

○ AHA CODE OF CONDUCT

PREAMBLE

The Code of Conduct is an attachment to the AHA constitution. It covers all employees, appointees and members of the AHA and underlines their professional conduct when acting for or on behalf of the AHA.

The Code does not detract from the academic freedom of members. AHA members are encouraged to contribute to debate on issues affecting the profession.

The purpose of the code is educative and declarative.

1. WORKING WITHIN THE LAW

AHA members will work within the frameworks of law when acting for or on behalf of the AHA. If entrusted with special functions they will make themselves aware of the laws of the States and Commonwealth that affect the conduct of such functions.

2. WORKING WITH AHA RESOURCES

AHA members entrusted with AHA resources will:

- ensure that the resources are managed effectively, efficiently and used for legitimate AHA purposes.
- secure AHA resources against theft or misuse.

AHA members will obtain AHA approval to use AHA resources for work not directly related to AHA purposes.

3. WORKING WITHIN AHA GOALS AND OBJECTIVES

AHA members will participate in public debates and express opinions about issues and ideas related to the concerns of the AHA in accordance with the principles of the AHA set out in its constitution if acting for or on behalf of the AHA.

4. WORKING WITH INTEGRITY

AHA members will treat members of the public and other AHA members honestly and fairly, and with proper regard for their rights and obligations, when acting for or on behalf of the AHA. They will:

- avoid patronage or favouritism
- protect the privacy of others
- maintain appropriate confidentiality
- deal with differing opinion by rational debate rather than by vilification, coercion, bullying or any form of intimidatory behaviour

- declare potential conflicts of interest between their private and/or financial interests and AHA responsibilities
- declare their relationship when participating in decisions affecting another person with whom they have a personal relationship
- be honest impartial and conscientious when carrying out their duties or functions for the AHA
- observe procedural fairness (natural justice) in all decision making
- inform the AHA of any offer of gift or benefit for duties or functions carried out as an AHA member

5. WORKING WITH DILIGENCE

AHA members entrusted with special duties or functions will perform these to the best of their ability and carry them out in a professional manner. They will:

- seek to achieve high standards in administration and service to the history community
- actively consider the health and safety of themselves and other when carrying out AHA duties
- act honestly and in good faith