



AIPM

Code of Conduct and Ethics Policy

DOCUMENT CONTROL CERTIFICATE

Version/ Amendment	Date	Nature of Version/Amendment
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Version 2.0	Mar 2024	Approved by the AIPM Board on 15 Mar 2024





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1. Purpose

- 1.1. The Code of Conduct and Ethics Policy sets out the ethical principles and professional standards of conduct that directors, executives, staff, members and volunteers of the Australian Institute of Project Management (AIPM) are expected to adopt in the course of the performance of their duties.

2. Development and Maintenance Responsibility

- 2.1. The development and maintenance of the Code of Conduct and Ethics is the responsibility of the AIPM Chief Executive Officer (CEO). The Code will be reviewed annually or as deemed necessary by the AIPM CEO or the Board.

3. Ethical Values

- 3.1. We expect everyone at the AIPM to:
 - 3.1.1. Be responsible for their actions and truthful in their dealings.
 - 3.1.2. Manage conflicts of interest openly and thoughtfully.
 - 3.1.3. Obey the laws of the country, including the Corporations Law.
 - 3.1.4. Provide and contribute to a safe and respectful environment.
 - 3.1.5. Act professionally, impartially and without prejudice or bias.
 - 3.1.6. Not discriminate on the basis of gender, ethnicity, religion or age.
 - 3.1.7. Work towards achieving common and agreed goals.
 - 3.1.8. Not accept gifts or incentives unless fully disclosed and approved by the Board.
 - 3.1.9. Not receive any payment from the AIPM except in roles agreed to by the Board.
 - 3.1.10. Not to work for a competing or member company without full disclosure.
 - 3.1.11. Maintain confidentiality when required or expected to do so.





- 3.1.12. Keep board and company confidential information safe at all times.
- 3.1.13. Not disclose internal issues or concerns to outside parties including the Press unless authorised by the AIPM CEO or Board to do so.
- 3.1.14. Not bring the AIPM or the project management sector into disrepute.
- 3.1.15. Be fair and reasonable, and cooperate fully when handling disputes.

4. Breaches of the Code

- 4.1. The AIPM will review any breaches of the Code and take appropriate action.
- 4.2. In the event of an allegation of misconduct being related to an AIPM director or an executive, then it is the responsibility of the Board to undertake a review within 14 days from the date of the allegation being formally raised and make recommendations for follow-up action, if required.
- 4.3. In the event of an allegation of misconduct being related to a staff, member or volunteer, it is the responsibility of the AIPM CEO to undertake a review before any action is taken, including escalation to the Board where appropriate.



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