

Code of Conduct

of the Institute of Instrumentation, Control & Automation Australia (IICA)

1. Purpose

IICA is committed to maintaining a professional, ethical, safe, and inclusive environment.

This Code defines expected standards of behaviour and supports compliance with Australian laws and regulatory obligations.

2. Legislative Framework

This Code operates alongside applicable Australian legislation, including but not limited to:

- Fair Work Act 2009
- Work Health and Safety (WHS) legislation (State/Territory-based)
- Privacy Act 1988 (including Australian Privacy Principles)
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Corporations Act 2001 (where relevant)
- Australian Consumer Law
- Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019

Breaches of this Code may also constitute breaches of law.

3. Scope

This Code applies to:

- Staff
- Members
- Corporate Industrial Partners (CIPs)
- Committee Members and Directors
- Volunteers
- Contractors and service providers
- All participants in IICA events, programs, and digital platforms

4. Core Principles

4.1 Integrity

- Act honestly, transparently, and ethically
- Avoid and disclose conflicts of interest
- Ensure accuracy in representations

4.2 Professionalism

- Maintain competence and professional standards
- Act within expertise
- Uphold the reputation of IICA

4.3 Respect, Equity & Inclusion

- Treat all individuals with dignity and fairness
- Comply with anti-discrimination laws
- Prohibit harassment, bullying, and victimisation

4.4 Safety (WHS)

All participants must:

- Take reasonable care for health and safety
- Comply with WHS obligations applicable to their role
- Report hazards, incidents, and unsafe practices

Officers (e.g. Board/Committee) must exercise due diligence under WHS law.

4.5 Accountability & Compliance

- Comply with all applicable laws and IICA policies
- Cooperate with investigations and audits

5. Expected Behaviour

5.1 General Conduct

Participants must:

- Behave respectfully and professionally
- Communicate appropriately (including online)
- Protect confidential and personal information
- Use IICA resources responsibly

5.2 Professional Practice

- Maintain continuing professional development (CPD)
- Exercise sound technical and ethical judgment
- Report unsafe or unethical behaviour

5.3 Digital & Cyber Conduct

- Use systems securely and responsibly
- Protect data from cyber risks
- Avoid inappropriate social media conduct that may harm IICA

6. Unacceptable Conduct

Prohibited behaviours include:

- Harassment, discrimination, or bullying
- Sexual harassment or inappropriate conduct
- Fraud, corruption, or dishonesty
- Undisclosed conflicts of interest
- Misuse of authority
- Breach of confidentiality or privacy
- Unsafe conduct or WHS breaches
- Retaliation against complainants or whistleblowers

7. Conflicts of Interest

All individuals must:

- Declare actual, potential, or perceived conflicts
- Avoid participating in decisions where conflicts exist
- Record conflicts in relevant registers

8. Privacy & Data Protection

All parties must:

- Comply with the Privacy Act 1988 and Australian Privacy Principles
- Protect personal and sensitive information
- Report data breaches promptly in accordance with law
- Only use information for authorised purposes

9. Whistleblower Protection

IICA is committed to lawful whistleblower protections.

- Eligible disclosures may be made under the Whistleblower Policy
- Reports may be made confidentially or anonymously
- Whistleblowers are protected from retaliation

10. Reporting Misconduct

10.1 Reporting Channels

Concerns may be reported via:

- General Manager
- President or Board
- Approved confidential reporting channels

10.2 External Reporting

Where appropriate, matters may be reported to:

- Regulatory authorities
- Law enforcement agencies

11. Complaints Handling & Investigations

All matters will be handled in accordance with procedural fairness:

- Right to be heard
- Impartial decision-making
- Evidence-based findings
- Confidentiality maintained where possible

Investigations will follow documented procedures.

12. Protection from Retaliation

IICA strictly prohibits retaliation against any person who:

- Reports a concern in good faith
- Assists in an investigation

13. Disciplinary Actions

Non-compliance may result in:

- Warnings or corrective action
- Removal from events or roles
- Suspension or termination of membership
- Termination of employment or contract
- Referral to regulators or authorities

14. Governance Responsibilities

14.1 Officers and Committee Members

Must:

- Act with care and diligence
- Act in good faith and in the best interests of IICA
- Avoid improper use of position or information

14.2 Financial Integrity

- Maintain accurate records
- Prevent fraud and misuse of funds

15. Child Safety (if applicable)

Where activities involve young persons:

- Provide a safe environment
- Comply with child protection laws
- Report concerns as required

16. Compliance & Supporting Policies

This Code is supported by:

- WHS Policy
- Privacy Policy
- Whistleblower Policy
- Complaints & Grievance Procedure
- IT / Cybersecurity Policy
- Child Safety Policy (if applicable)

17. Continuous Improvement

IICA will:

- Regularly review this Code
- Update in response to legal or organisational changes
- Promote awareness and training

18. Acknowledgement

All persons covered by this Code must:

- Read and understand it
- Comply with its requirements
- Acknowledge it as a condition of participation