

ALPMA Code of Conduct

All members, associates, affiliates and partners (including sponsors) (**Parties**) of the Australasian Legal Practice Management Association are required to comply with the Association's Code of Professional Ethics and Conduct. All Parties are expected to observe the highest standards of ethical behaviour both within their employer firms, organisations and the wider business community generally. This code will be the basis by which all Parties conduct may be reviewed. ALPMA has a zero tolerance for any harassment (including sexual harassment) at all times.

Integrity

All Parties are obliged to avoid any activities that may damage their professional reputation and integrity. For example, engaging in activities where a conflict of interest is present, the acceptance of offers of hospitality or gifts that may compromise impartiality, engaging in or condoning dishonesty or convicted of an indictable offence or discriminatory employment practices.

Competence

All Parties will ensure they maintain appropriate levels of professional competence and enhance existing skills through ongoing professional education and training to ensure the diligent and competent completion of responsible tasks. Professional Responsibility.

All Parties will exercise reasonable diligence in gathering business data and information from internal and external sources and ensure that any reporting of information is done objectively in a manner which facilitates informed decision making.

Confidentiality

No Party will disclose any confidential information acquired by way of conversation, whilst attending an ALPMA function, seminar or event except when legally obliged to do so. This restriction continues to apply whether or not membership or sponsorship is maintained or renewed.

Unethical Behaviour

Complaints relating to unethical practices and behaviour of other Parties must be in writing and addressed to the Chairperson of the Governance, Risk and Nominations Committee (GRNC). The GRNC will act on all complaints as per ALPMAs [Complaint Policy](#).

The ALPMA Board has the authority to if it considers such action justifiable in the circumstances:



- 1) suspend or cancel the membership of any member, associate or affiliates;
- 2) suspend or cancel any partnership or sponsorship agreements; or
- 3) refuse attendance at any future events for any party.

In the event the ALPMA Board suspends or cancels a membership/partnership, the portion of unused subscription/partnership fee may not be refunded.