

# College Staff and Member Engagement Charter

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## Purpose and Scope

RANZCOG is committed to creating a positive and productive working environment for our staff, members and trainees that supports a culture of respect, kindness, integrity, trust, and accountability.

The purpose of this charter is to provide clear expectations and guidelines for appropriate professional and social interactions between staff, members, and trainees of the College. The charter outlines the shared responsibility of all parties in achieving the College's mission of excellence and equity in women's health.

This charter applies to:

- College members as defined in the RANZCOG Constitution clause 3 as being 'members' of the College and includes the categories of membership of Fellow, Honorary Fellow, Retired Fellow, Member, Associate (Procedural and Advanced Procedural) Member, Associate Member, Educational Affiliate, Certificant, International Affiliate, Prevocational Affiliate – RANZCOG and PVOGS, Trainee Affiliate and Midwife Affiliate
- Trainees, including Specialist International Medical Graduates (SIMG) on the pathway to Fellowship or certification in a Subspecialty of Obstetrics and Gynaecology
- College staff members, including contractors, volunteers, or any other person employed by RANZCOG
- Any external individual serving on a RANZCOG body or representing the College in other forums

This charter should be read in conjunction with RANZCOG's Code of Conduct, Organisational Values, and all policies and procedures that apply to both college staff and members.

## Expectations of staff

When interacting with all members and trainees, staff are expected to:

- treat all colleagues, members, and trainees with respect, kindness, and professionalism at all times
- follow all reasonable requests from Supervisors, Managers, Heads, Executive Directors, and the CEO
- maintain a co-operative and collaborative approach to working relationships with colleagues, members, trainees
- maintain appropriate professional boundaries with college members (refer to the Code of Conduct)

- consult with the relevant Head, Executive Director, or CEO before agreeing to undertake work that is directed or allocated to them by a chair, member, or trainee
- act with integrity and in the best interests of the organisation at all times
- take responsibility for contributing to the work of the College in a constructive, courteous, timely, and positive way to enhance good governance
- act in a financially responsible manner, ensuring respectful, efficient, and effective use of College resources
- respect the confidentiality of information entrusted to them in the course of employment, act within College regulations, policies and procedures, and comply with all legislative, industrial, contractual and administrative requirements
- be open to feedback and take constructive criticism positively
- not solicit gifts or benefits, nor accept gifts or benefits either for themselves or for another person which might in any way either directly or indirectly compromise or influence or be reasonably perceived to compromise or influence them in any way
- ensure any personal or financial interests do not conflict with their ability to perform official duties in an impartial manner
- raise any professional and/or ethical issues that may arise in their work with their Head, Executive Director, the People and Wellbeing team, or the Chief Executive Officer

## Expectations of College members

When interacting with college staff, all members and trainees are expected to:

- treat college staff with respect, kindness, and professionalism at all times
- consult with the relevant Head, Executive Director, or the CEO before directing or allocating work to a college staff member
- respect reasonable directions and requests made to college staff by Supervisors, Managers, Heads, Executive Directors, and the CEO
- respect any reasonable employment decision, performance management process or disciplinary action taken against a college staff member, understanding that employment matters are confidential
- maintain appropriate professional boundaries and a co-operative and collaborative approach to working relationships with college staff and College leadership
- act within College regulations, policies and procedures and comply with all legislative, industrial, contractual and administrative requirements
- act with integrity and in the best interests of the organisation at all times
- take responsibility for contributing to the work of the College in a constructive, courteous, timely and positive way to enhance good governance
- act in a financially responsible manner, ensuring respectful, efficient and effective use of College resources
- not solicit gifts or benefits, nor accept gifts or benefits either for themselves or for another person which might in any way either directly or indirectly compromise or influence or be reasonably perceived to compromise or influence them in any way
- ensure any personal or financial interests do not conflict with their ability to perform official duties in an impartial manner
- raise any professional and/or ethical issues that may arise with the relevant Executive Director, the People and Wellbeing team, the Chief Executive Officer, or RANZCOG Board

## Unacceptable Behaviours

All individuals are expected to refrain from:

- actions which undermine, humiliate, or belittle others including verbal and non-verbal threats, unwelcome sexual advances, withholding necessary information, and excluding or ignoring or persistent attempts to demoralize
- bullying or harassment (refer to the Bullying, Harassment & Discrimination Policy)
- discrimination against another person on racial, gender or sexual grounds; disability, religion, marital status, age, political conviction, or other attributes
- inappropriate use of College resources, including directing or allocating work to college Staff without prior consultation with the relevant Head, Executive Director or Chief Executive Officer

## Our Values

Our values play a fundamental role in shaping our culture and define the College's organisational expectations for how we conduct ourselves in our day-to-day work and interactions, both within our profession and our workplaces.



**Advocacy**

*We are a leading voice for equity, social justice, fairness and evidence-based policy.*



**Education**

*We embrace the opportunity to learn, share knowledge and experience through innovation, discovery and research*



**Excellence**

*We are committed to performance at the highest standard in our work, training, research and support.*



**Integrity**

*We act honestly, ethically and with accountability towards everyone and in everything we do.*



**Kindness**

*We act with compassion and care towards ourselves and one another.*



**Respect**

*We expect and promote inclusivity, valuing individual rights, beliefs and choices.*

Mutually respectful working relationships, kindness and positive collaboration between staff and members is vital for the ongoing success of the College.

All college staff, members, and trainees are responsible for creating a safe and inclusive environment where individuals feel valued and respected, regardless of their status, title, age, race, ethnicity, religion, culture, physical impairment, relationship and parental and carer status or any other attribute.

## Related RANZCOG documents

- RANZCOG Code of Conduct
- RANZCOG Organisational Values
- Grievance and Dispute Resolution Policy and Procedure
- Bullying, Harassment and Discrimination Policy
- College Staff Confidentiality Policy and Procedure
- Complaints Policy
- Managing performance and Conduct Policy and Procedure
- Confidentiality Policy
- Conflict of Interests Policy
- Privacy Policy
- Workplace Health and Safety Policy
- Drug and Alcohol Policy and Procedure
- Gifts and Benefits Policy and Procedure
- RANZCOG Constitution
- RANZCOG Regulations
- Attendance Policy and Procedure – RANZCOG Board, Council and Committees
- Expense Reimbursement 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

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