

RIMPA Member Code of Conduct

Records and Information Management Professionals Australasia (RIMPA) members display the highest standards of professional conduct and ethical behaviour. This Member Code of Conduct (Code) describes the behaviours expected from all members and representative of RIMPA, who are bound by the RIMPA Constitution.

Members and representatives of RIMPA will:

Support the objectives of RIMPA

- Use specialist knowledge and skills to educate on best practice for records and information management
- Support good governance and the management of information as a valuable asset. Promote the benefits of records and information management principles
- Exercise a balanced, objective and impartial view when making decisions
- Ensure all actions, statements and opinions based on personal viewpoint are clearly distinguished from RIMPA
- Refrain from engaging in any untrue, inaccurate, exaggerated or misleading statements or claims
- Maintain a professional standard that enhances the profession's image.

Comply with all relevant laws and obligations in their jurisdiction

- Ensure privacy and confidentiality of personal information in accordance with privacy laws
- Acknowledge, protect and respect all intellectual property of RIMPA and members
- Do not misuse position, authority or information in your care for personal advantage
- Not knowingly undertake unethical or illegal conduct, including the illegal destruction or tampering of records
- Respect the diversity, individuality and equality of all people
- Ensure RIMPA and other members are treated fairly, with courtesy and respect. Refrain from bullying, harassment or discrimination.

Maintain and encourage the highest standards of ethical behaviour

- Advise their employer/client if an act may cause them to breach a law, or act in a manner contrary to this Member Code of Conduct
- Carry out all professional decisions, actions and knowledge sharing with the utmost honesty and integrity supporting the legal, ethical and moral use of information
- Report illegal or unethical practices
- Represent their professional status and qualifications truthfully and accurately and accept responsibility for maintaining professional status
- Maintain the trust of their employer, clients or stakeholders
- Encourage and advocate for open and free debate about topics relevant to RIMPA
- Accept only such work as they believe they are competent to perform or able to gain competency in.

Engage in continual professional development

- Ensure knowledge, skills and technical competencies are current
- Keep informed of new technologies, practices and standards to competently provide specialist skills and advice to others.

The RIMPA Board may review, suspend or revoke membership from RIMPA, if any individual or organisation is found to be in violation of this Member Code of Conduct.

DOCUMENT CONTROL

Version: 1.0

Date: October 2019

Author(s): Peta Sweeney

Approval: RIMPA Board

AMENDMENT, MODIFICATION OR VARIATION

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

This Member Code of Conduct may be amended, varied or modified by the RIMPA Board.