

# **ELECTION CAMPAIGN CODE OF CONDUCT**

## **RIMPA GLOBAL**

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information  
Management Profession.

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## 1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
0.1	15 May 2023	Peter Williams	RIMPA Global Board	Feedback received
0.2	29 June 2023	Peter Williams	RIMPA Global Board	Further feedback
1.0	7 July 2023	Peter Williams	RIMPA Global Board	
1.1	8 August 2025	Governance and Risk Committee		Review
1.2	26 August 2025	Governance and Risk Committee		Board feedback
2.0	3 September 2025	Governance and Risk Committee	RIMPA Global Board	Approved Flying Minute 25/18

## 2 Related Polices, Procedures or Documents

NUMBER	DOCUMENT NAME	INTERNAL OR EXTERNAL
1.0	Code of Professional Conduct	External
2.0	Complaints and Grievance Policy	External
3.0	Conflict of Interest Policy	External
4.0	Privacy Policy	External
5.0	Social Media and Online Policy	External

## 3 Amendment, Modification or Variation

This Election Campaign Code of Conduct is effective from 15 May 2023 and is reviewed every two years.

This Election Campaign Code of Conduct may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

## 4 Introduction

RIMPA Global is committed to ensuring that election campaigning processes are fair and equitable for all nominees as well as respectful to our members in how campaigning is conducted.

## 5 Definitions

**Campaigning** – refers to the approved activities undertaken by a nominee during an election showcasing qualifications, achievements and skills aligned with the position.

**Conflict of Interest** - refers to a situation in which an individual or entity has competing or conflicting personal, professional, or financial interests that could potentially compromise their objectivity, judgment, or decision-making. It occurs when someone's personal or secondary interests have the potential to influence their primary duties or responsibilities in an unfair or biased manner.

**Election** - formal process in which Professional, Individual and Life members vote to select Board Directors through a democratic means.

**Nominee** - A nominee is an individual who is proposed or put forward for a particular position within the RIMPA Global structure.

## 6 Purpose

The election campaign code of conduct describes the expected behaviour of nominees and RIMPA Global members during an election campaign process. This document sets the standards for interactions, communication, and equitable conduct to ensure a safe, respectful, and inclusive election.

By adhering to this Election Campaign Code of Conduct, nominees demonstrate their commitment to a fair and ethical election process. RIMPA Global remains committed to upholding the principles of impartiality and equality, ensuring that the best interests of the company and its members are safeguarded.

If the number of eligible nominees equals the number of available positions, no campaigning or election will be held.

## 7 Guiding Principles

### 7.1 Integrity and Honesty

Nominees shall conduct approved campaigning with integrity, honesty, and transparency, ensuring all statements are accurate and truthful.

Nominees shall not use misleading or false information to gain an advantage.

### 7.2 Respect and Civility

Nominees and supporters shall maintain a respectful and professional demeanour throughout the election process, treating fellow nominees with courtesy and fairness.

Nominees will promote inclusivity and respect for diversity throughout the election process, avoiding any discriminatory or prejudiced behaviour.

All communications regarding the election shall be conducted in a civil manner, refraining from personal attacks or derogatory language.

### 7.3 Impartiality and Equality

All nominees will be provided with equal opportunities to present their qualifications and background to the members.

RIMPA Global will provide a neutral platform for nominees to share their perspectives with members, ensuring equal visibility for all.

Nominees shall not engage in activities that undermine or manipulate the fairness and integrity of the election, such as bribery, coercion, or voter intimidation.

### 7.4 Campaigning

Nominees may only engage in campaigning methods such as distributing promotional materials or engaging in active promotion of their nomination with the approval of the CEO or the Board Governance & Risk Lead (unless this role is to be elected).

Nominees shall not engage in spamming, hacking, or any other unethical activities to gain an unfair advantage.

Nominees are unable to promise or commit to changes relating to RIMPA Global policies, procedures, or additional member benefits as part of their campaigning.

#### 7.4.1 Campaigning Material

Nominees will not have access to RIMPA Global's resources, including funds, assets, or personnel, for personal campaign purposes.

RIMPA Global will provide each nominee with the same approved branded campaigning materials.

Nominees are unable to utilise non approved RIMPA Global branded official logo, trademarks, or other intellectual property for any campaigning activities.

Nominees may be asked to provide a headshot, up to 250 words relating to their background, achievements, and skills they bring to the position to be displayed on collateral during the campaign, and the ballot as their pitch for why they should be elected.

Nominees may repost or share social media posts to their own platforms in relation to the election. This must be done in accordance with the Social Media Policy.

### 7.5 Conflict of Interests

Nominees shall maintain transparency by declaring any potential conflicts of interest that may arise during or after their nomination in accordance with the Conflict of Interest Policy.

### 7.6 Confidentiality and Privacy

Nominees shall respect the privacy and confidentiality of any information obtained during the campaign process in accordance with the Privacy Policy.

Nominees shall not share or use confidential information in a manner that is illegal or could harm the reputation or privacy of individuals involved.

## 7.7 Compliance with Organisational Policies

Nominees shall familiarise themselves with RIMPA Global policies and guidelines regarding elections and campaigns.

Nominees shall comply with all rules and regulations, ensuring that their campaign activities align with the values and principles of RIMPA Global and the Code of Professional Conduct.

## 7.8 Code of Conduct Breaches

Allegations of a nominee not adhering to this code of conduct are to be reported immediately to the CEO and referred to the Grievance Committee in accordance with the Complaints and Grievance Policy.

Should the allegations be proven, through investigation, and deemed to be a breach of this Code, the nomination (and any associated votes) will be excluded from the election process, and additional penalties set out in the Constitution may also be applied.