



## Personal Code of Conduct

### Introduction

Anglican Overseas Aid (AOA) is committed to the highest standards of professional and business conduct in all areas of its work, both in Australia and overseas.

### Application of the Code

We recognise that our reputation is one of our most valuable assets and is founded largely on the ethical behaviour of the people who represent AOA.

This Code applies to all Directors, employees, contractors, consultants, volunteers and officers of AOA ("AOA Personnel"). Compliance with this Code, AOA's policies and the law is a condition of working with AOA.

Any breach of this Code is a serious matter that may give rise to disciplinary action including dismissal or legal action.

### Responsible Leadership

We recognise that our partners, donors, Board Members, and the communities within which we work, rightly expect us to behave responsibly.

We do this by:

- Using the powers we have been given for their proper purpose, in the best interests of AOA;
- Not engaging in conduct likely to bring discredit upon AOA and its values;
- Complying with the spirit, as well as the letter, of all relevant laws;
- Implementing regulatory requirements, with the objective of minimising any foreseeable harm to employees, the environment, or the communities we serve;
- Being compliant with the ACFID Code of Conduct and with all our policies, procedures and practices;
- Aiming for best practice in our development programs and employment relationships; and
- Building a respectful, professional and ethical organisational culture.

In addition, each Director of AOA will:

- Demonstrate that their primary responsibility is to deliver outcomes in accordance with AOA's vision, mission and objectives as a whole;
- Demonstrate independence in judgment and actions and take all reasonable steps to be satisfied as to the soundness of decisions taken by the Board; and
- Undertake diligent analysis of all proposals placed before the Board, demonstrating commercial reasonableness in decision-making and acting with the level of skill and commitment expected as a Director of a public company.

### **Integrity, Honesty & Fairness**

We are committed to conducting business with integrity, honesty and fairness.

AOA personnel are expected to:

- Know and demonstrate the values of AOA in their work;
- Deal fairly, transparently and honestly with our partners, the public, suppliers and donors and colleagues;
- Not take improper advantage of their position with AOA;
- Understand and comply with all legal requirements and AOA's policies in each relevant jurisdiction;
- Avoid, so far as possible, actual or potential conflict of interest and declare any to the CEO or the Chair of the Board;
- Never give or receive bribes, facilitation payments, kickbacks or any other similar inducements;
- Decline gifts or other benefits (financial and non-financial) that may compromise, or appear to compromise, independence;
- Respect the privacy of individuals and applicable privacy laws in relation to the collection, use and handling of other people's personal information;
- Use AOA's information and communication tools in an effective, ethical and lawful manner; and
- Protect and safeguard AOA's property, and the belongings of others.

### **Employment Practices**

We value and respect the diversity of AOA personnel and are committed to creating an inspiring workplace where everyone is treated equally and fairly, in which no-one is discriminated against on the basis of characteristics such as gender, age, race, religion, sexual or marital status, and in which no-one is subject to any act of harassment.

We will:

- Not tolerate any form of unlawful discrimination or harassment in the workplace from our partners, donors, company Members or partners;
- Provide employees with performance management processes that will be applied fairly and honestly in line with applicable legislation and AOA values;
- Recognise achievement and communicate what needs to be improved to those who have not performed to expectations; and

- Ensure that AOA personnel are fit for work and understand their obligations in relation to consumption of alcohol and prescribed and non-prescribed drugs.

### **Key Priority Areas**

AOA personnel recognise the particular importance of Child Protection, and the Prevention of Sexual Exploitation, Abuse and Harassment. With this in mind, all AOA personnel agree to be bound by AOA's Safeguarding Code of Conduct in every respect and accept these obligations as an ongoing condition of employment or service with AOA.

All AOA personnel also agree to be bound to AOA's Fraud and Corruption Policy, recognising that fraud prevention is a shared responsibility and that every person has a role in building an organisational culture that is alert to the risks of fraud and corruption.

### **Seeking Assistance**

If staff have any questions about the Code of Conduct and how it applies to them, they should seek advice from the CEO or a Board member.

If staff are aware of any misconduct, unethical or illegal behaviour that contravenes this Code, AOA policy or the law, they should report this to the CEO or the Chair of the Board in accordance with the Whistleblower Policy.

<b>References</b>	<ol style="list-style-type: none"><li>1. HR 12 Child Protection</li><li>2. HR 28 PSEAH Policy</li><li>3. HR 6 Whistleblowing</li><li>4. FA 18 Fraud and Corruption Policy</li></ol>
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