

# Australian Podiatry Association Code of Conduct

Section	Provision
<b>1. Purpose</b>	<p>This code states the standards of conduct that the Australian Podiatry Association (APodA) expects of its members.</p> <p>It defines the minimum standards of conduct expected of members when dealing with one another, with APodA staff and in contexts where they are representing APodA or are likely to be perceived as representing APodA and/or the profession of podiatry.</p> <p>This code also states additional standards of conduct for members of committees of the APodA in relation to their committee work.</p> <p>It is intended to ensure that APodA functions:</p> <ul style="list-style-type: none"> <li>• with integrity and professionalism</li> <li>• with respect for the diversity of members and their views, ideas and opinions</li> <li>• in such a way that the APodA workplace is safe for members and staff, and</li> <li>• in such a way that actual or potential conflicts of interest are declared and managed.</li> </ul> <p>It is also intended to ensure that members maintain the good reputation of the profession of podiatry.</p>
<b>2. Authority</b>	<p>This is a policy on conduct of members under section 12.1 of the APodA Constitution.</p> <p>Where a member does not comply with this code, they may be subject to disciplinary action in accordance with sections 12.2–12.5 of the Constitution.</p>
<b>3. Scope</b>	<p>This code applies to all members. <b>Section 7</b> (below) applies only to committee members.</p> <p>This code does not apply to</p> <ul style="list-style-type: none"> <li>• APodA staff (the APodA Human Resources Manual defines the code of conduct for staff members and how a staff member’s conflict of interest will be handled), or</li> <li>• members of the APodA board of directors (the Board Charter defines the code of conduct for board members and how a board member’s conflict of interest will be handled).</li> </ul> <p>This code does not govern members’ professional conduct, which is governed by the conditions of their professional registration.</p> <p>Nothing in this code alters or replaces members’ obligations under law or under the Podiatry Board of Australia <i>Code of Conduct for Podiatrists in Australia</i>.</p> <p>Members of the APodA board of directors are also bound by the Board Code of Conduct in the Board Charter.</p>
<b>4. Concerns about conduct</b>	<p>Clients or members of the public who have a concern about an APodA member’s professional/clinical conduct, should notify their concern to the Podiatry Board of Australia at <a href="https://www.podiatryboard.gov.au/">https://www.podiatryboard.gov.au/</a>.</p> <p>Anyone who has a concern about an APodA member’s conduct in their capacity as an APodA member or APodA committee member should raise it with the APodA chief executive officer: see the contact details at <a href="https://www.podiatry.org.au/about/contact-us">https://www.podiatry.org.au/about/contact-us</a>.</p>

<b>5. Definitions</b>	<p>In this code:</p> <p><b>Committee</b> means any APodA committee except the board of directors or a subcommittee of the board of directors. It includes regional committees, expert committees, other advisory committees and panels, and any new committees established after approval of this policy.</p> <p><b>Conflict of interest</b> means any situation where it could reasonably be inferred that a decision-maker is influenced in a decision by another interest they hold. Conflicts of interest include any actual, potential or perceived conflict of interest.</p> <p><b>Interest</b> has the following meaning. A decision-maker has an interest in a matter if they or a person or organisation affiliated with them would directly or indirectly receive a benefit or incur a detriment (monetary or otherwise) from a decision being decided in a particular way. Interests can be professional or personal.</p> <p><b>Member</b> has the meaning given to that term in item 6 of the APodA Constitution, and includes all categories of members that are established by the board of directors from time to time, in accordance with Section 6.5 of the Constitution.</p>
<b>6. Conduct of members</b>	<p>Members must comply with policies of the APodA.</p> <p>Members are expected:</p> <ul style="list-style-type: none"> <li>• to act in the best interests of the APodA and uphold its reputation</li> <li>• not to denigrate the APodA, its board of directors, staff or any other member of the APodA</li> <li>• to interact with other members and staff respectfully, constructively and professionally</li> <li>• in contexts where they may be perceived as representing the profession of podiatry, conduct themselves respectfully, constructively and professionally.</li> </ul> <p>Members will only speak on behalf of the APodA with the prior approval of the board of directors, president or chief executive officer.</p> <p>Where the board or chief executive officer delegates their authority to a member, the member must act within the delegation of authority, for the purpose for which it was delegated.</p>
<b>6.1. Confidentiality</b>	<p>Where information or a document provided to a member by officers or staff of the APodA is marked as confidential or commercial in confidence, they will keep the information or document confidential and only use or disclose it for the purpose for which it was provided, unless the APodA authorises other use or disclosure.</p>
<b>6.2. Gifts and hospitality</b>	<p>A member must not accept or solicit a gift or hospitality that might reasonably be considered as connected to their role as a decision-maker or potential future decision-maker for APodA.</p> <p>Where a member is offered a gift or hospitality in their capacity as an APodA member or committee member, they must consult the Chief Executive Officer about whether they can accept the gift or hospitality and have it recorded on the APodA register of gifts.</p>
<b>7. Conduct of committee members</b>	<p>This section applies only to members who serve on committees (other than the board of directors or subcommittees of the board), in their capacity as committee members. It supplements the requirements in section 6.</p> <p>The APodA Board Charter defines the code of conduct for board members.</p>

	<p>Committee members are expected, in their committee work and other activities on behalf of APodA:</p> <ul style="list-style-type: none"> <li>• to behave with integrity</li> <li>• to act and make decisions fairly and impartially</li> <li>• not to use their APodA committee role or information they receive as a committee member to obtain an advantage for themselves or to disadvantage others</li> <li>• to interact constructively and professionally with other committee members and staff</li> <li>• to use APodA resources for a proper purpose and in the interests of APodA, and</li> <li>• to declare and avoid or manage conflicts of interest in accordance with section 7.1 below.</li> </ul>
<p><b>7.1. Conflicts of interest</b></p>	<p>Committee members must disclose any conflict of interest they have in relation to any matter before the committee, before discussion of the matter begins.</p> <p>Where a committee member becomes aware that another committee member or staff member has a conflict of interest in relation to a matter before the committee, they will at once inform the chair of the committee.</p> <p>Committee chairs will at the start of each meeting of the committee remind members to declare any conflict of interest in relation to the matters on the agenda.</p> <p>When a committee becomes aware that a member of the committee has a conflict of interest in relation to a matter before it, the committee will decide whether the member can participate in discussion of the matter and to what extent they can participate.</p> <p>The member who has the conflict of interest will not participate in the discussion of and decision on how the conflict of interest will be handled.</p> <p>Depending on the nature of the conflict of interest and possible effects of the decision, options for handling it include:</p> <ul style="list-style-type: none"> <li>• removing the member from participation in a decision-making process such as a tender process or working party to prepare options for consideration</li> <li>• having the member withdraw from the meeting for discussion of the matter</li> <li>• permitting the member to participate in discussion but refrain from voting on the matter, and</li> <li>• permitting the member to participate fully in discussion of and voting on the matter.</li> </ul>