

Code of Conduct at Events

Introduction

This Code of Conduct provides guidance on expected behaviour at AMA events and sets out the standards of conduct that support the AMA's values in the work that we do.

Every Attendee at an AMA event, whether or not members or staff of the AMA, is bound by this Code of Conduct when conducting AMA Business.

Principles

We are committed to creating an inclusive culture. We want every Attendee to feel able to contribute, knowing that their points of view will be valued and differences of opinion will be respected. We need to build a sustainable future for the AMA. We want to attract and retain members who reflect and represent our membership.

All members of the AMA must conduct themselves so as to promote the success of the AMA and maintain the individual and collective reputation of the AMA and its members.

All Attendees at AMA events, whether or not they are members or staff of the AMA, are expected to exhibit respectful, professional, and collegial behaviour.

Attendees should exercise consideration and respect in their speech and actions, including while making formal presentations to other Attendees, and should be mindful of their surroundings and fellow participants.

Any type of harassment of any Attendee of an AMA event is prohibited conduct and will not be tolerated.

The AMA is committed to a zero tolerance for harassing conduct at all locations where AMA business is conducted. This includes all AMA events.

Definitions

AMA event means an AMA hosted meeting, event or other activity. This includes, but is not limited to, dinners, receptions and social gatherings held in conjunction with AMA events.

AMA Business includes AMA email addresses, AMA events, AMA premises, AMA accounts on social media, representing the AMA at external events; it does not include comments made in a personal capacity, on personal social media accounts or elsewhere.

Attendee refers to a person who attends an AMA event, whether or not they are an AMA member or staff of the AMA.

Member includes all AMA members, AMA directors and representatives, observers, visitors and lay members on AMA committees/councils/boards/groups.

Our behaviour principles

Each Attendee should promote positive behaviours and to challenge poor behaviours.

The behaviour principles for AMA events are:

- Respect others
- Be professional
- Be accountable
- Be kind
- Be representative

Additional responsibilities as a member of the AMA

Members of the AMA must:

- act consistently with the Constitution and by-laws of the AMA; and
- exercise reasonable care, skill and diligence in all their duties.

Members are also expected to:

- promote the success of the Association for the benefit of its members; and
- maintain a high standard of personal conduct and to treat staff and other members with respect.

In particular, members of the AMA are required to promote and role model the behaviour principles outlined in this Code of Conduct.

Doctors should display the same duty of care towards one another as they would towards patients and in the workplace.

Bullying and harassment, including sexual harassment, will not be tolerated and cases will be taken extremely seriously. Bullying includes behaviour that is intimidating, malicious, offensive or insulting. It may be an abuse or misuse of power and it may be unwarranted and unwelcome.

Sexual and other forms of harassment are against the law.

Members must respect and support AMA staff who assist them in their work, in any interaction with staff.

Members may also come into contact with a wide range of suppliers of goods and services including professional advisers and business consultants. Suppliers must be treated with courtesy and fairness at all times.

How to raise a complaint about another Attendee

Wherever possible, the AMA's preference is to promote positive behaviours, and prevent issues from happening in the first place.

However, the AMA recognises the importance of challenging poor behaviours. Our preferred approach is to address poor behaviour informally through support, training and feedback.

Where Attendees have a concern about the conduct of another Attendee at an AMA event, they can raise this with:

- the presiding officer(s) at the event;
- the Secretary General; or
- AMA Group General Counsel.

A "Discrimination/Harassment/Bullying – Incident Report will be available in hard copy from the registration desk at the conference. You can also download a copy from the National Conference

website. The form can be completed either by the individual affected by the complaint or by other Attendees who have witnessed poor behaviour.

Concerns about AMA staff can also be raised directly with the relevant staff director or in writing to the Secretary General.

Consequences of complaints

All complaints will be investigated in accordance with the AMA Conduct at Events Policy.

All Attendees acknowledge that the AMA:

- may take immediate action to protect the safety of event participants. This may include having the violator removed from the AMA event without warning or refund.
- will report incidents of sexual or other harassment to the AMA Board, together with recommendations as to whether additional commensurate disciplinary and/or corrective actions (beyond any actions taken on-site at the event) are appropriate.

Additional actions may include, but are not limited to:

- Prohibiting the violator from attending future AMA events;
- Removing the violator from leadership or other roles in AMA events;
- Prohibiting the violator from assuming a leadership or other role in future AMA events;
- Notifying the violator's employer and/or sponsoring organization of the actions taken by AMA.

The AMA will support members and staff who challenge poor conduct and behaviours. Victimisation of persons who complain is also a breach of the policy.

The AMA offers pastoral support to all parties to a complaint as appropriate. This support will be provided through, for example, access to <https://www.drs4drs.com.au/> or another provider. Pastoral care can be organised independently via the DRS4DRS 24/7 help line. Alternatively, if pastoral support is needed via another provider, please inform the Secretary General or Chief Executive Officer of the AMA entity concerned.