

# CODE OF CONDUCT...

All individuals participating in the Architecture Program Accreditation Procedure as Members of the Management Committee and/or Members of the Accreditation Standing Panel ("Members") agree to be subject to the following Code of Conduct. The Code of Conduct establishes expected standards of professional behaviour in the conduct of their member role.

## All Members:

- a. acknowledge that they serve on an individual basis as experienced professionals, and do not act as a representative of their nominating organisation or any past or present employer or representative organisation
- b. will at all times use their best endeavours to fulfil their role within the Architecture Program Accreditation Procedure with diligence, honesty, and fair dealing
- c. will engage with other Members, the Secretariat and other stakeholders using respectful, professional dialogue
- d. agree to base opinions on the evidence presented against the stated accreditation requirements and not to attempt to sway discussions on the basis of any privately held information or personal viewpoint concerning a higher education institution
- e. will make reasonable attempts to attend all meetings and agreed commitments such as committee meetings, panel teleconferences, panel visits, and meet required timeframes as set out in the published procedure and supporting guidance documents or as agreed via other means
- f. will declare any actual or potential conflict of interest, including but not limited to where they or an immediate family member are employed, have recently been employed, have a likelihood of being employed in the near future, or otherwise serve on a voluntary basis, in a program
- g. where such a conflict exists with a particular Provider, agree to exclude themselves from membership of the assigned Accreditation Review Panel, remove themselves from discussion on matters related to the particular Provider (including discussion of proposed Panel make-up and Panel Report and associated recommendations), and disqualify themselves from any vote related to the Provider
- h. agree to hold confidential all information obtained through participation in the accreditation procedure and furthermore agree not use any information they obtain about other institutions to promote their institution, employer, or own interests
- i. agree that any hard or soft copy materials obtained as a member be securely destroyed upon completion of the role or task, including upon completion of an Accreditation Review Panel or upon the end of term as a member of the Accreditation Management Committee
- j. agree not to hold themselves out as speaking on behalf of the Architect Accreditation Council of Australia or the Architecture Program Accreditation Procedure and not to discuss the Architecture Program Accreditation Procedure's operations, functions or procedural matters in open forums – except where explicitly authorised by the CEO of the Architects Accreditation Council of Australia
- k. agree to address conflicts or concerns about other Members with the Accreditation Management Committee and/or Secretariat through the Chair of the Management Committee in the first instance (or in the event that the conflict is with the Chair, with the CEO of the Architects Accreditation Council of Australia).

## Member Declaration:

I declare that I have read and understood the Code of Conduct and agree to abide by the Code.

**Signature:**

**Full Name (printed):**

**Date:**