

# **Griffith University Medicine Society Executive Committee – Standard of Conduct**

This policy applies to all Executive members of Griffith University Medicine Society (GUMS) and provides the framework of principles for conducting business, interacting with other Executive members, clients and/or suppliers. This standard does not replace the GUMS Constitution and if any part of it is in conflict, then the GUMS Constitution takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and other Executive members
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other Executive members, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to the President, any interest which may constitute a conflict of interest
- Promote the interests of Griffith University Medicine Society
- Perform duties with skill, honesty, care and diligence
- Any Executive member, who in good faith, raises a complaint or discloses an alleged breach of the Standard, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be made to the President who will investigate this matter with the other Core Executive members within a timely and confidential manner. If the investigation from the Core Executive is deemed to require the attention of the full executive committee, then a full executive meeting will be called.

## **Private / Personal Use of Social Media**

All Executive members of GUMS must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to GUMS or its Executive members; or other Griffith University societies.
- is defamatory or could adversely affect the image, reputation, viability or profitability of GUMS, or its Executive members, or other Griffith University societies, and/or

- contains any form of Confidential Information relating to GUMS, or its Executive members, business partners or suppliers.

All Executive members of GUMS must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of position or membership.

GUMS expects co-operation from all Executive members in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Should an Executive member have doubts about any aspect of the Standard of Conduct, they should seek clarification from the President.