

IQA Member Code of Conduct – Section 17 P35

Introduction

This document provides guidance to members of The Institute of Quarrying Australia (The Institute), whose objectives are set out in its Constitution and can be summarised as follows:

- Advancement of the science of quarrying in the interests of the public at large;
- Promoting and fostering area organisations (branches) of persons engaged in the industry;
- Establishment and maintenance of standards of quality and workmanship in the industry; and,
- Collaboration and exchange of views with any persons in order to improve working conditions, safety and technology to the benefit of the industry.

Thus, there is a general expectation of all members to seek to improve their knowledge and experience of quarrying, the safety and working conditions of persons employed in the industry, and to protect the environment, the reputation of The Institute and relations between The Institute and the public.

In addition, the Code of Conduct (Code) imposes obligations upon a member to exhibit honesty, probity and integrity. Expectations of ethical behaviour are also placed on members to consider the interests of the public, the employer or client, others and the environment as well as The Institute before personal interest in every case where there is a conflict or a perception of a conflict between these interests.

Definition of Terms

- In this Code, 'members' shall be taken to mean both corporate and non-corporate members of The Institute;
- The term 'employer' shall also be taken to mean 'client';
- The 'industry' shall be taken to mean the quarrying industry including specialist supply companies and others who provide support services;
- 'The public' includes the community affected by the member's activities and can include their cultures.

Conditions of Membership

- It is a condition of membership that the member abides by the Code and is subject to the disciplinary procedures.
- Recognition of the power of the Board of The Institute, in accordance with its Constitution, to discipline a member who breaches the Code by means of disciplinary proceedings, which include but are not limited to expulsion from The Institute, is also a condition of membership.
- Acceptance of these conditions is signified by renewal of, or application for, membership by payment of the annual subscription fee or application fee respectively.

Members must:

- have regard for the interests of The Institute and the public;
- enhance the reputation and pursue the objectives of The Institute;
- contribute to the training and on-going professional development of others; and
- communicate in a way that is not misleading or deceptive.

Use of Designatory Letters Relating to Professional Practicing Status

- Members must not abuse the use of Designatory letters (post-nominals) relating to The Institute's Quarry Management Certification Scheme by using or implying the right to use such letters to which s/he is not entitled.

Health and Safety

- When carrying out their duties of employment, the member should have regard for the health, safety and welfare of employees and others for whom s/he is responsible and that of the public.

Conduct in Employment

- A member should perform their duties to the best of their ability and act in all matters towards their clients and employers in an ethical and honorable manner.
- A member, when asked to give advice, must provide an objective, honest opinion that is based on sound data and/or experience and proper enquiry.
- A member must not knowingly divulge confidential or commercially valuable information gained through employment unless:
 - (i) they have the written permission of the employer; or
 - (ii) they are required to do so under law.
- A member must treat their colleagues and the public with honesty, equity and integrity and not engage in unfair competition or improper conduct.
- A member must disclose personal interest wherever it might affect a business decision.
- A member must comply with the IQA's Competition and Consumer Protocol Policy (IQA Policy 21).

Competence

- A member should ensure that s/he is knowledgeable of current professional concepts, science and technology and maintain knowledge adequate to competently carry out their duties of employment, for example by study, reading, formal or informal training, or enhancing their experience.
- A member should not undertake work for which s/he is not competent by training or experience.

Protection of the Environment

- A member should protect the environment by taking all reasonable measures to prevent pollution, generation of waste, nuisance and the unnecessary disturbance or destruction of wildlife species or habitat.
- A member should strive to mitigate the impact of quarrying activities upon local residents and the public.
- A member should, while carrying out their duties, strive to make most efficient use of natural resources and to reduce energy consumption.

Members shall:

- Publicly and privately support the IQA and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of the IQA and its vision, mission, values, goals and strategic plans, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their rights.
- Perform their duties as best they can, taking into account their skills, experience, qualifications and position. They shall act in a safe, responsible and effective manner.
- Comply with the prescribed terms and conditions of the IQA Code of Conduct, their employment/engagement or current contract.

- Notify the IQA management of any inability to attend to their duties as early as possible so as not to inconvenience others or delay the work of the IQA.
- Carry out their duties in a lawful manner and ensure the IQA carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the IQA, the public and colleagues.
- Maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of Staff, Board or members of the IQA. [Refer to **Privacy & Access to Information Policy P15** for additional information.]
- Ensure that all activities are undertaken with the interests of all involved to allow compliance with the requirements of the Sex Discrimination and Fair Work Amendment Act 2021. The Act includes a positive duty by the IQA to prevent work health and safety risks, including the risk of sexual harassment. Discrimination is viewed in the eyes of the offended, not the person who offends, and therefore any activity that may potentially offend any attendee, fellow committee member or branch member should not be permitted. A test is 'if you wouldn't be involved in this behaviour for your employer than you can't be involved in it with the IQA'. If your employer allows poor or inappropriate conduct that could potentially be discriminatory, the IQA will not, and this Code of Conduct will take precedence with all actions performed for the IQA or whilst conducting IQA business.
- Shall ensure that the only approved mediums to undertake IQA official business is via meetings, mail, email, phone and Teams Zoom videoconferencing, unless the CEO authorises otherwise. Text usage on a mobile phone, messenger service such as What's App and other channels is to be utilised for informal communication only and is not to be utilised for any formal decisions relating to the IQA. The content of any communication via any medium is to comply with all IQA policies in relation to Harassment, Equal Opportunity and Discrimination.
- Authorised IQA representatives may post to approved IQA social mediums. Any comments made on IQA social media channels must comply with all IQA policies in relation to Harassment, Equal Opportunity and Discrimination.
- If a person wants to raise an issue that may contravene an IQA policy, they can do so either with the CEO or Company Secretary.
- Ensure that all transactions, agreements and records that flow from relationships with the IQA's stakeholders will be accurately and openly recorded in the IQA's books and records, and no entries will be made which obscure the true nature of a transaction.
- Ensure that the IQA will market its services with integrity and accuracy.
- Ensure that personal and financial interests do not conflict with the duty to the IQA.
- Undertake no personal or business activities for personal gain while working for the IQA or while conducting business of the IQA. Such activities will not be carried out using the IQA's computers or resources without open and express permission of the CEO or Company Secretary.
- Carry out work in accordance with the IQA's policies and principles. (Refer to Risk Management Practices Policy 10.9 for specific information in relation to Board, Branch / Sub-Branch events.)
- Discuss issues where appropriate with other staff and Board members to determine whether or not a contemplated action is ethical.

Disciplinary Procedures

It should be noted that a member contravening the Code might be subject to disciplinary action.

The disciplinary procedures are contained in within Clause 12 of the Constitution of The Institute.

Kylie Fahey
IQA Chief Executive Officer
08 February 2022