

## Code of Conduct

This code of conduct applies to all members of every membership category (**Members**) of the Intellectual Property Society of Australia and New Zealand (the **Society**), in their dealings with the Society, when attending Society events and when acting as a Member of the Society

A breach of this Code of Conduct may result in termination of membership.

### Ethics

The Society is committed to stringent ethical standards and transparency, and we rely on all of our Members to ensure that this commitment is enforced. Members are expected to behave with integrity in their actions and relationships which involve other Members and the Society.

### Standard of Conduct

All Members must ensure that they act with integrity, transparency and honesty in their dealings with, and as part of, the Society. This means to:

- act with honesty and integrity (be truthful, open and clear about their motives, work cooperatively with other Members, and be reasonable);
- use information appropriately when gained as a result of their membership of the Society (respect confidentiality and privacy and use information for the purpose for which it was made available).

### Discrimination and Equal Opportunity

The Society is committed to promoting equality and will strive to ensure that all people are treated equally regardless of age, disability, gender, race, colour, sexual orientation, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

Members are expected to respect this commitment, and should not discriminate against or harass other people, including current and former Members, or the Society's staff, clients, customers, suppliers, or visitors.

### Sexual Harassment

When attending Society events or interacting with the Society, Members must not sexually harass other Members, or the Society's staff, clients, customers, suppliers, or visitors.

Sexual harassment includes making an unwelcome sexual advance, an unwelcome request for sexual favours, or engaging in other unwelcome conduct of a sexual nature, in circumstances where it would be reasonable for the person harassed to be offended, humiliated or intimidated.

### Bullying

The Society is committed to providing an environment free from bullying and strives to ensure that all Members and staff are treated, and treat others, with dignity and respect. Bullying is repeated unreasonable behaviour towards another person that creates a risk to health and safety. It includes the following types of behaviour:

- Abusive, insulting or offensive language or comments;
- Unjustified criticism or complaints;
- Spreading misinformation or malicious rumours.

If a Member thinks that they are or have been bullied they should first attempt to raise the issue with the person responsible and inform them that their behaviour is not welcome or makes the Member uncomfortable. If informal steps are not appropriate, or have been unsuccessful, the Member should raise the matter with a member of the Trans-Tasman National Committee of Management (**National Committee**) of the Society.