

ANZSI Code of Conduct

This Code outlines the standard of conduct expected of members of the Australian and New Zealand Society of Indexers (ANZSI). Members found to be in breach of the Code may be subject to disciplinary measures as set out in section C of ANZSI's Constitution.

1. Public interest

Members of ANZSI shall:

- 1.1 Respect diversity and avoid discriminatory actions in their dealings with each other, their clients, and all others with whom they come into contact in a professional capacity;
- 1.2 Comply with the Australian Consumer Law or New Zealand's Fair Trading Act, as appropriate, and any other national, state or territory legislation relating to their business activities.

2. Professional integrity and competence

Members of ANZSI shall:

- 2.1 Accurately represent their training, qualifications, experience, and areas of expertise when advertising their services;
- 2.2 Not represent mere membership of the Society, or service as an ANZSI official, as implying professionally recognized qualifications or skills;
- 2.3 Accept only work they are competent to perform, and which does not present a conflict of interest that may affect the integrity of the work;
- 2.4 Take professional responsibility for their work;
- 2.5 Communicate respectfully, and in a timely manner, with clients and with each other;
- 2.6 Respect client confidentiality, and not disclose information acquired in confidence without prior authorisation;
- 2.7 Maintain and update their professional knowledge and skills.

3. Duties to the Society

Members of ANZSI shall:

- 3.1 Seek to promote the aims of the Society, listed in section A2 of the ANZSI Constitution, and refrain from any action contrary to those aims;
- 3.2 Comply with the Society's Constitution and policies, and with this Code;
- 3.3. Not express views purporting to be those of the Society without ANZSI's consent.

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