SIOPA.

Privacy & Confidentiality

- We respect and maintain privacy and confidentiality, including members, business partners and affiliated associations.

About this principle: In your work at SIOPA you may come across private and confidential information relating to SIOPA, colleagues, members, suppliers or other third parties. When people provide this information they do so with the understanding that their private and confidential information will be handled professionally. SIOPA is committed to maintaining the confidentiality and security of private information and you are expected to do your part in honouring this commitment.

If you are unsure what this code means to you, below are some guidelines to consider:

- Ensure you keep private information secure by storing it in an area that cannot be accessed by people who are not authorised to view the information.
- Collect, use, store, handle, update and destroy information, particularly personal information according to SIOPA's procedures.

Compliance

- We comply with this Code, relevant legislation and SIOPA policies and procedures.

About this principle: You must be familiar and comply with all relevant laws and regulations in relation to your activities at SIOPA. Any breaches of the law can have serious consequences for both SIOPA and yourself as an individual.

If you are unsure what this code means to you, below are some guidelines to consider:

- Always conduct yourself according to the requirements explained in legislation, SIOPA policies and procedures.
- Read all information provided in this handbook and strive to keep up to date with changes in relevant legislation, policies and procedures.

AUTHORISATION



Samantha Lee, Secretary

07.11.2016

Society for Industrial and Organisational Psychology Incorporated