



CODE OF PROFESSIONAL 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
1.0	26 October 2019	Petá Sweeney	RIMPA Global Board	
1.1	24 February 2024	Sunshine Craig		Review
1.2	24 February 2024	Anne Cornish		Amendments
2.0	26 February 2024	Anne Cornish	RIMPA Global Board	Flying Minute 24/3
2.01	20 May 2026	Governance and Risk Committee		Review
3.0	8 June 2026	Governance and Risk Committee	RIMPA Global Board	Flying Minute 26/10

2 Related Polices, Procedures or Documents

NUMBER	DOCUMENT NAME	INTERNAL OR EXTERNAL
1.0	Complaints and Grievance Policy	External
2.0	Constitution	External

3 Amendment, Modification or Variation

This Code of Professional Conduct is effective from 26 October 2019 and is reviewed every two years.

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

4 Purpose

Upholding ethical principles in our actions is key to maintaining our profession's integrity and credibility. The RIMPA Global core values – continuous improvement, ethical practice, innovation, nurturing, and collaboration – guide us in achieving excellence in records and information management and in meeting industry expectations, which strengthens trust from both peers and the public.

This Code of Professional Conduct sets the expectations of behaviour, standards and principles expected of all RIMPA Global members, employees, and volunteers.



5 Scope and Audience

This policy applies to, and must be adhered to by, all employees, volunteers, members, and business partners of RIMPA Global. This includes employees who are full time, part time, casual, permanent, temporary, engaged contractors, volunteers, and individuals on vocational and/or work experience.

This policy is an external policy. This policy will be published on RIMPA Global’s externally facing website.

6 Definitions

Phrase	Definition
Accessibility	The provision of reasonable adjustments, support, or accommodations to enable equitable participation in RIMPA Global activities, services, and workplaces.
Board	The Board of Directors of RIMPA Global.
Business Partner	Any external individual, contractor, consultant, supplier, sponsor, or organisation engaged by or working with RIMPA Global.
Code of Professional Conduct	The standards of ethical behaviour, conduct, and professional responsibilities expected.
Company	Records and Information Management Practitioners Alliance Global (RIMPA Global).
Complaint	A concern or information complaint which refers to any accusation or allegation.

Phrase	Definition
Confidential Information	Information that is not publicly available and that, if disclosed, could harm RIMPA Global, its members, employees, or stakeholders. This includes financial information, member data, internal documents, strategic plans, and commercial information.
Conflict of Interest (COI)	A situation where personal, financial, or other interests could improperly influence, or appear to influence, a person's professional duties or decision making.
Director	A person elected or appointed to the Board of RIMPA Global in accordance with the Constitution.
Discrimination	Unfair or unfavourable treatment of a person or group based on attributes protected under applicable legislation.
Employee	A person formally employed by RIMPA Global.
Harassment	Unwelcome behaviour that intimidates, humiliates, offends, or creates a hostile environment for another person.
Integrity	Acting honestly, ethically, responsibly, and consistently in professional conduct and decision making.
Member	A person who has a specific membership with RIMPA Global, whose name appears on the register of members.
Membership	The status of being formally admitted as a member of RIMPA Global in accordance with the Constitution and Membership Policy.
Personal Information	Information or an opinion, whether true or not and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable, as defined in the Privacy Act 1988 (Cth).
Professional Development	Activities undertaken to maintain, improve, or expand professional knowledge, skills, and competencies.
RIMPA Global	Records and Information Management Practitioners Alliance Global.
Sensitive Information	A sub-category of personal information and includes details about race, ethnicity, political affiliations, membership of professional trades and associations and other attributes described in <i>Privacy Act 1988</i> (Cth).
Stakeholder	Any individual or organisation that has an interest in, or is affected by, RIMPA Global's activities, including members, employees, volunteers, partners, regulators, and sponsors.
Volunteer	Person who provides goods or services to RIMPA Global without being paid.
Workplace Behaviour	The expected standard of respectful, ethical, lawful, and professional conduct demonstrated in all work related interactions and activities.

7 The Code

All RIMPA Global members, employees, and volunteers are expected to demonstrate the following behaviour, standards, and principles in their professional activities and in all RIMPA Global activities, events, and representations of RIMPA Global.

7.1 Accountability

- **Ownership:** Accept accountability and responsibility for their actions and making informed and fair decisions
- **Approach:** Demonstrate professionalism, initiative, be constructive and implement creative solutions to challenges
- **Support:** Encourage and promote adherence to this code, and alignment with the RIMPA Global Strategic Goals, within the professional community.

7.2 Professional Competence and Development

- **Maintain competence:** Perform services only in areas where they are competent and keep professional knowledge and skills current
- **Continuous development:** Undertake ongoing professional development, including staying abreast of emerging technologies and contemporary methodologies
- **Innovation and responsible practice:** Embrace innovation to improve service delivery while applying new methods ethically and responsibly
- **Mentoring and knowledge sharing:** Support and mentor emerging practitioners and contribute to knowledge exchange.

7.3 Respect, Inclusion and Professional Relationships

- **Respect and dignity:** Treat colleagues, clients, and stakeholders with respect and dignity
- **Equity and inclusion:** Promote an inclusive environment free from discrimination, harassment, and bias
- **Constructive collaboration:** Work collaboratively, engage in open honest communication, and resolve conflicts constructively
- **Accessibility:** Provide reasonable adjustments to enable participation in RIMPA Global activities.

7.4 Integrity, Confidentiality and Legal Obligations

- **Honesty and transparency:** Act with honesty, integrity, and transparency in professional duties, ensuring professional judgment is not compromised by bias or personal interest
- **Compliance:** Comply with all applicable laws, regulations and RIMPA Global policies.
- **Conflicts of interest (COI):** Avoid COI; disclose actual or potential conflicts promptly in line with the RIMPA Global COI Policy

- **Confidentiality:** Respect confidentiality of information acquired in professional activities and only disclose confidential information with proper authority or when required by law
- **Report unethical behaviour:** Take appropriate action to prevent or report suspected unethical conduct in line with the Complaints and Grievance Policy.

8 Breach of the Code of Professional Conduct

Any breach of this Code of Professional Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment (for employees) or changed working arrangements, cancellation of membership, removal of certifications, or the cessation of any contract, volunteer role or engagement. This code reflects our commitment to upholding the dignity and integrity of our profession and ensuring public trust in the RIMPA Global network.

Potential or suspected breaches of the Code of Professional Conduct should be reported in line with the Complaints and Grievance Policy. All reports will be reviewed, investigated and managed in accordance with this Policy and the RIMPA Global Constitution. These documents are accessible via the RIMPA Global website.