

Member Code of Conduct

Introduction

AARE is committed to conducting all of its activities with honesty and integrity, in accordance with high ethical and legal standards and with respect for our members, non-member guests, and those with whom we do business.

This Code of Conduct outlines the standards of behaviour and professionalism expected of all members and non-members who participate in AARE activities.

AARE considers it vital that any activity conducted under the auspices of AARE, regardless of the activity's venue, are conducted in a manner that is a safe and trusted environment for all attendees, staff and volunteers.

AARE members should agree to adhere to this code of conduct for the duration of their membership. A member who is found to be in breach of this code of conduct may have their membership revoked by the AARE Executive. Such revoking of membership does not preclude any further legal action should such action be deemed appropriate.

AARE as an organisation may be judged by the conduct of individual members, Special Interest Groups (SIGs), SIG Convenors, Executive member and employees. All these peoples should conduct themselves in such a way that reflects the vision, aims and values of AARE and the conduct outlined in this document.

Responsibilities of AARE members

This code covers matters undertaken by AARE members while attending AARE events, on AARE business or interacting during AARE events.

AARE members must treat others with respect and must not encourage or participate in bullying or intimidation of other people AARE member, employee or otherwise. This includes appropriate use of language and ethical consideration in all communications, such as AARE journals, conference papers, emails, AARE Blog and AARE authorised Social Media.

AARE members will act with honesty in all dealings with other members while of AARE business and with the AARE office. Members must not misrepresent or withhold information from the AARE office related to AARE services, events, projects and initiatives.

AARE members will adhere to all equality laws and regulations and shall not discriminate against any person. They should ensure that any work undertaken for AARE does not bring AARE into disrepute or threaten AARE's legal obligations.

Any person holding an official position in AARE (i.e. SIG Convenors, Executive members or staff) is expected to comply with all AARE's policies and procedures as set out via the policies located on the AARE website. Failure to do so may result in removal from that office.

The AARE name and logo are copyrighted and belong to AARE. They should not be used by individual members unless the member has received permission from the AARE office and use both in accordance with the AARE Style Guide, available from the AARE office.

AARE members should use their membership benefits appropriately and should safeguard the benefits of their membership, and not transfer these benefits, such as their website password, to others.

If a member of AARE should know of, or become aware of, any breach of this Code of Conduct by another member they should notify AARE office or contact the current AARE President.

Any complaint that a member has breached this Code of Conduct shall be dealt with in accordance with the AARE complaints procedure outlined below. However this action does not preclude legal action being taken if deemed appropriate by the AARE Executive.

Non disclosure

AARE members, and in particular as an executive members, Special Interest Group (SIG) Convenors or Co-convenors have access to the personal and sensitive information of AARE members from the AARE member database. This includes, but is not limited to, private addresses, private email addresses, information about race identification and financial information, SIG membership, member types and membership status.

The disclosure of this information may not only be a breach of trust but may also be a breach of the law. It is a condition of accepting the position of Member, AARE Executive member, Special Interest Group Convenor or Co-convenor that you agree to:

- use any information provided to you from the AARE member database for AARE purposes only;
- ensure that such information (whether in hardcopy or electronic form) is stored securely and accessible only to authorised persons;
- not discuss confidential information with anyone else unless required for the performance of my AARE role;
- not disclose to third parties any personal information that is not publicly available unless the consent of the individual to whom the information relates is first obtained.

In some instances a member may be asked to sign a document outlining these points prior to accessing any membership information. Breaching these points may result in breach of privacy action being taken.

AARE Complaints Policy and Procedure

This policy aims to set out a mechanism for resolving any disputes arising from members, Executive members and staff.

AARE members may file a complaint if dissatisfied with an aspect of behaviour or service rendered by another AARE member while on AARE business.

In the event that a complaint is made against a member, that member must cooperate fully with any investigation of that complaint.

If any member wishes to make a complaint against an AARE staff member or a consultant, employed by AARE, the complaint, in the first instance, should be addressed to the current AARE President who will ensure that it is dealt with through the appropriate channels. If the complaint is about the AARE President, then the complaint, in the first instance, should be addressed to the current AARE Treasurer.

In the first instance, informal means should be used to resolve any dispute. This should include mediation if appropriate.

If this is not possible then the procedure set out below should be followed.

1. Comments provided verbally will not be considered a formal complaint unless also delivered in writing. Complaints should be sent in writing via email or hard copy to the Executive Director or to the Chair of the Finance and Operations Committee.
2. Complaints should include a detailed description of the circumstances surrounding the complaint, along with any relevant documentation.
3. AARE will acknowledge receipt of the complaint and request any necessary information in writing. Complaints will be reviewed in the first instance by the current President or by the current Treasurer and an initial response will be issued in writing within one calendar month.
4. A complaint can be escalated by the current President. This would involve establishing an independent investigative panel that will have decision-making authority in the matter. This panel would be convened on a case-by-case by the current President and normally consist of current or former Executive members of AARE with no direct connection to the members involved. The current President will write to the complainant/s and the subject/s of the complaint to set out the composition of the panel and give them a chance to object to any particular member with supporting evidence.
5. At the start of the investigative panel's work, they should decide whether anyone should be suspended from holding a role or carrying out a function in AARE while the matter is under investigation.
6. The investigative panel will then carry out their investigation in a timely manner with support from the current President. At the conclusion of the investigation, the panel may decide that:
 - a. No further action is necessary;
 - b. A written warning is issued;

- c. An individual is removed from a position of responsibility or suspended for a period of time;
 - d. The behaviour should be referred to an individual's host institution or other relevant organisation/ body;
 - e. Council be asked to revoke someone's membership of AARE.
7. Once the investigative panel reach a decision, any decision is final and there are no further internal appeals.
 8. Should a complaint be upheld against a member AARE Executive reserves the right to terminate their membership and if appropriate refer the matter for further legal consideration.

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