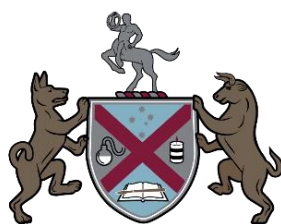


CODE OF CONDUCT POLICY



AUSTRALIAN AND NEW ZEALAND
COLLEGE OF VETERINARY SCIENTISTS

Policy Number	2.1	Version	1.1
Updated by	M. Hiscutt	Approved on	23 March 2023
Responsible person	CEO	Scheduled review date	March 2026

Purpose

The purpose of this policy is to outline the acceptable Code of Conduct for members of the Australian and New Zealand College of Veterinary Scientists.

The code of Conduct applies to all Members, including Associate Members and Fellows, as well as those seeking to become a member of the College.

If there is any uncertainty about any aspect of this policy, contact the Chief Executive Officer or Administration Manager through the College Office.

Policy

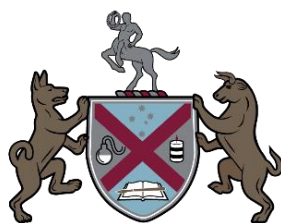
As veterinary science is a profession, the Australian and New Zealand College of Veterinary Scientists requires those who have been admitted to the College, as well as those seeking to join the College, to display the highest standards of conduct which the public would expect to see from professionals. These standards of conduct include demonstrating high standards of personal behaviour and conduct, such as:

- treating College staff, Members, Fellows and candidates, together with co-workers, employees, clients and the public with courtesy, respect and honesty;
- ensuring that the person does not unlawfully discriminate against, harass or vilify (as defined by any Australian or New Zealand common or statutory law) any other person;
- maintaining respect for, and compliance with the law;
- upholding high ethical standards, particularly in their professional business dealings;
- complying with the College's policies; and
- the provisions set out below.

Membership and Fellowship Candidates should note that the Membership Candidate Handbook and the Fellowship Candidate Handbook have further misconduct provisions relating to examinations which also form part of this Code of Conduct.

Council may take action against any Member who has, in their opinion, engaged in conduct which is unbecoming of a member or prejudicial to the interest of the College.

CODE OF CONDUCT PROCEDURES



AUSTRALIAN AND NEW ZEALAND
COLLEGE OF VETERINARY SCIENTISTS

Procedure Number	2.1	Version	1.1
Updated by	M. Hiscutt	Approved on	23 March 2023
Responsible person	CEO	Scheduled review date	March 2026

Responsibilities

The Chief Executive Officer is responsible for administering this policy.

Procedures

All Membership candidates, Members (including Associate Members) and Fellows should note that the Constitution of the College states that Council may take action against any Member who has, in the opinion of the Council, engaged in conduct which is unbecoming of a member or prejudicial to the interest of the College. These include:

- a serious breach of this Code of Conduct;
- a deliberate or serious breach of the Constitution;
- any significant disciplinary action taken by the member's registering authority, in any jurisdiction;
- serious professional misconduct; and
- infamous conduct, including conduct discreditable to the profession of veterinary science.

Such actions include:

- a written caution
- suspension of membership of the College
- expulsion of the member from the College and removal of their name from the register of members
 - the member must be given at least one weeks' notice prior to the Council meeting at which the resolution for expulsion is tabled of what is alleged and of the intended resolution for expulsion
 - the member must be given the opportunity of addressing the meeting verbally or in writing any explanation or defence
 - the member may notify Council at least 24 hours prior to the meeting that they wish to have the question of expulsion dealt with by the College in general meeting

- a general meeting of the College will be called for the purpose
- if at the general meeting a resolution for the expulsion of the member is passed by a majority of two thirds of those present and voting the member shall be expelled and their name removed from the register of members

Candidates for Membership should note compliance with this Code is a condition of eligibility under 5.5.1.3 of the Constitution, including the above provisions regarding conduct which is unbecoming or prejudicial to the interest of the College which apply to candidates to the same standard as they apply to members.

Misconduct of Examination Candidates

- The highest standard of conduct is expected of candidates seeking Membership or Fellowship of the College.
- Candidates are required to read and sign an agreement to be bound by the College's rules, regulations and guidelines on their application.
- Participating in any improper conduct such as cheating, attempt to cheat, assisting others to cheat, participating therein is a serious violation and will result in the College disqualifying the candidate's paper and other disciplinary action as may be deemed appropriate, including, but not limited to, forfeiture of examination fees and/or exclusion from the College. This includes before, during and after the examinations.
- Candidates must not give or receive assistance of any kind during the examination.
- Candidates are expected to behave with integrity and follow all proper and reasonable instructions whether given in writing or by any College Officer, including examination Invigilators and Observers during the examinations.
- Examples of improper conduct include but are not limited to:
 - Attempting to gain unfair advantage by ascertaining the content of the examination before the examination period
 - Sharing information about the content of the examination during the period in which Candidates have been requested not to disclose it
 - Sharing or attempting to share answers with other Candidates during the examination
 - Attempting to obtain assistance with answering questions by any means including the use of notes or phones
 - Presenting false information in the application or any other documentation
 - Failing to follow the proper and reasonable instructions of College Officers
- The Board of Examiners Examination Committee will investigate any irregularity or suspected violation of examination discipline, and a determination by the Board of Examiners will be made regarding the matter.