



## Member’s Code of Conduct

Last Amended	
Board Endorsement	21 November 2017
Proposed Review Date	21 November 2018
Related Documents	<a href="#">ARMS Constitution</a> ARMS Board Code of Conduct <a href="#">Conflict of Interest Policy</a> . <a href="#">ARMS Social Media Policy</a> <a href="#">Confidentiality and Privacy Policy</a>

### 1.0 DEFINITIONS

**ARMS Member** - is an individual who applies and is approved for membership of the Society or is a recognised voting member of a Corporate Membership of the Society in accordance with the [ARMS Constitution](#), and is a current financial member of ARMS (also refer to clause 3, ARMS Constitution).

**ARMS Board members** – Are individuals who are identified office bearers elected to serve on the ARMS Board.

### 2.0 PURPOSE OF POLICY

ARMS is dedicated “to the professional development of research managers and administrators; the promotion of the profession of research management; and the enhancement of the research enterprise”.

We value a stronger, vibrant sector in the region; high standards of research governance including the protection of integrity and ethics of research; and the professionalisation of research management as integral to the research endeavour.

The Code aims to establish a common understanding of the standards of professional behaviour expected of all ARMS members and employees who either contribute to the society or who participate in events delivered by ARMS.

The Code of conduct is not expected to be all-encompassing. It should be read in conjunction with other related documents referenced throughout this document and relevant international laws in other jurisdictions at it applies.

### 3.0 CODE OF CONDUCT

The Code is underpinned by a set of values which at a minimum, informs the behaviours of all ARMS members including:

- **INTEGRITY**- We act with honesty, respect and are guided by ethical and moral principles in all that we do on behalf of the Society;
- **ACCOUNTABILITY** – We take responsibility for our actions and are accountable to all our stakeholders for our performance and integrity.
- **RESPECT** - We recognise the value and diversity of every ARMS member and are committed to treating others with due regard for their rights, dignity and integrity.

- **EQUITY** - We are committed to overcoming prejudices and disadvantage and promoting fair and just access to resources and opportunities.
- **COOPERATION** - We work with and alongside others in a spirit of collegiality, respecting diversity and difference in the pursuit of common goals.

If an ARMS member serves on the ARMS Board, standing committee or other ad-hoc committees which represents the interests of the Society:

- The member has a duty to use care and diligence in fulfilling this function.
- The member should use the powers of office for a proper purpose, in the best interests of ARMS.
- The member should recognise that the primary responsibility is to ARMS as a whole but may, where appropriate, have regard for the interest of other stakeholders.
- The member should not make improper use of information acquired in this role and should observe the [Confidentiality and Privacy Policy](#).
- The member should not take improper advantage of its position on the Board or committee.
- The member should declare any conflicts of interest in accordance with our [Conflict of Interest Policy](#).
- The member has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the ARMS Board or committee in accordance with the ARMS Board Code of Conduct.
- Confidential information received by the member in the course of the exercise of its duties remains the property of ARMS from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by ARMS, or the person from whom the information is provided, or is required by law.
- The member should not engage in conduct likely to bring discredit upon ARMS.

#### 4.0 BREACHES OF THE CODE OF CONDUCT

Any member not behaving in accordance with the terms of the Code of Conduct may be investigated by the Convenor of the ARMS' Governance, Finance and Audit Committee and an appropriate course of action recommended to the ARMS President which may include a reprimand, suspension or revocation of membership.

Any member or employee of ARMS found to have breached the Code of Conduct will have the right to appeal this decision to the Board. If there is no evidence of the breach or mitigating circumstances then the Board may further review the decision after which the course of action will be final.

#### Version Control

Version	Date of Approval	Date for Review	Circulation	Document Owner
Final 1.0	21 November 2017	November 2018	All Members	ARMS Board