



Australian
Medical Council Limited

Policy

Code of Conduct

February 2025

| | | |
|-----------|---|----------|
| 1 | Introduction | 1 |
| 2 | AMC Values | 1 |
| 3 | The Code’s Purpose | 1 |
| 4 | Application | 2 |
| 5 | Expected Standards of Conduct | 2 |
| 6 | Reporting a breach of the Code | 6 |
| 7 | Responding to a potential breach of the Code | 6 |
| 8 | Outcome of investigation | 6 |
| 9 | Definitions | 6 |
| 10 | Review | 7 |
| 11 | Authority | 7 |

1 Introduction

The Australian Medical Council Limited (AMC) is an independent national standards body for medical education and assessment. Its purpose is to ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

Further detail on the AMC's governance, operations and activities can be found on its website and in the annual reports accessible through the website (www.amc.org.au).

2 AMC Values

The AMC is committed to providing a work environment that observes the highest standards of ethical conduct, lawful behaviour, health and safety practices and demonstrates the Values in all our business activities.

The AMC Code provides an overview of our Values, and the standards of conduct and behaviour expected of a person engaged by or representing the AMC.

Our Values:



Innovation



Cultural Safety



Striving for excellence



Openness and
Accountability



Integrity



Collaboration

3 The Code's Purpose

The purpose of the AMC Code of Conduct ('Code') is to describe the standards of behaviour and conduct expected from all person's engaged by and/or representing the AMC.

The AMC expects all persons representing the AMC to observe and comply with the standards set out in this Code. Non-compliance may result in disciplinary action up to and including the termination of employment or contract for services.

Where relevant, this Code operates in conjunction with a contract of employment or contract for services and the AMC policies. The Code does not form part of an individual's contract of employment or contract for services.

The obligations outlined in this Code do not replace, limit, or modify obligations applicable by law.

4 Application

The Code applies to all persons engaged by and/or representing the AMC, collectively referred to in this Policy as ‘people working at or with the AMC.’

People working at or with the AMC include:

- Employees;
- Directors;
- members of the AMC committees, subcommittees, working groups or other groups;
- people contributing to the development and delivery of AMC assessments, including, examiners, item writers, simulated patients, exam marshals, invigilators;
- people contributing to AMC accreditation activities, including AMC accreditation team members, and reviewers;
- people contributing to AMC strategic projects and research;
- contractors/consultants;
- volunteers; and
- any other person representing the AMC in any capacity.

The Code applies during and, as applicable, outside business hours, and at all AMC work sites. This includes when working from home or remotely, attending a work function including conferences, training and other events. It also applies to personal activities (including the use of communication devices and social media outside of business hours) to the extent this impacts the workplace or working relationships.

People working at or with the AMC will be provided with a copy of this Code when offered an appointment by/contract with the AMC.

5 Expected Standards of Conduct

A person working at or with the AMC is expected to conduct themselves in a professional manner and demonstrate the highest standards of ethics, integrity, and behaviour during their employment or engagement with the AMC. This Code provides an overview of the AMC’s values (**Values**) and how individuals must conduct themselves in support of the AMC’s vision, purpose, and Values.

Any person working at or with the AMC is expected to comply with the standards of conduct set out below.

5.1.1 Demonstrate the Values of the AMC at all times:

- Innovation
- Cultural safety
- Striving for excellence
- Openness and accountability
- Integrity
- Collaboration

5.1.2 Ensure all actions, behaviours and conduct align with and support the AMC in delivering on its purpose:

ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

- 5.1.3 Act in the best interests of the AMC.
- 5.1.4 Act honestly, responsibly, ethically and with integrity.
- 5.1.5 Comply with all laws, policies, procedures, regulations, and contract of employment / services.
- 5.1.6 Comply with any lawful and reasonable direction given by the AMC.
- 5.1.7 Observe health and safety policies and obligations and take reasonable care to ensure the health, safety and wellbeing of both you and others.
- 5.1.8 Act in a manner that is consistent with creating a safe (including a psychologically safe) working environment, which includes contributing to the identification and mitigation or removal of risks.
- 5.1.9 Treat others with fairness, dignity and respect:
 - Respect individual differences, and encourage diversity in the workplace, including diversity of thought.
 - Communicate respectfully and in a way that welcomes diversity of views, verbally and in writing.
 - Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment, or to be intimidated.
- 5.1.10 Act in a manner which is free from bullying, harassment, sexual harassment, sex-based harassment, gender-based harassment, racism and discrimination (refer to definitions clause 9), and/or report all interactions which involve this conduct. The AMC takes a 'zero tolerance' approach to bullying, sex-discrimination, sexual harassment, sex-based harassment, gender-based harassment, racism and discrimination or any other conduct that creates a hostile workplace environment or victimisation in the workplace.
- 5.1.11 Recognise and manage any biases and personal interests:
 - Declare any actual, potential, or perceived conflict of interest and act in accordance with the relevant policy for managing conflicts of interest.
 - Do not solicit or accept any gift or benefit in connection with AMC work that might compromise or be seen to compromise your integrity or the AMC's reputation.
 - Do not promote, or use your AMC role in connection with, non-AMC work or activities that might compromise or be seen to compromise your integrity in AMC work or the AMC's reputation.
- 5.1.12 Do not engage in bribery, corruption, or fraud, nor act for an improper or ulterior purpose to the detriment (whether perceived or actual) of the AMC.
- 5.1.13 Avoid participating in private activities where such activities may bring disrepute upon the AMC and may possibly call into question your fitness for continued employment or provision of services.
- 5.1.14 Perform your duties competently, diligently, impartially, and conscientiously.
- 5.1.15 Be honest and truthful in all communications and dealings with others in the workplace; do not mislead by omission and /or make false declarations, and/or present information in a manner that enables a misleading view of the situation to be formed. This includes failure to comply with reporting requirements and falsifying records and other documents.

- 5.1.16 Respect the AMC's ownership of all its property including but not limited to funds, equipment, supplies, books, records, and confidential information (however described).
- 5.1.17 Maintain the confidentiality of all confidential information, records or other materials acquired during and post the employment or engagement with the AMC.
- 5.1.18 Do not use the AMC's intellectual property for personal use or other unauthorised purpose. This includes, but is not limited to, the AMC's trademark, copyright, and any patents.
- 5.1.19 Exercise caution and care with any documents, material, or devices containing confidential or potentially confidential information by complying with the AMC's Privacy Policy which sets out how the AMC collects and uses personal information from people with whom it interacts.
- 5.1.20 Do not make any unauthorised statements to the media about the AMC's business (requests for media statements should be referred to the AMC Communications Manager, with formal requests escalated to the CEO).
- 5.1.21 Refrain from taking or using photographs of participants at AMC activities/events without the AMC's and participants' prior consent.
- 5.1.22 Be punctual, reliable and fit for work.
- Never report for work where you could be under the influence of illicit drugs or alcohol.
 - If you are taking prescription medication, and there are side effects that affect your ability to work, you must inform the AMC Manager responsible for the work area. You may be required to produce medical evidence to prove your medication does not affect your capacity to perform your duties.
- 5.1.23 Demonstrate respect and professionalism at all times, including:
- Presenting in a neat and tidy manner when representing the AMC.
 - Do not demonstrate aggressive behaviour in the workplace.
 - Do not use inappropriate language in the workplace.
- 5.1.24 Comply with AMC's email and internet usage policies including by not downloading, displaying, retrieving, and transmitting of offensive and/or inappropriate material or messages in the workplace by any means. People working at or with the AMC should be aware that in some instances this may also apply to your own personal use of social media outside of work.
- 5.1.25 Call out behaviour that does not align with this Code, and / or the AMC's workplace policies and the AMC's commitment to a respectful, fair and inclusive workplace.

5.2 Act in a Culturally Safe manner

Any person working at or with the AMC is expected to:

- Respect, promote and protect the rights, cultures, and traditions of Aboriginal and/or Torres Strait Islander and Māori Peoples and Culture.
- understand that materials and/or discussions may trigger trauma.
- respect truth telling activities and processes that recognise and engage with Australia's history and its ongoing legacy for Aboriginal and/or Torres Strait Islander and Māori Peoples.
- acknowledge Country, respect Welcome to Country ceremonies.
- engage appropriately with Aboriginal and/or Torres Strait and Māori communities.
- respect the use of culturally safe spaces by Aboriginal and/or Torres Strait Islander and Māori Peoples.
- respect the intellectual property of Aboriginal and/or Torres Strait Islander and Māori Peoples that may be used or shared at meetings, including ways of doing, being and thinking.

6 Reporting a breach of the Code

All people working at or with the AMC are encouraged to speak up if they experience or observe conduct that is, or might be, contrary to this Code, even if they are not sure there's been a breach.

Any known or suspected breaches should be reported to an AMC manager or the chair of the relevant committee, group, assessment or accreditation team. Where the AMC manager or chair may be conflicted, the matter should be deferred to another AMC manager or the People and Culture Team as soon as possible.

7 Responding to a potential breach of the Code

Where a complaint or allegation is made to the AMC that a person is alleged to have breached the Code, the manager to whom the allegation was reported will determine, in discussion with People and Culture, the most appropriate action to take.

Where it is determined that a formal investigation should be conducted, the AMC will appoint a person with appropriate experience to investigate the alleged breach (**Investigator**). The Investigator will usually be an AMC manager or may be an external person engaged by the AMC to conduct the investigation. Allegations that require an investigation are reported to the CEO. The Investigator must be, and appear to be, independent and unbiased.

The Investigator may speak to, and obtain information from, the complainant, the person alleged to have breached the Code and any other parties who may be able to assist in clarifying or confirming any relevant factual matters.

The investigation will be conducted in a manner that is consistent with the principles of procedural fairness.

Any person involved in the investigation must maintain confidentiality, including the individual who lodges the complaint.

8 Outcome of investigation

Where an investigation concludes, on the balance of probabilities, that an individual has breached the Code, the AMC will take appropriate disciplinary action to address the breach. Disciplinary action taken will depend on the severity of the breach of the Code and may result in termination of employment / contract or other relationship between the person and the AMC.

Termination may include summary dismissal.

9 Definitions

Zero tolerance means there will be action and consequences that are appropriate and proportionate considering an offender's behaviour and the impact of their actions.

Unreasonable behaviour refers to behaviour (whether intentional or not) that a reasonable person, having regard to the circumstances, would see as unreasonable, including behaviour that a reasonable person might expect would humiliate, intimidate, offend, degrade, insult, undermine or threaten a person, whether in private or in front of others, or by other means (such as social media). It may include physical or psychological behaviour.

Racism is the process by which systems and policies, attitudes and actions create inequitable opportunities and outcomes for people based on race (whether individual or institutional).

Discrimination is treating an employee less favourably than others in the workplace who are in the same or similar circumstances. Discrimination can be direct or indirect.

Harassment is unwanted behaviour that offends, humiliates, or intimidates a person, and targets them based on a characteristic such as their sex, gender, age, or ethnicity.

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, or they intend to lodge a workplace complaint.

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Bullying can be direct or indirect.

Sexual harassment occurs when a person is subjected to any unwanted or uninvited sexual behaviour that is offensive, intimidating or humiliating.

Sex-based and gender-based harassment is any unwelcome conduct of a demeaning nature because of a person's sex and/or gender or sexual orientation, in circumstances which a reasonable person would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated. The term 'sex' refers to a person's biological characteristics and the term 'gender' refers to how a person identifies or expresses their feminine or masculine characteristics.

10 Review

The Code of Conduct will be reviewed at least every three-years.

11 Authority

Approved by Philip Pigou, CEO