

Code of Conduct and Conflict of Interest Policy

1. Purpose

- 1.1. The purpose of this Policy is to help AALA Members to effectively abide by a code of appropriate conduct and identify, disclose, and manage any actual, potential, or perceived conflicts of interest to protect the integrity of the association and manage risk.

2. Objective

- 2.1. AALA aims to ensure that Members are aware of their obligation to:
 - 2.1.1. conduct themselves in an appropriate manner;
 - 2.1.2. disclose any conflict of interest they may have; and
 - 2.1.3. comply with this Policy to ensure they effectively manage those conflicts of interest as AALA representatives.

3. Scope

- 3.1. This Policy applies to:
 - 3.1.1. AALA Members;
 - 3.1.2. how AALA provides services to its Members and how it interacts with other members of the public;
 - 3.1.3. AALA related events, social functions, conferences or wherever and whenever Members may be as a result of their AALA duties or participation in AALA; and
 - 3.1.4. all aspects of AALA activities.

4. Aims

- 4.1. AALA is committed to providing a cohesive professional network to advocate for, and provide support to, its Members and to benefit from shared learning and experience.
- 4.2. AALA is dedicated to providing an honest and respectful environment for its Members and the general public free from misconduct.
- 4.3. Any breach of the Code of Conduct or Conflict of Interest Code pursuant to this Policy will be promptly dealt with by the AALA Executive Committee and/or the relevant Branch Committee.

5. Member rights and responsibilities

5.1. All Members are entitled to:

- 5.1.1. be a part of an organisation free from misconduct; and
- 5.1.2. the right to raise issues or make an enquiry about actual or potential misconduct or conflicts of interest.

5.2. All Members must:

- 5.2.1. follow the standards of behaviour outlined in this Policy; and
- 5.2.2. report any breach of the Code of Conduct or Conflict of Interest Code in contravention of this Policy to the AALA National President, National Vice-President, National Secretary or National Treasurer or a Branch President or Branch Secretary for the AALA Executive Committee and/or relevant Branch Committee to promptly take action to address the breach or conflict.

5.3. If a conflict, gift or benefit is notified to a Branch Committee, the Branch Committee may notify the AALA Executive Committee and the Branch Committee may, subject to any decision of the AALA Executive Committee under cl 5.5:

- 5.3.1. refer the conflict, gift or benefit to the AALA National Discipline and Grievance Officer and/or the AALA National Deputy Discipline and Grievance Officer;
- 5.3.2. record the conflict, gift or benefit in the AALA Affiliations and Conflicts Register;
- 5.3.3. require the relevant Member to comply with cl 80 and/or 110 of the Constitution in relation to conflict of interest;
- 5.3.4. take any action permitted under the AALA Constitution; and/or
- 5.3.5. take any other course of action permitted by the law.

5.4. If a breach of the Code of Conduct or Conflict of Interest Code is notified to a Branch Committee, the Branch Committee must notify the AALA Executive Committee and the Branch Committee may, subject to any decision of the AALA Executive Committee under cl 5.5:

- 5.4.1. refer the breach to the AALA National Discipline and Grievance Officer and/or the AALA National Deputy Discipline and Grievance Officer;
- 5.4.2. record the conflict, gift or benefit in the AALA Affiliations and Conflicts Register;
- 5.4.3. require the relevant Member to comply with cl 80 and/or 110 of the Constitution in relation to conflict of interest;
- 5.4.4. take any action permitted under the AALA Constitution; and/or
- 5.4.5. take any other course of action permitted by the law.

5.5. If a conflict, gift or benefit, or a breach of the Code of Conduct or Conflict of Interest Code, is notified to the AALA Executive Committee, the AALA Executive Committee may:

- 5.5.1. refer the breach to the AALA National Disciplinary Subcommittee;

- 5.5.2. record the conflict, gift or benefit in the AALA Affiliations and Conflicts Register;
- 5.5.3. require the relevant Member to comply with cl 80 and/or 110 of the Constitution in relation to conflict of interest;
- 5.5.4. take any action permitted under the AALA Constitution; and/or
- 5.5.5. take any other course of action permitted by the law.
- 5.6. AALA Executive and Branch Committee Members must also:
 - 5.6.1. model appropriate standards of behaviour;
 - 5.6.2. take steps to educate and make members aware of their obligations under this Policy;
 - 5.6.3. respond quickly and appropriately when they become aware of inappropriate behaviour;
 - 5.6.4. act fairly to resolve issues and enforce behavioural standards, making sure relevant parties are heard;
 - 5.6.5. help Members resolve complaints via the procedures outlined in this Policy and under the AALA Constitution; and
 - 5.6.6. ensure Members who raise an issue or make a report are not victimised.

6. Code of Conduct

- 6.1. The Code of Conduct is based upon the following principles: integrity, accountability, honesty, and respect.
- 6.2. AALA Members must always treat each other with respect. This means not using derogatory terms towards others, being mindful of the rights of other Members, and treating others with courtesy.
- 6.3. AALA Members must avoid behaviour that:
 - 6.3.1. contravenes AALA Policies;
 - 6.3.2. is detrimental to the objectives of AALA's Constitution;
 - 6.3.3. is improper or unethical; and
 - 6.3.4. causes, comprises, or involves mistreatment of others.
- 6.4. AALA Members must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their roles.
- 6.5. AALA Members must consider issues consistently, promptly and fairly. This involves dealing with matters in accordance with AALA Policies in a non-discriminatory manner.

7. Conflict of Interest Code

- 7.1. A conflict of interest exists where an AALA Member could be influenced, or a reasonable person would perceive that they could be influenced, by a personal interest when carrying out their professional duty as an AALA representative.

- 7.2. A conflict of interest may be pecuniary or non-pecuniary. AALA Members must not place themselves under any financial or other obligations to any individual or organisation that may reasonably be thought to influence them in the performance of their duties.
- 7.3. AALA Members must appropriately resolve any conflict or incompatibility between their private or personal interests and their impartial performance of their duties to AALA.
- 7.4. AALA Executive and Branch Committee Members must declare any private interests relevant to their duties as an AALA representative and take steps to resolve conflicts honestly. This involves observing the Code of Conduct and Conflict of Interest Code and any applicable probity plan.
- 7.5. AALA Executive and Branch Committee Members must properly address conflict of interest issues by:
 - 7.5.1. understanding the concept and practical implications of conflict of interest issues;
 - 7.5.2. accepting that failure to resolve an actual, potential, or reasonably perceived conflict of interest is unacceptable as an AALA officer and that it may attract detrimental consequences; and
 - 7.5.3. acting in a prompt manner to avoid, or if not, to disclose any actual, potential, or reasonably perceived conflict of interest with the AALA Executive Committee and/or relevant Branch Committee.
- 7.6. AALA Executive or Branch Committee Members must declare all gifts or benefits (including material pecuniary benefits) received from third party individuals or organisations that relate to AALA activities.