

# Code of Professional Conduct and Ethics Policy

## Certification Body

*Please support our commitment to sustainability and do not print this document unless it is necessary to do so.*

### Policy Reminders

<b>Purpose</b>	The purpose of this policy is to ensure that all persons in relation to services carried out on behalf of IPMA-Australia CB and its related companies maintain the highest level of professional conduct and ethical practices.
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### General

#### Information

<b>Questions</b>	Any questions about the use or content of this document should be addressed to IPMA-Australia at: <a href="mailto:enquiries@IPMA-Australia.com">enquiries@IPMA-Australia.com</a>
<b>IPMA-Australia and Academy4 International</b>	Academy4 International is the Certification Body of IPMA-Australia (MA). It trades as IPMA-Australia (CB) in all matters relating to IPMA Certification including the application, assessment, and award of certificates to candidates as well as maintenance of the IPMA 4 Level Certification System in country. It is regulated by IPMA's CVMB through IPMA validation in accordance with the IPMA ICR.
<b>Downloads</b>	All of the referenced files can be downloaded here: <a href="#">IPMA-Australia CB</a>
<b>Policy Review</b>	This policy and the arrangements for its implementation will be reviewed by the Head of CB and/or Operations Manager in conjunction with staff on an annual basis.  IPMA-Australia CB will carry out Interim reviews will take place if any adverse effects, issue or change control actions are identified as part of ongoing quality assurance and monitoring. For further information please see IPMA-Australia-CB-Change-Control-Policy.
<b>Acknowledgment of Country</b>	In our continuing commitment to Reconciliation, we recognise & acknowledge Aboriginal and Torres  We also would like to acknowledge the First Peoples and Traditional Owners and custodians of the Country throughout the lands & waterways across the Australian continent.  We pay our respects to their Elders, past, present, and emerging.

## Foreword

"We specialise in the development and delivery of project and programme management functions in organisations. We can identify, facilitate and deliver business change using our professional partner network. We engage nationally and internationally in delivering complex projects and programmes in various portfolio environments successfully. We are here because we believe that as we grow from strength to strength - the right people with the right skills and relevant experience need to be shared."

Joseph F S Alba, CB Director

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## Applicable to:

IPMA-Australia CB's Code of Professional Conduct and Ethics consists of rules that apply to everyone involved in the certification process, which includes

- a. anyone working for or within IPMA-Australia, either as paid staff or on a volunteer basis.
- b. anyone working for IPMA-Australia who has adopted the IPMA Code of Ethics and Professional Conduct.
- c. anyone working with IPMA-Australia and a Global Customer, either contracted or for one-time business.
- d. anyone applying for certification i.e. applicant/candidate of the IPMA 4-L-C.

## Professional Conduct:

IPMA-Australia CB's integrity is vital in the sustainability of professional practice through reputation.

IPMA-Australia CB will

- a. where possible, avoid real or potential conflicts of interest and disclose them to the relevant parties when they do exist.
- b. act impartially in relation to its applicants, candidates and certified individuals.
- c. reject all forms of bribery.
- d. not participate in projects, programmes or project portfolios which cannot succeed without compromising this code.
- e. strive to continuously review and improve professional competences.
- f. be truthful and honest in any bidding procedures and expect the same from its business partners, clients and candidates.
- g. report accurate and truthful forecast and results.
- h. honour contractual obligations and deliver results accordingly.

## Project Owners and Stakeholders:

IPMA-Australia CB value client, project owner and stakeholder relationships and are mindful of the duties owed to them.

IPMA-Australia CB will

- a. respect confidentiality and only release or discuss confidential information with those permitted.
- b. be conscious that stakeholder engagement may have possible consequences for other interested parties and strive to minimize any negative impact.
- c. be mindful of any biases and unethical influences.
- d. take reasonable precautions to protect clients, project owners and stakeholders against illegal activities and report any criminal intent or actions with the appropriate authorities.
- e. encourage its clients, project owners and stakeholders to reflect on their expectations and the ethical implications of the project outcomes.

## Employees and Co-workers:

IPMA-Australia CB will

- a. recruit people who are well suited to the requirements based on background and experience.
- b. ensure the highest level of health and safety measures and provide a healthy and safe working environment.
- c. not participate in business activities that require unsustainable overwork or harmful working conditions.
- d. provide training, adequate equipment and support to ensure a safe working environment.
- e. deal with any challenges derived from social and cultural differences in a culturally sensitive way.
- f. honour the rights of the individual within and celebrate their cultures and customs to the extent that it does not undermine the code.
- g. not make use of child labour, force or bonded labour or demand illegal overtime.
- h. not accept any form of mental or physical punishment or any kind of harassment or bullying.
- i. not condone any form of sexual harassment and take precautions to prevent it taking place.
- j. pay employees at least the minimum wage or local industry standard.
- k. not discriminate on the basis of any of the protected characteristics within relevant legislation which may include.
  - age
  - disability
  - gender reassignment
  - marriage or civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, ethnic or national or social origin)
  - religion or belief
  - sex
  - sexual orientation
  - language
  - political or other opinion
  - property
  - place of residence within a country

## Social and Local Communities:

IPMA-Australia CB strives to understand the cultures and local communities it works in, find common ground and establish mutual respect.

IPMA-Australia will

- a. not participate in undermining or harming local communities, societies and economies.
- b. comply with the relevant laws and regulations of the country or countries activities take place in.
- c. remain neutral and not take part in a political stance in conflict situations.
- d. accept social responsibilities and seek to develop professional practices accordingly.
- e. uphold and promote high ethical standards regardless of the level of standards of companies, institutions or government working with IPMA-Australia CB.

## Sustainability:

IPMA-Australia CB strives to minimize possible damaging effects to the environment, as a result of any involvement in projects, programmes and project portfolios.

IPMA-Australia will

- a. promote awareness of environmental responsibility among its teams, within the organisation and in society.
- b. be conscious of the long-term consequences on the environment and strive for sustainable developments.
- c. use resources efficiently where possible.
- d. encourage the recycling of materials and used products and reduce waste emissions to air ground and water where possible.
- e. handle, store and dispose of any hazardous material in an environmentally safe manner.

<b>Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Summary of changes</b>
1.0	4 <sup>th</sup> Sept 2024	E.Wilson	IPMA-Australia Baseline document created by V.A.Canniford