

## BACKGROUND

### 1. PURPOSE

- 1.1 In upholding its values of *Respect, Collaboration, Excellence* and *Action*, the Royal Australian and New Zealand and College of Psychiatrists (RANZCP) is committed to fostering a respectful, safe and welcoming environment for members, staff and those with lived experience of mental illness.
- 1.2 The RANZCP acknowledges the importance of creating a respectful and safe environment at College events and meetings. It is the responsibility of all RANZCP members to uphold the highest standards of behaviour when performing any service (whether paid or unpaid) on behalf of the RANZCP within the workplace, or when at College events and meetings.
- 1.3 The purpose of this document is to set out expectations of professional behaviour and socially, culturally and ethically responsible conduct. To achieve this, the RANZCP will strive to:
  - respect Aboriginal and/or Torres Strait Islander and Māori people as Traditional Custodians of the land (the latter in keeping with Te Tiriti o Waitangi – the agreement between Māori people and the Crown) and, where appropriate, include their knowledge and perspectives in the planning and delivery of events
  - nurture a positive, diverse, inclusive and culturally safe learning and social environment
  - foster a culture of respect that recognises the value of individuals and promotes dignity, equality and mutual respect
  - reflect a commitment to maintaining a respectful and safe working and learning environment
  - promote the responsible management of alcohol service and consumption
  - set out expectations of employees and members with respect to the service and consumption of alcohol during RANZCP events and meetings.

### 2. SCOPE

- 2.1 These guidelines apply to any event or meeting conducted or co-hosted by the RANZCP or delivered on behalf of the RANZCP.

### 3. STANDARDS OF CONDUCT

- 3.1 Attendees of RANZCP Events and Meetings are expected to be considerate, respectful and collaborative, and be mindful of their surroundings and of other participants at all times. The RANZCP has a zero-tolerance approach to any form of discrimination or harassment, including but not limited to sexual harassment.

All participants in RANZCP events and meetings should:

- engage in conduct that is respectful of difference and does not discriminate
- take reasonable precautions for their own health and safety, and that of other staff or guests
- not engage in behaviour that may be reasonably perceived as harassing, intimidating, overbearing, bullying or physically or emotionally threatening, and

- refrain from any conduct which could adversely affect professional performance or the safety and well-being of themselves or others, including alcohol or substance abuse or misuse.

### **3.2 Duty of care**

The welfare of attendees is paramount to fostering a respectful and safe environment and achieving good learning and development outcomes. The RANZCP will actively manage processes to anticipate and mitigate any foreseeable risk of harm to ensure the safety of all attendees.

Employers have a duty of care under workplace health and safety legislation in both Australia and New Zealand to protect all RANZCP employees and volunteers from any known health and safety risks. This includes risks to both physical and mental health.

In Australia, the Respect at Work Act holds all personnel connected to an organisation responsible for preventing sexual harassment in the workplace. In the context of the College this includes not only employees, but also RANZCP members (including those who may be involved in committees or other College work) as well as consultants and volunteers. Similarly, New Zealand also has existing laws in place to protect people from psychosocial hazards at work including bullying, harassment, sexual harassment, and discrimination.

The RANZCP reserves the right to take any action deemed necessary and appropriate, including immediate removal from an event (without warning or refund), in response to any incident of unacceptable behaviour.

### **3.3 Professional behaviour**

Attendees at RANZCP events and meetings must be respectful, professional and sensitive to cultural and diverse needs.

Examples of unacceptable behaviour include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of offensive material in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, RANZCP staff member, service provider, member of the public or other meeting guest.

All RANZCP members and staff, visitors and other stakeholders must be treated in a way that is respectful and lawful to ensure behaviour is in line with all Federal and State laws that prohibit bullying, discrimination and sexual harassment.

Any concerns regarding safety or unacceptable behaviour should be reported as soon as possible to the RANZCP and may be escalated to appropriate RANZCP representatives via [ranzcp@ranzcp.org](mailto:ranzcp@ranzcp.org).

Complaints arising out of conduct at official RANZCP activities by any person involved in those activities, other than employees, may be lodged with the RANZCP [here](#).

If you experience or hear of any incidents of unacceptable behaviour, the RANZCP asks that you inform a member of staff who is responsible for the event so that we can take the appropriate action.

### **3.4 Cultural safety and inclusivity**

Events and meetings will acknowledge the local Traditional Custodians of the land and waters now known as Australia, and Māori as Tangata Whenua (indigenous people) in Aotearoa New Zealand.

For events in Aotearoa New Zealand, the role of the Kaumatua should be respected and key hui processes including opening and closing karakia (prayers), mihi (personal introductions), whakawhānauangatanga (process of getting to know each other and connect at a personal level),

kaupapa (identifying the main purpose(s) of meetings) and poroporoaki (concluding meetings with clear plans for next steps) should be followed.

Events and meetings should aim to promote ongoing self-reflection and self-awareness to protect against unconscious bias, racism, prejudices and stereotypes.

The RANZCP should make every effort to manage any power imbalances that may impact the psychological safety of individuals at courses and events.

### 3.5 Social events and entertainment, and responsible service of alcohol

Social functions, dinners and all other RANZCP related events will comply with all relevant legislation including, but not limited to, occupational health and safety legislation, and discrimination legislation. The RANZCP will take reasonable steps to ensure all RANZCP members, staff and stakeholders are free from harassment, discrimination, injury and violence.

To minimise the risk of alcohol related harm, at all events where alcohol is served the RANZCP will

- observe all relevant regulatory requirements of the jurisdiction in which the event occurs
- conduct a risk assessment before each event
- permit the responsible service of alcohol in an environment that is free of inducement and social pressure
- clearly define the start and finish time for each event. Alcohol will only be served during these specified hours
- publish and communicate this policy in advance to all attendees and speakers at events
- ensure that high-quality low alcohol and no alcohol beverages are available
- for ticketed events, a 'no alcohol package' option should be explored and if feasible be provided at a lower cost
- anyone serving alcohol at an event should hold a Responsible Service of Alcohol Certificate (Aus); 'Serve Wise' certification (NZ)
- for social events of more than two hours in duration, ensure that appropriate volumes of food are provided.

## 4. DEFINITIONS

**Attendees** refers to any person attending an event or meeting, including but not limited to board and committee members, presenters, examiners, candidates, participants, award recipients, community members with lived experience of mental illness, and staff.

**Events and Meetings** refer to any formal or informal physical or virtual gathering for the purposes of education, training, assessment, professional development, collegial networking, advocacy, management or governance. Workshops, committee and board meetings, and social activities are included in this definition.

**Professional standing** refers to a person who demonstrates respectful and professional behaviour reflecting RANZCP Code of Ethics and Code of Conduct and values.

## 5. ASSOCIATED DOCUMENTS

- [RANZCP Constitution](#)
- [RANZCP Code of Ethics](#)
- [RANZCP Code of Conduct](#)
- [Discrimination, Bullying and Harassment Policy](#)
- [Discrimination, Bullying and Harassment Complaints Management Procedure](#)
- RANZCP Anti-Discrimination, Bullying and Harassment Policy, and associated procedure (internal documents – applicable to staff of the RANZCP)
- [Respect@Work: Creating safe, inclusive and respectful workplaces](#)

### Revision record

<b>Contact:</b>	<b>Executive Manager, Membership, Events &amp; Publications</b>		
<b>Authorising Body:</b>	RANZCP Executive Team		
<b>Responsible Committee:</b>	N/A		
<b>Document Code:</b>	GDL Acceptable Conduct Meetings & Events		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
Nov 2023	1.0		New document
<b>NEXT REVIEW: 2025</b>			