

Code of Conduct for Lasmuigh Professional Practice Journal Editorial Panel Members

1. Purpose

- 1.1 The purpose of this Code of Conduct is to provide guidance to Lasmuigh editorial panel on issues related to the subject of acceptable standards of conduct. This code of conduct is intended to set basic rules of conduct for editorial panel in order to maintain and build public confidence in the integrity, objectivity and transparency of the editorial panel and to allow panel members to exercise their mandate and carry out their duties with confidence, independence and objectivity for the better fulfilment of Lasmuigh Professional Practice Journal's values.

This Code applies to all members of the editorial panel (and expert/support guest members as required). Editorial panel members will be referred to as panel members throughout this document.

2. Code of Conduct

- 2.1 Panel Members will be ethical and responsible. Panel members will treat other panel members, and all stakeholders with respect and will deal fairly/ethically on matters relating to their role as an editorial panel member and representative of Lasmuigh.
- 2.3 Panel members will respectfully work with other panel members in a spirit of harmony and cooperation, giving Panel Members courteous consideration of their opinions. Panel members will be guarded in their comments and avoid attacks on other people's reputations.
- 2.4 Panel members will alert the editor of any potential conflicts of interest that may impinge on their role.
- 2.4.1 A "conflict of interest" exists where there is a potential or actual divergence between the personal interests of a panel member and that panel member's obligation to uphold the interests of Lasmuigh.

In this context, "personal interests" mean the personal, private or financial interests of a panel member or a closely associated person or related business. A "closely associated person" means a person related to the panel member or a person with whom a panel member has an intimate personal relationship.

- 2.5 Panel members will not communicate any matter designated as confidential to others and will abide by the confidentiality of such information in perpetuity.
- 2.6 Panel members' interaction with the public, press or other similar entities will recognise that they do not speak on behalf of the Panel or Lasmuigh, unless specifically requested to do so by the editor.

2.7 Panel members will attend meetings on a regular and punctual basis and be well prepared for each meeting and for the discussion of all agenda items.

2.8 Panel members will respect the confidentiality of information received in the performance of their duties. This includes identity of contributors, opinions of quality of submissions, interactions between panel members and contributors, decisions not to publish certain material, etc.

3. Gifts and entertainment

3.1 In regard to acceptance of favours, gifts and entertainment, panel members should exercise tact and judgment to avoid the appearance of improper influence on the performance of their official duties. The ordinary courtesies of business and diplomacy may be accepted.

4. Collective Decisions

4.1. Decisions of the panel and how such decisions are reached will be treated as private and confidential by the panel members while the collective nature of such decisions will be upheld by all panel members.

5. Panel Effectiveness

5.1. The panel will review the effectiveness of their practice on an annual basis.

6. Failure to Comply with the Code of Conduct

6.1 Where a panel member has failed to comply with the Code of Conduct, the Editor shall have the power to issue a warning, to suspend the said member for a period of time or in serious cases membership of the panel can be terminated by resolution of the panel carried by two-thirds of the panel members present. A right to appeal is available to said panel member and will be considered in an extraordinary meeting of the editorial panel.