# Code of Professional Conduct and Ethics Policy

## *Certification Body*

***Please support our commitment to sustainability and do not print this document unless it is necessary to do so.***

| Policy Reminders | |
|---|---|
| **Purpose** | The purpose of this policy is to ensure that all persons in relation to services carried out on behalf of IPMA-Australia CB and its related companies maintain the highest level of professional conduct and ethical practices. |

| General | |
|---|---|
| **Information** | |
| **Questions** | Any questions about the use or content of this document should be addressed to IPMA-Australia CB at: enquiries@IPMA-Australia.com |
| **IPMA-Australia and New Zealand** | IPMA-Australia is the Member Association (MA) and Certification Body (CB) for all matters relating to IPMA Certification, including the application, assessment, and award of certificates to candidates, as well as the maintenance of the IPMA 4 Level Certification System within the country. It is regulated by IPMA's CVMB through IPMA validation, in accordance with the IPMA ICR. |
| **Downloads** | All of the referenced files can be downloaded here: IPMA-Australia CB |
| **Policy Review** | This policy and the arrangements for its implementation will be reviewed by the Head of CB and/or Operations Manager in conjunction with staff on an annual basis.<br><br>Interim reviews will be carried out by IPMA-Australia CB if any adverse effects, issues, or change control actions are identified through ongoing quality assurance or monitoring. For further information please see IPMA-Australia-CB-Change-Control-Policy. |
| **Acknowledgment of Country** | In our continuing commitment to Reconciliation, we recognise & acknowledge Aboriginal and Torres Strait Islander people's spiritual and cultural connection to Country.<br><br>We also would like to acknowledge the First Peoples and Traditional Owners and custodians of the Country throughout the lands & waterways across the Australian continent.<br><br>We pay our respects to their Elders, past, present, and emerging. |

© Academy4 International 2025. All Rights Reserved

## Foreword

"We specialise in the development and delivery of project and programme management functions in organisations. We can identify, facilitate and deliver business change using our professional partner network. We engage nationally and internationally in delivering complex projects and programmes in various portfolio environments successfully. We are here because we believe that as we grow from strength to strength - the right people with the right skills and relevant experience need to be shared."

Joseph F S Alba, CB Director

# Table of Contents

Foreword ..... 2
Applicable to: ..... 3
Professional Conduct: ..... 3
Project Owners and Stakeholders: ..... 4
Employees and Co-workers: ..... 5
Social and Local Communities: ..... 5
Sustainability: ..... 6
Version Control ..... **Error! Bookmark not defined.**

© Academy4 International 2025. All Rights Reserved 

## Applicable to:

IPMA-Australia CB's Code of Professional Conduct and Ethics consists of rules that apply to everyone involved in the certification process, which includes

a. anyone working for or within IPMA-Australia, either as paid staff or on a volunteer basis.
b. anyone working for IPMA-Australia who has adopted the IPMA Code of Ethics and Professional Conduct.
c. anyone working with IPMA-Australia and a Global Customer, either contracted or for one-time business.
d. anyone applying for certification i.e. applicant/candidate of the IPMA 4-L-C.

Any breaches of this Code should be reported to enquiries@IPMA-Australia.com

## Professional Conduct:

IPMA-Australia CB's integrity is vital in the sustainability of professional practice through reputation.

IPMA-Australia CB will

a. where possible, avoid real or potential conflicts of interest and disclose them to the relevant parties when they do exist.
b. act impartially in relation to its applicants, candidates and certified individuals.
c. reject all forms of bribery.
d. not participate in projects, programmes or project portfolios which cannot succeed without compromising this code.
e. strive to continuously review and improve professional competences.
f. be truthful and honest in any bidding procedures and expect the same from its business partners, clients and candidates.
g. report accurate and truthful forecast and results.
h. honour contractual obligations and deliver results accordingly.

© Academy4 International 2025. All Rights Reserved

## Project Owners and Stakeholders:

IPMA-Australia CB values client, project owner and stakeholder relationships and are mindful of the duties owed to them.

IPMA-Australia CB will

a. respect confidentiality and only release or discuss confidential information with those permitted.
b. be conscious that stakeholder engagement may have possible consequences for other interested parties and strive to minimize any negative impact.
c. be mindful of any biases and unethical influences.
d. take reasonable precautions to protect clients, project owners and stakeholders against illegal activities and report any criminal intent or actions with the appropriate authorities.
e. encourage its clients, project owners and stakeholders to reflect on their expectations and the ethical implications of the project outcomes.

All personnel, contractors, assessors, and volunteers shall maintain strict confidentiality regarding any proprietary, personal, or confidential information obtained through their roles. Disclosure of CB or IPMA materials to any unauthorised third party is strictly prohibited without explicit written consent. All personnel are required to sign non-disclosure agreements as a condition of engagement.

All personnel and assessors shall formally declare any actual or perceived conflicts of interest annually and immediately when a new conflict arises. Individuals must recuse themselves from any decision-making or assessment activities where a conflict exists.

All personnel, assessors, and volunteers must be, and remain, fit and proper persons, free from criminal convictions, regulatory sanctions, or other circumstances that may impair their integrity or impartiality in certification activities.

IPMA-Australia CB regularly reviews potential impartiality risks in its activities and implements controls to mitigate them, in accordance with its Conflict of Interest Policy and IPMA ICR requirements.

© Academy4 International 2025. All Rights Reserved

## Employees and Co-workers:

IPMA-Australia CB will

a. recruit people who are well suited to the requirements based on background and experience.
b. ensure the highest level of health and safety measures and provide a healthy and safe working environment.
c. not participate in business activities that require unsustainable overwork or harmful working conditions.
d. provide training, adequate equipment and support to ensure a safe working environment.
e. deal with any challenges derived from social and cultural differences in a culturally sensitive way.
f. honour individual rights and celebrate cultural identity and customs, provided they do not conflict with the Code.
g. not make use of child labour, force or bonded labour or demand illegal overtime.
h. not tolerate any form of harassment, bullying, or physical or psychological abuse.
i. not condone any form of sexual harassment and take precautions to prevent it taking place.
j. pay employees at least the minimum wage or local industry standard.
k.
l. not discriminate on the basis of any of the protected characteristics within relevant legislation which may include the following:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, ethnic or national or social origin)
- religion or belief
- sex
- sexual orientation
- language
- political or other opinion
- property
- place of residence within a country

## Social and Local Communities:

IPMA-Australia CB strives to understand the cultures and local communities it works in, find common ground and establish mutual respect.

IPMA-Australia CB will

a. not participate in undermining or harming local communities, societies and economies.
b. comply with the relevant laws and regulations of the country or countries activities take place in.
c. remain neutral and not take part in a political stance in conflict situations.
d. accept social responsibilities and seek to develop professional practices accordingly.
e. uphold and promote high ethical standards regardless of the level of standards of companies, institutions or government working with IPMA-Australia CB.

© Academy4 International 2025. All Rights Reserved

## Sustainability:

IPMA-Australia CB strives to minimize possible damaging effects to the environment, as a result of any involvement in projects, programmes and project portfolios.

IPMA-Australia CB will

a. promote awareness of environmental responsibility among its teams, within the organisation and in society.
b. be conscious of the long-term consequences on the environment and strive for sustainable developments.
c. use resources efficiently where possible.
d. encourage the recycling of materials and used products and reduce waste emissions to air ground and water where possible.
e. handle, store and dispose of any hazardous material in an environmentally safe manner.

© Academy4 International 2025. All Rights Reserved 

## Version Control

| Version | Date Approved | Next Review Due | Approved by | Summary of changes |
|---|---|---|---|---|
| 1.0 | 4th Sept 2024 | 3rd Sept 2025 | E.Wilson | IPMA-Australia Baseline document created by V.A.Canniford |
| 1.1 | 28th April 2025 | 27th April 2026 | C.Hartnell | Minor amendments made to policy |

© Academy4 International 2025. All Rights Reserved 