

Code of Ethics Professional Standards and National Code of Conduct (Code)

DOCUMENT AND DATA CONTROL | PD-002

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REVISION STATUS								
Rev No	Date	Revision Description	Intl	Sign	Intl	Sign	Intl	Sign
			Prepared		Checked		Approved	
V1	01 April 2025	Review	CoSec		Gov&StratCo			
V2	30 June 2025	Consultation	Branches		Gov&StratCo			
V2	31 July 2025	Review	Board		Board & Member		Approved	

Policy brief and purpose

Transport Professionals Association or TPA's success and reputation as a leader in the transport industry are built on the dedication and hard work of its staff, volunteers and members nationwide. Their generous contributions of time and expertise through service on the Board of Directors, Branch Committees, the National Conference Committee, and the Transport Modelling and Emerging Professionals Networks are the foundation of our continued impact and excellence.

TPA recognises the importance of cultural awareness, gender equity, accessibility, and inclusive practices in fostering a respectful and supportive environment for all stakeholders. By embracing the principles of this Code, we create a professional body that values diversity, promotes equal opportunities, and ensures that everyone can participate fully and effectively.

The Code of Ethics, Professional Standards and National Code of Conduct (Code) is designed to enable all the stakeholders to feel valued, supported and safe. It aims to promote integrity, excellence, accountability, and respect. The Code outlines the professional conduct expected of all stakeholders, helping to uphold TPA's strong reputation and contribute positively to the broader transport industry across Australia.

Policy scope

The Code establishes ethical principles, professional standards, and conduct expectations for all Members, Partners, Sponsors, Directors, Committee Members and Volunteers collectively known as 'stakeholders' for the purpose of this policy.

The Code sets out the standards of conduct and supports the relationship between the TPA and its stakeholders. By observing these values and principles, stakeholders help strengthen the reputation and ensure a positive, respectful, and enjoyable experience for all involved.

General Principles and Personal Conduct

The Code requires that in addition to adherence to the TPA Constitution, all separate agreements or contracts entered into with TPA, as a Director, Member, Partner or Sponsor you are expected to:

- Act with integrity, honesty and in good faith at all times, fostering a culture of trust and professionalism.
- Treat all the stakeholders and event visitors with respect and courtesy, creating a welcoming and inclusive environment.
- Show appreciation and kindness to anyone assisting at venues providing meetings, dining, refreshments, or other services for TPA events.
- Promote a safe and supportive atmosphere by refraining from any form of bullying, harassment, or inappropriate behaviour.
- Look after your wellbeing and that of others by ensuring you are not under the influence of alcohol, drugs, or any substance that could cause discomfort or risk.
- Be transparent and proactive in disclosing any actual, perceived, or potential conflicts of interest related to your role, membership, or partnership with TPA.
- Respect confidentiality by safeguarding any sensitive information you access or generate through your role as a director, member, partner, sponsor, or volunteer.
- Protect personal privacy by not sharing information about other stakeholders that could breach Australian privacy laws and regulations.
- Uphold TPA's reputation by acting with integrity and avoiding any behaviour that could bring the organisation into disrepute.

- Communicate responsibly by refraining from making public statements or expressing opinions on behalf of TPA unless you are authorised to do so in line with the policies and Board-approved delegations.

Breach of the Code

Observing the Code of Conduct is essential to maintaining your valued role within Transport Professionals Association. Non-adherence may impact your membership or agreement, based off your relationship with TPA.

If a stakeholder has a concern regarding an actual or potential breach of the Code, they are encouraged to promptly raise the matter with the Company Secretary at info@transportprofessionals.com.au.

The TPA Board of Directors retains full discretion to review a complaint and determine whether a breach has occurred. The Board may also establish or delegate authority to a disciplinary committee empowered to investigate such matters. All disciplinary procedures will be conducted with procedural fairness, ensuring that all parties are treated with respect and given a fair opportunity to respond in a reasonable timeframe.

In cases where a breach is deemed serious enough to warrant consideration of termination of agreement or expulsion of a Member, the Board will act in accordance with the relevant agreement and Section 14 of the TPA Constitution.

Review

This Code will be reviewed every three years by the Board of Directors to ensure alignment with Transport Professionals Association's values, legal requirements, and the evolving needs of all stakeholders. Any amendments to the Code will be considered by the members at a General Meeting.