AETM MEMBERSHIP CODE OF CONDUCT

OVERVIEW

The purpose of this policy is to outline the beliefs of the AETM Community in regard to Professional Conduct during all AETM interactions and AETM events.

The AETM Community is an open and welcoming community, and this Membership Code of Conduct is to protect all members safety as well as member reputations.

POLICY

AETM is committed to upholding ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We are each individually accountable for our own actions and, as members of this community, are collectively accountable for upholding these standards of behaviour.

This Code applies to all members of the AETM community, including general members (Premium, Basic, Associate), Members of the Committee, the Association Office Staff and any individuals who perform services for AETM as volunteers. This commitment extends to all of our interactions, including events, online, in person, or any correspondences.

FAIRNESS, DIGNITY AND RESPECT

Every member of the AETM community should expect to be treated with fairness, dignity and respect. AETM will not tolerate harassment or disruptive behaviour of any kind, including but not limited to harassment based on ethnicity, religion, disability, physical appearance, gender, or sexual orientation. Harassment may include but is not limited to offensive gestures and verbal comments, deliberate intimidation, stalking, following, inappropriate photography and recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome attention. Participants requested to cease harassing behaviour are expected to comply immediately, and failure to do so will be brought to the AETM Executive.

BEHAVIOUR AND INTEGRITY

AETM is committed to the highest possible standard of ethical, moral and legal business conduct. In line with this commitment and AETM's commitment to open communication, this code of conduct aims to provide an avenue for members and officers to raise concerns and reassurance that they will be protected from reprisals or victimisation in good faith. Anonymity will be respected, and all individuals' identities will be protected from public acknowledgement.

As overriding principles of professional conduct and behaviour, it is also recommended that AETM members:

- protect integrity of AETM as a not-for profit association and community;
- protect the professional reputations of all AETM members;
- conduct business & events in a manner that maintains the privacy and personal integrity of AETM members;
- take precautions to distinguish between personal and AETM views;
- refrain from the use of organisational or AETM privileges for private gain;
- avoid commercial exploitation of his or her professional position and AETM members; and
- commit to personal professional development in order to share that expertise.

Reports of unethical behaviours, discrimination, harassment, and/or retaliation should be made to the AETM Executive, who shall assume the role of an Ethics Committee to receive, discuss, and take appropriate action when concerns are expressed through members relative to ethical conduct.

When notified of individuals engaging in behaviour that does not meet this Membership Code of Conduct, the AETM Executive may take any action they deem appropriate, as defined by sections of the AETM Constitution (Division 2 – Disciplinary Action). All members of the Executive are required to sign a confidentiality agreement and conflict of interest and must adhere to those rules when determining appropriate action regarding a complaint. If a complaint needs to be made against a member of the Executive, the Association Office Staff will develop an ethics committee to avoid conflicts of interest.