



CODE OF CONDUCT

GENERAL

This protocol serves to outline the standards of conduct presumed and expected of trustees, Board and committee members. It outlines particular aspects of behaviour and conduct; it should not be viewed as inclusive.

The potential for judgements of misconduct and suggestions of unprofessional behaviour would always need to be considered within the context of an individual's primary registration and contract of employment with their full-time employer.

Individuals holding a professional qualification or specific job role should be guided by their relevant code.

The AfPP Code of Conduct takes into account principles of good practice, e.g. FRC 'UK Corporate Governance Code (September 2014) expected within business and public life to ensure appropriate accountability and governance.

All trustees, board and committee members must function within the boundaries of their employers' contracts and not contravene any employment or contractual rules whilst engaged in activities for AfPP.

This code serves to provide support to ensure that individuals do not place themselves in situations which present a conflict of interests between their private interests, paid employment roles and AfPP responsibilities.

PURPOSE

The Association for Perioperative Practice exists to advance health by improving patient care in perioperative care by:

- Determining standards and promoting best practice in relation to perioperative care
- Facilitating education and practice development in relation to perioperative care
- Providing advice to practitioners engaged in the delivery of perioperative care
- Providing a forum for exchange of information between practitioners and pharmaceutical and medical device companies
- Shaping healthcare policy

AIM

Our Vision

To be the leader of perioperative excellence

Guiding Values

The Guiding Values of our Organisation are:

- To work with others to ensure best perioperative practice
- To act in an open, honest and fair manner ensuring the maximum involvement of all those interested in our work
- To manage resources effectively to achieve our vision

Public Service Values:

The values that underpin the work of AfPP are:

Accountability

All work and activities undertaken in the name of the Association must be able to stand the test of scrutiny, public judgement on propriety and when paralleled to respective codes of professional conduct.

Probity

An absolute standard of honesty is required in all matters relating to the assets of AfPP. Integrity should be the hallmark of all personal conduct in decisions affecting members, clients and customers and in the use of information acquired in the course of business and all other activities

Openness

A level of transparency regarding AfPP activities must exist and be encouraged to promote confidence between trustees, elected officers, committee members, employees, regional officers and any individual representing or acting on behalf of the Association.

GENERAL ASPECTS OF CONDUCT

In the fulfilment of their role AfPP members must undertake to:

- Attend meetings, both corporate and external to which they have been appointed, ensuring adequate preparation, and conduct themselves appropriately within the role to which they are appointed and contribute effectively. Individual cases of poor performance in terms of these responsibilities will be thoroughly investigated and workload pressures, both in paid employment and the AfPP role will be taken into account prior to action being taken;
- Ensure that in all communication that a clear distinction is made between personal views and those when acting as an AfPP representative or related to an AfPP position;
- Declare in the AfPP register of interests any professional, personal or business interests which may be seen to conflict with their AfPP role and responsibilities and be prepared to withdraw during discussion to ensure that AfPP actions are not subject to bias or influence by these considerations;
- Respect the confidentiality of information identified which they receive by virtue of their AfPP role/membership;
- Lead by example, demonstrating respect and dignity for others, valuing diversity and ensuring non-discriminatory conduct at all times;
- Ensure a clear understanding of the scope of authority delegated to them within their given roles;
- Use the AfPP funds entrusted to them to the best advantage of the Association, always ensuring value for money in the procurement of goods and services;
- Refuse gifts, benefits, hospitality or sponsorship of any kind that might reasonably be seen to compromise their personal judgement or integrity, and to avoid seeking to exert influence to obtain preferential consideration. All such gifts should be returned and hospitality refused.
- Declare and register benefits, sponsorship and honoraria of any kind, whether refused or accepted, within a reasonable timeframe.