



CODE OF CONDUCT for RANZCOG Bodies

Purpose and scope

The purpose of this policy is to outline the general behavior and conduct expected of all members appointed to the RANZCOG Board, Council and committees (including working parties, advisory groups and/or reference groups) and those representatives acting on behalf of the College in other forums.

This policy should be read in conjunction with the *RANZCOG Constitution* and other policies and procedures as detailed within this code.

This policy applies to all members of the RANZCOG Board, Council and committees, who shall be issued with a copy of this policy and procedure at the commencement of their appointment.

1. Policy

The RANZCOG Board, members of Council and committee members are required to demonstrate the College's values as outlined in the mission and vision statements by demonstrating the set of expected behaviours as outlined in this policy.

2. Conduct

2.1 Personal behaviour

It is expected that RANZCOG Board, members of Council and committee members will:

- act ethically, with honesty and integrity, in the best interests of the College at all times;
- use the power of the RANZCOG Board, Council and/or committee position responsibly;
- attend scheduled meetings (refer *Attendance Policy and Procedure – RANZCOG Board, Council and Committees*);
- make decisions fairly, impartially and promptly, considering all available information, regulations, legislation, policies and procedures;
- treat colleagues and College staff with respect, courtesy, honesty and fairness and have proper regard for their interests, rights, safety and welfare;
- treat colleagues and College staff impartially, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes;
- not harass, bully or discriminate against colleagues and/or College staff members;
- contribute to a harmonious, safe and productive environment/culture through professional workplace relationships; and
- not make improper use of their position to gain advantage for themselves or for any other person (refer *Identifying, Declaring and Managing Interests Policy and Procedure*).

2.2 Communication and official information

It is expected that RANZCOG Board, members of Council and committee members will:

- channel all communication between committees, Council and Board through the appropriate Chair, Chief Executive Officer and/or College staff member;
- not disclose official information or documents acquired through membership of the RANZCOG Board, Council and/or committees, other than as agreed by the respective

RANZCOG Board, Council and/or committee (refer *Confidentiality Policy and Procedure – RANZCOG Board, Council and Committees*);

- ensure that any public comments made in the College’s name are authorised and are in accordance with the College’s media policy (refer *Providing Media Comments as a College Spokesperson Policy and Procedure*);
- support, adhere to and not contradict the formal decisions of the RANZCOG Board, Council and or committee;
- act in ways that support the reputation of colleagues and College staff; and
- respect the confidentiality and privacy of all information as it pertains to individuals (refer *Confidentiality Policy and Procedure – RANZCOG Board, Council and Committees; Privacy Policy*).

2.3 Conflicts of Interest

It is expected that RANZCOG Board, members of Council and Committee members will:

- be open and transparent in all dealings;
- disclose any personal or business interests which may give rise to actual or perceived conflicts of interest and ensure they are managed appropriately in line with the procedures as outlined in (refer) *Conflict of Interest Policy and Procedure*;
- ensure any personal or financial interests do not conflict with their ability to perform official duties in an impartial manner; and
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the College.

2.4 General responsibilities

It is expected that RANZCOG Board, members of Council and Committee members will:

- act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that is the responsibility of the Board, Council and/or committee(s) (refer *Delegation of Authority Policy and Procedure; Expense Reimbursement Policy and Procedure; Allowances Payable to Board Members, Members of Council and Committee Chairs Policy and Procedure*)
- ensure the proper use of resources, including office facilities and equipment, Cabcharge vouchers,, College credit cards (refer *Use of Taxis and Cabcharge Policy and Procedure*);
- follow all required OH&S directives relevant to the College and its buildings;
- have a good working knowledge of the College’s governing documents, (i.e. the *RANZCOG Constitution*, College Regulations, Terms of References, policies and procedures) pertaining to specific positions, roles, responsibilities;
- not accept gifts or benefits that breach the College’s gifts and benefits policy (refer *Gifts and Benefits Policy and Procedure*);
- take responsibility for reporting fraud, improper conduct or misconduct which has been, or may be occurring in the workplace, reporting the details to the Chief Executive Officer or other appropriate person;
- take responsibility for contributing to the work of the College in a constructive, courteous and positive way to enhance good governance; or
- in the event that a RANZCOG Board Member, Councillor or Committee member is the subject of a review, either on an internal College basis or by an external statutory authority, the member will required to stand down from their position until the outcome of the review is known (refer *Members of RANZCOG Representing the College While Under Review Policy and Procedure*).

3. Related RANZCOG documents

- Attendance Policy and Procedure – RANZCOG Board, Council and Committees

- Allowances Payable to Board Members, Members of Council and Committee Chairs Policy and Procedure
- Confidentiality Policy and Procedure – RANZCOG Board, Council and Committees
- Delegation of Authority Policy and Procedure
- RANZCOG Constitution
- Expense Reimbursement Policy and Procedure
- Gifts and Benefits Policy and Procedure
- Conflict of Interests Policy and Procedure
- Members of RANZCOG Representing the College While Under Review Policy and Procedure
- Providing Media Comments as a College Spokesperson Policy and Procedure
- Taxis and Cabcharge Use Policy and Procedure

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