



CODE OF PROFESSIONAL CONDUCT

1. The Records and Information Management Professionals Australasia (RIMPA) requires its members to observe the highest standards of professional conduct and ethical behavior. This *Code of Professional Conduct* (the Code) sets out the appropriate standard of professional conduct expected from all Members.
2. The conduct of each individual member reflects upon the records and information management profession and upon the RIMPA's membership as a whole. By maintaining the standards set out in the Code members enhance their own standing as records and information management professionals and increase public confidence in the profession and the RIMPA.
3. The Code should be read in conjunction with the RIMPA *Statement of Ethical Practice*.
4. Members shall:
 - 4.1. Uphold the objectives of the RIMPA and abide by its Constitution, By-Laws and policies.
 - 4.2. Adhere to all applicable laws, regulations and common law obligations in their respective jurisdictions.
 - 4.3. Observe the highest standards of professional conduct and ethical behavior (see also the *Statement of Ethical Practice*) so as to enhance the reputation of the RIMPA and the wider records and information management profession.
 - 4.4. Exercise complete probity, honesty and integrity in carrying out their duties and responsibilities.
 - 4.5. Exercise due care and diligence in performing their duties and ensure the currency of their knowledge, skills and technical competencies.
 - 4.6. Safeguard the interests of their employers or clients provided members are not knowingly party to any illegal or unethical activity.
5. Members shall not:
 - 5.1. Undertake any conduct or action in their professional role contrary to the Code or the RIMPA *Statement of Ethical Practice*, or which may detract from name or image of the RIMPA and the wider recordkeeping and information management profession.
6. Members acknowledge that the Code is to be adhered to both in spirit and to the letter, so that members' conduct is governed by the highest standards of professionalism and ethical behaviour.
7. The RIMPA also requires that all employees meet these high standards.
8. The RIMPA does not place emphasis on enforcement but the Code, in conjunction with the *Statement of Ethical Practice*, is used to assist the RIMPA Board of Directors and CEO to identify dissonant situations or behaviour in accordance with relevant RIMPA By-Laws or policies.
9. The RIMPA Board of Directors retains the right to review, rebuke, bar from membership or to expel from the RIMPA any individual or organisation who has been found to be in violation of the Code, through action or intent.
10. This By-Law was approved by the RIMPA National Board in 2010.