



australasian society of clinical immunology and allergy

Policy - Employment and Contracting

This document outlines the Australasian Society of Clinical Immunology and Allergy (ASCIA) policy for employing staff or contracting consultants.

To ensure that the ASCIA staff or contractor recruitment process is open and transparent:

- ASCIA positions, once approved by ASCIA Directors, are advertised by HR consultants engaged by ASCIA and interviews are conducted with at least two candidates for each role.
- When specific expertise and skills are required (e.g. clinical, scientific, education, training), ASCIA positions shall also be advertised to ASCIA members.
- When specific skills are identified in a job description, individuals may also be directly approached for positions (including ASCIA members), in addition to the position being advertised, subject to approval by ASCIA Directors.
- ASCIA staff are employed and ASCIA consultants are contracted on a part-time or full-time basis, with employment or contracting agreements for defined periods, usually up to two years. These agreements are reviewed prior to continuing or updating the agreement.
- For positions that depend on specific funding (e.g. from government grants), the ASCIA employment or contracting agreement will be aligned with, and tied to this funding.

ASCIA relies on the highly valued work from the voluntary contributions of ASCIA members, which is coordinated and managed by paid ASCIA staff or consultants:

- In the course of doing ASCIA voluntary work, ASCIA members are unpaid, but are reimbursed for pre-approved travel and meeting expenses. They can also claim continuing professional development (CPD) points for appropriate ASCIA voluntary work from their professional college.
- An ASCIA member shall only be employed or contracted to perform regular ASCIA project work as described in a specific job description, that could not be reasonably completed on a voluntary basis (e.g. at least one to two days per week during normal work hours). Whilst CPD points can be claimed for paid work, this should not be their main source of CPD.

ASCIA staff and consultants must comply with ASCIA policies, and are expected to:

- Use their best endeavours at all times to promote the business and interests of ASCIA.
- Perform work as directed by ASCIA in a lawful, competent, professional and timely manner with the degree of skill, care and diligence expected of the position.
- Immediately and fully disclose to ASCIA any agreement, obligation or interest that may conflict with the obligations to ASCIA under the employment or consultancy agreement.
- Assign to ASCIA upon creation of any resources, the rights in any intellectual property.
- Comply with the ASCIA Code of Conduct www.allergy.org.au/about-ascia#a3

In addition to complying with ASCIA policies, ASCIA staff or consultants shall not:

- Commit any act or omission which directly or indirectly may cause damage to ASCIA's business, interests or reputation.
- Act as agents for ASCIA or enter into any contract, warranty or representation regarding any matter on behalf of ASCIA except with ASCIA's prior written consent.

This policy was developed in August 2022.