



General Principles

1. Members will observe and act with a high standard of ethics, probity and professional conduct.
2. Ethical behaviour is not simply compliance with legal requirements; it extends to honesty, equity, integrity and social responsibility in all dealings.
3. All members are required to sign and abide by this “Code of Professional Conduct” and to practice and support the TMAA mission statement.
4. Members will abide by all policies and procedures of the TMAA.
5. Members shall contribute to a harmonious, safe and productive environment, making decisions fairly, impartially and promptly, considering all available information, legislation and policies at the time.
6. Members shall not misuse information for personal or commercial gain for themselves or others.

Principle 1 – Confidentiality and Privacy

1. Members will take reasonable steps to maintain the confidentiality and privacy of candidate, client and member information.
2. Members will not disclose information or documents acquired through the Association, other than as required by law or where proper authorisation is given.

Principle 2 – Honest Dealings

1. Members will act honestly and fairly in all dealings with candidates, clients and members and have proper regard for their interests, rights, safety and welfare.
2. In the course of representing a candidate or client, a member shall not knowingly:
 - (a) make false statements of material fact;
 - (b) fail to disclose a material fact;
 - (c) make a representation as to future matters without reasonable grounds for doing so.
3. Members must adhere to principles of truth in advertising.
4. All fees, charges and services provided must be explicitly and fully disclosed to clients prior to the acceptance of a contract, or prior to any work being undertaken for a client.
5. Members will not take on contracts that may result in their inability to pay temporary workers.



Principle 3 – Respect for Work Relationships

1. Members will not undertake actions that may unfairly or unlawfully jeopardise a staff member's employment.
2. Members will not undertake actions that may unfairly or unlawfully interfere in work relationships established by others.
3. Members shall not attempt unfairly or unlawfully to prevent a temporary/contract worker from seeking work from other sources.
4. Members will respect the rights of clients who have elected to change their staff service suppliers. Members must act lawfully, fairly and ethically in transition arrangements.

Principle 4 – Respect for Laws

1. Members must comply with all legal, statutory and government requirements.
2. Members will not engage in any form of collusive practices.
3. Members shall take reasonable steps to ensure, so far as practicable, that all new employees honour their legal obligations to previous employers.

Principle 5 – Respect for Safety

1. Members will act diligently in assessing risks to employees, clients and members.
2. Members will not knowingly put at risk employees, clients or members.
3. Members shall inform their temporary/contract workers whenever they have reason to believe that any particular contract causes an occupational health and safety risk.
4. Members shall not harass, bully or discriminate any employees, clients and members.

Principle 6 – Respect for Certainty of Engagement

1. Members will ensure that employees are given details of their work conditions, the nature of the work to be undertaken, rates of pay and pay arrangements.
2. Any variation to the engagement can only occur with prior notification to the employee.

Principle 7 – Professional Knowledge

1. Members will work diligently to develop and maintain a current level of relevant professional knowledge.
2. Members will ensure their employees are adequately trained and skilled to undertake their responsibilities.

Principle 8 – Conflict of Interest

1. Members shall ensure personal or financial interests do not conflict with ability to perform and participate in TMAA in an impartial manner.
2. Members shall manage and declare any conflict of interest
3. Where conflicts of interest arise, ensure they are managed according to TMAA policy.



Principle 9 – Good Order

1. Member misconduct will be referred to the TMAA Disciplinary Committee. Subject to any appeal rights, its findings will be binding on members.
2. Disputes between members, and other parties who agree, will be referred to the TMAA Disciplinary Committee for resolution. Its findings will be binding on members and other parties.
3. Members must bring to the attention of the TMAA any violations of this Code by any member at the earliest possible time.
4. Members are encouraged to use process of negotiation, mediation and arbitration in order to resolve disputes and should do so wherever practicable.

Breaches

1. TMAA take breaches of the code of professional conduct seriously.
2. Any breach of the code of professional conduct the rules of the Association under the Suspension or Expulsion of member/s of the Association Rules shall apply.

Associate Member's Signature

Date

President's Signature

A handwritten signature in black ink, appearing to read "Stephen Dwyer".

1 July 2018
