



## Code of Conduct

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. Safeguarding and protecting AOA parties, sponsors, donors and communities in which we work is paramount.

This Code applies to all Board directors, committee members, employees, contractors, consultants, volunteers, interns, partners, supporters and prospective supporters visiting AOA programs, and officers of AOA (collectively, "AOA People").

Compliance with this Code, AOA's policies and the law is a condition of working with AOA. AOA requires all AOA People to affirm a Code of Conduct.

The following Code provides behavioural expectations for AOA People undertaking any form of work for, or on behalf of AOA. All AOA People must adhere to the following compulsory standards of behaviour.

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. All AOA People must be aware of perceptions and appearances in their language, actions, and relationships to children and adults and safeguard them from harm. AOA People should always uphold the dignity of people and treat all with respect.

Where the standards set out in this Code are not met, appropriate disciplinary action will be taken, up to and including termination or legal action. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

### Standards of behaviour

AOA People are expected to:

- Know and demonstrate the values of AOA in their work;
- Aim for best practice in our development programs and employment relationships;
- Build a respectful, professional and ethical organisational culture;
- Deal fairly, transparently and honestly with our partners, the public, suppliers and donors and colleagues;
- Not engage in conduct likely to bring discredit upon AOA and its values;
- Not take improper advantage of their position with AOA;
- Understand and comply with all legal requirements and AOA's policies in each relevant jurisdiction;
- Understand and comply with the Australian Council for International Development ("ACFID") Code of Conduct;
- Avoid, so far as possible, actual or potential conflict of interest, and declare any such conflict or potential conflict 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;
- Not make any statements about AOA on social media, or any other public platform, that may harm our reputation;
- Ensure and maintain punctuality;
- Respect our property and to ensure that appearance is clean, neat and tidy;
- Not use our internet to access, send and/or download sexually explicit material or other offensive material;
- Maintain both during employment and after termination of employment with AOA, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- Protect and safeguard AOA's property, and the belongings of others; and
- Report without delay any conduct of others which is, or risks to be, in breach of any of the above.

In addition, each director of AOA will:

- Demonstrate that the primary responsibility is to deliver outcomes in accordance with AOA's vision, mission and objects as a whole;  
Demonstrate independence in judgement 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.

## **Employment Practices**

We value and respect the diversity of AOA People 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 AOA People, partners, donors, or company members;
- 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 People are fit for work and understand their obligations in relation to consumption of alcohol and prescribed and non-prescribed drugs.

## **Safeguarding**

AOA prohibits all forms of transactional sex for all AOA People, both on and off duty.

Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.

Any person who is an employee, volunteer or contractor of an AOA program development partner must inform their line manager when engaging in a long-term relationship with a member of the community which is benefitting from that program in order to prevent a perception of a conflict of interest.

AOA People must never:

- Sexually exploit, sexually abuse or sexually harass any individual;
- Engage in sexual relationships with members of crisis-affected or vulnerable populations given their increased vulnerability, since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of aid and development work;
- Exploit the vulnerability of any target group in the context of development, humanitarian and advocacy work, especially women and children, or allow any person/s to be put into compromising situations;
- Abuse a position to withhold development or humanitarian assistance, or give preferential treatment; in order to solicit sexual favours, gifts, payments of any kind, or advantage; or
- Act in ways that may place a child at risk of abuse, including but not limited to, giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, and/or exposing a child to pornography, including on-line grooming and trafficking.

AOA People must:

- Treat all people with respect.
- Not engage children under the age of 18 in any form of sexual intercourse, or sexual activity (as defined under the *Criminal Code Act 1995*).
- Wherever possible, ensure that another adult is present when working near children (excluding children that the AOA People have a parental or guardian responsibility for).
- While undertaking AOA duties and at all times during national deployment, not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger.
- Not sleep close to unsupervised children unless absolutely necessary (in which case the supervisor's permission must be obtained) and ensure that another adult is present if possible (excluding children that the AOA People have a parental or guardian responsibility for).
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children or adults, or access child or adult exploitation material through any medium.
- When photographing or filming a child, or using children's images for work-related purposes:
  - obtain informed and documented consent of the child and his/her parents or guardians before photography/filming.
  - provide an explanation on how the photograph/film will be used.
  - ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
  - ensure images are honest representations of the context and facts.
  - ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
  - take care to ensure the local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- While undertaking AOA duties and at all times during national deployment, not use physical punishment on children.
- Not hire children for domestic or other labour, which is inappropriate given their age or developmental stage or which interferes with their time available for education and recreational activities or which places them at significant risk of injury.
- Comply with all relevant Australian and local national legislation, including laws in relation to child labour.

- Immediately report to the AOA CEO all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with AOA.
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures.

### **Seeking Assistance**

Training with respect to this Code of Conduct, Child Safeguarding, the Prevention of Sexual Exploitation, Abuse and Harassment, Fraud and Corruption, Bullying and Harassment will be provided to all AOA People and partners.

If AOA People 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 AOA People are aware of, or are suspicious of, any kind of 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 (HR 6).

### **Certification:**

The signatory below has read, understood and is in agreement with the content of the AOA Code of Conduct and the following AOA Policies:

- HR 12 Child Protection
- HR 28 PSEAH
- HR 6 Whistleblowing
- FA 18 Fraud and Corruption

This Code of Conduct is valid until the AOA party, below, ceases to represent or work for AOA. This Code of Conduct shall be subject to periodic revision and review and AOA People agree to be bound by any updated version hereof. The signatory accepts the consequences of any violation of the above provisions under this Code of Conduct. All AOA People are required to sign this Code of Conduct.

Name:

Position:

Signature:

Date: