
AUSTRALIAN RADIO COMMUNICATIONS INDUSTRY ASSOCIATION

CODE OF CONDUCT

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1. Introduction

The overall objective of the Australian Radio Communications Industry Association is to promote the radio industry in Australia and to further it through improved standards in all areas of training and enterprise.

In general, the public, including commercial and government users of radio have no ready means of judging the quality of professional service they receive from radio dealers in Australia except from the reputation of the individual radio dealer.

Membership of an association of professionals, like ARCIA, will often be taken by the public as an assurance of quality and integrity. It is therefore essential that the highest standards are maintained by all members of ARCIA whenever they are acting professionally and whatever their level of qualification. In common with professional bodies in other fields, ARCIA has formulated its own rules as a Code of Conduct to define the behaviour expected of association members practicing in everyday professional life. This code of conduct has been drawn up to reflect the standards of conduct and work expected of all radio dealers. It is a guideline for all members of ARCIA and is mandatory for all accredited members.

2. Authority

The authority for the ARCIA Code of Conduct derives from its formal adoption by the ARCIA committee at its meeting on The association binds itself

To observe the principles of the code.

3. Rules of Professional Conduct

As an aid to understanding, these rules have been grouped into the principal duties Which all members should endeavour to discharge in pursuing their professional Lives.

3.1 The Public Interest

1. Members shall ensure that within their chosen fields of expertise, they have Appropriate knowledge and understanding of relevant legislation, regulations And standards governing the radio industry and that they comply with such Requirements.
2. Members shall in their dealership practice have regard to procedures designed To ensure the highest ethical standards. In particular, members shall ensure that The collection of information from customers and the publication of any Information collected observes relevant privacy laws and other appropriate Legislation.
3. Members are encouraged to advance public knowledge and understanding of the Radio industry and to counter false or misleading statements. Members shall not Make any public statement in their professional capacity unless competent to do So and, where appropriate, authorised to do so.

3.2 Duty to Clients

4. Members shall carry out work with due care and diligence in accordance with The requirements of the client and shall, if their professional judgement is Overruled, indicate to the client the likely consequences.
5. Members shall not disclose or authorise to be disclosed, or use for Personal gain or to benefit a third party, confidential information acquired in The course of carrying out their business, except with prior written permission Of the client, or at the direction of a court of law.
6. Members shall declare any interest, financial or otherwise, which could be Perceived as influencing the outcome of work undertaken for a client.
7. Members should try to prevent the use of misleading information in their name. They should ensure that full disclosure is made of all assumptions.

3.3 Duty to the Profession

8. Members shall uphold the reputation of the profession and shall seek to improve Their professional standards through participation in their development, use and Enforcement, and shall avoid any action which will adversely affect the good Standing of the Radio Industry and its members.
9. Members shall not speak in the name of ARCIA without the authorisation of the Executive Committee of the association.
10. Members shall encourage and support fellow members in their professional Development and, where possible, provide opportunities for the development Of new entrants to the Radio profession.
11. Members shall act with integrity towards fellow members and to members of Other professions with whom they are concerned in a professional capacity and Shall avoid engaging in any activity which is incompatible with their Professional status. Whilst members of the association are free to engage in Controversy, no member shall cast doubt on the professional competence of Another without good cause.

3.4 Professional Competence and Integrity

12. Members shall seek to upgrade their professional knowledge and skill and shall Maintain awareness of technological developments, procedures and standards Which are relevant to their field, and shall encourage their colleagues to do Likewise.
13. Members shall seek to conform to recognised good practice including quality Standards which are in their judgement relevant to the Radio Industry, and shall Encourage their colleagues to do likewise.
14. Members shall only offer to do work or provide a service which is within their Professional competence and shall not lay claim to any level of competence Which they do not possess.
15. Members shall accept professional responsibility for work in their name, and Any professional assessment which they are asked to give shall be objective And reliable.
16. Members should set out in writing any conflict, potential or actual, with the Interests of the client.

3.5 Disciplinary Procedures

17. A member is expected to act at all times in a manner likely to be judged by Informed, respected, and experience peers in possession of all the facts as the

Most ethical way to act in the circumstances.

This code sets out certain basic principles that are intended to help members
Maintain the highest standards of professional conduct. Should a case arise
Where a member is believed to have willfully acted in a manner which violates
These principles then the disciplinary and appeal procedures of the association
Shall apply

3.6 Privacy Clause.

18. ARCIA Inc will ensure members privacy is protected by adhering to current State and Federal legislation regarding Privacy.
19. ARCIA Inc. will undertake to its members that all information that is provided To it, remains private and will only be used for the purposes agreed to.
20. ARCIA Inc will not reveal, disclose, sell, distribute, rent, license, show or pass Members information on to any other party except where legally obliged to.