



# THE ROYAL AERONAUTICAL SOCIETY NEW ZEALAND DIVISION

## CODES OF CONDUCT

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## CODES OF CONDUCT

### Introduction

The Codes of Conduct are the versions in force at the date of adoption of the Society's By-Laws. The Codes of Conduct for members of the New Zealand Division and Branch Members of the Royal Aeronautical Society set out the behaviours, highest ethical and professional standards that both sets of members are expected to uphold. The Codes also recognize that there are members who are part of other professional/regulatory bodies that adopt their respective Codes of Professional Conduct, which they are expected to adhere to – however, it is that all members comply with these Codes. The Codes of Conduct may be adjusted from time-to-time by the Division Council under Article 5.1 of the Constitution. Breaches of the Codes will be investigated by the Council and appropriate action taken.

### **PART A: Code of Conduct for members of the Royal Aeronautical Society New Zealand Division and Branch Members**

As a professional society the New Zealand Division and Branch members are required to adhere to the following framework of ethics and guiding principles. Upon joining and annual membership renewal, members must commit to following:

1. Selflessness – Act solely in the interests of the Division.
2. Integrity – Avoid placing themselves under any obligation to people or organizations that might try to inappropriately influence them in their work – members should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests or relationships.
3. Objectivity – act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability – Be accountable for their decisions and actions, and must submit themselves to scrutiny if necessary to ensure this.
5. Openness – Act and take decisions in an open and transparent manner. Information should not be withheld unless there are clear and lawful reasons for so doing.
6. Honesty – Be truthful.
7. Leadership – Exhibit these principles in their own behaviour and should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Beyond these principles, all members of the Division and Branches are also expected to:

8. Inclusive Behaviour – Use of language and behaviour that promotes inclusivity and avoids stereotypes, derogatory remarks, or unwanted actions. Create a welcoming atmosphere where all individuals feel valued and accepted.
9. Respect for All – Treat everyone with dignity and respect. Recognize and appreciate the diverse perspectives, experience, and backgrounds that each person brings to the table.

Beyond these principles, all members of the Division and Branches are also expected to:

10. Adhere to the provisions of the Constitution, and Rules of the Division and any regulations made under them and so conduct themselves as to uphold the reputation, standing and dignity of the Division and all of its members;
11. Treat all persons fairly and with respect; encouraging diversity and inclusivity.
12. Treat with courtesy and behave in a reasonable manner, in all forms of communications, to all Division officers, employees, fellow members and their guests, and associated personnel concerned with the business of the Division or attending any gathering or event of the Division or Branch.
13. Pay membership dues as prescribed by the Constitution.
14. Accept that no member may speak for the Division, or make any commitments on its behalf, without the authority of the Council.
15. Reject bribery and all forms of corrupt behaviour and make positive efforts to ensure others do likewise.
16. Notify Council if they have had membership of another professional body terminated as a result of disciplinary procedure.
17. Given the security environment in which we operate, accept the need for security governance, and take a security-minded approach to all aspects of professional activity in the areas of cyber and physical security.

#### **PART B: Codes of Professional Conduct of the Division and Branches**

Those members who are professionals of other regulated professional bodies are to adhere to their respective Codes of Professional Conduct: in addition, Division members are expected to adhere to the following:

- B1. Act with due skill, care and diligence, and with proper regard for professional standards
- B2. Prevent avoidable danger to health and safety.
- B3. Act in accordance with the principles of sustainability and prevent avoidable adverse impact on the environment, and society.
- B4. Maintain their competence, record their CPD and be open to scrutiny as required, undertake only professional tasks for which they are competent, and disclose relevant limitations of competence.
- B5. Accept appropriate responsibility for work carried out under their supervision.
- B6. Encourage others to advance their learning and competence.
- B7. Observe the proper duties of confidentiality owed to the appropriate parties.
- B8. Assess relevant risks, respond and communicate these appropriately.

B9. Assess relevant liability and if appropriate hold professional indemnity insurance.

B10. Notify the Council if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director.

B11. Notify the Division of any significant violation of the Division's Code of Professional Conduct by another member.

B12. In jurisdictions where this is supported by law, raise a concern about danger, risk, malpractice or wrongdoing that affects others ('blow the whistle'), and support a colleague or any other person to whom you have a duty of care who in good faith raises any such concern.