

Employee Code of Conduct

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Document Control

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Revision History

Version Number	Status	Date	Author	Authorised By	Remarks
1.0	Policy	21 Nov 2018	Nina von Stebut	Board	Review of CoC
1.1	Policy	09 Aug 2019	Nina von Stebut	CEO	Include PSEAH requirements
1.2	Policy	7 Feb 2020	Nina von Stebut	CEO	Change CEO statement

Related Policies

- Whistleblowing Policy & Procedure
- Employee Grievance Policy & Procedure
- Complaints Policy & Procedure
- Child Safeguarding Policy & Procedures
- Prevention of Sexual Exploitation, Abuse & Harassment (PSEAH) Policy
- Gender & Inclusion Policy
- Communications Policy
- Communication and Reporting on Children Guidelines

A word from our Chief Executive Officer

At ChildFund Australia we are strongly committed to attaining the highest standards of conduct. This is an essential part of our accountability to children, community members, donors, governments – and to each other as staff, volunteers, board directors, contractors and partners.

As ChildFund representatives we are in a privileged position of trust and must never abuse this trust. We have a duty to keep children safe, to act in the best interests of children and community members, to be responsible stewards of the resources that are entrusted to us, and to create a positive workplace free from discrimination and harassment. We want ChildFund to be a supportive and collaborative place to work and where people enjoy their work and feel valued.

The ChildFund Australia Code of Conduct sets out the commitments and behavioural expectations required of all those who are part of the organisation. The Code of Conduct, and the related policies and procedures, provide us with guidance and clarity on the behaviour expected at ChildFund. We all play a part in this.

Please take the time to read and understand the Code of Conduct and commit to upholding the Code at all times in your position as a representative of ChildFund Australia.



Margaret Sheehan
Chief Executive Officer

Purpose

ChildFund Australia's (ChildFund) Code of Conduct (Our Code) sets out our behavioural expectations for our People. Our Code is underpinned by our values, policies, procedures and guidelines. Our Code does not replace any local laws or regulations and in the event such laws or regulations are more prescriptive than Our Code, local laws or regulations shall of course apply. In countries where laws and expectations are weaker than Our Code, Our Code will take precedence.

Our Code is not specific to any role or country – it applies across the whole organisation. Our Code sets additional expectations of our Managers.

Whilst there is an expectation that our People will always uphold the standards set by the Code, the consequences for any instances of non-compliance are also explained (page 6).

Scope

Our Code applies to our People as defined below. We expect that anyone working with us or representing us also abide by Our Code.

Our Code forms part of any employment or partner/service contract that is in place with ChildFund. For Staff, Our Code applies whenever you represent ChildFund, including when outside of the office. Our Code is not limited by office hours, but applies to behaviours that might cause harm to anyone or damage our reputation.

Core Values



Definitions

People/Person refers to all employees, interns, volunteers, directors, contractors, consultants, Partners, suppliers and service providers.

Partners refers to organisations that ChildFund works with in the delivery of project or country services.

Staff refers to permanent or contract employees of ChildFund

Child/Children (sometimes also referred to as our “beneficiaries”). A child is any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.

PSEAH refers to Prevention of Sexual Exploitation, Abuse & Harassment.

Reportable Conduct includes, but is not limited to:

- breaches of legal obligations (including negligence, breach of contract, breach of administrative law)
- criminal offences
- engaging in acts of physical, sexual, emotional, psychological or financial abuse or harassment, exploitation or neglect of beneficiaries or Staff
- mismanagement or the unauthorised use of organisational funds
- actual or suspected fraud and/or corruption
- abuse of authority
- disclosures related to miscarriages of justice
- health and safety risks, including risks to the public as well as other Staff
- other unethical conduct
- damage to the environment
- a breach of any internal Policy including (but not limited to) the Code of Conduct, Child Safeguarding Policy, PSEAH Policy etc.
- an intentional disclosure or misuse of sensitive information, or
- the concealment or failure to report knowledge of the above actions in themselves or others.

ChildFund Staff have an obligation to report alleged instances of Reportable Conduct to their line managers or through the other reporting mechanisms in place such as the Employee Grievance Policy & Procedure, Complaints Policy & Procedure or Whistleblowing Policy & Procedure.

Our Code

As an organisation that works with and for children, Our Code of Conduct includes core expectations on child safeguarding. More detailed expectations are included in the ChildFund Child Safeguarding Policy & Procedure. The Code also sets out expectations in relation to the safeguarding of adult beneficiaries, ethical conduct, respectful relationships, protecting our reputation, responsible stewardship of resources and avoidance of risk to fellow ChildFund representatives.

1. Ensuring Children are safe

.... children's safety
comes first

I will adhere to the ChildFund Child Safeguarding Policy and Procedure endeavouring at all times to keep children safe through child safe practices.

2. Treating Children respectfully

.... children are
always respected

I will adhere to the ChildFund Child Safeguarding Policy and Procedure endeavouring to treat all Children fairly, with respect and dignity, regardless of race, colour, sex, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

I will encourage open communication between Children, adults, parents, carers, Staff and will actively support Children to participate in the decisions that affect them.

3. Preventing exploitation and abuse of Children and Vulnerable People

.... see something
say something
do something

I will adhere to the ChildFund Child Safeguarding Policy and Procedure and the PSEAH Policy endeavouring to prevent, oppose and combat all exploitation and abuse of Children and vulnerable people. I will immediately speak up if I observe any Reportable Conduct or concerns of exploitation, abuse or harassment.

I acknowledge that I am familiar with the ChildFund Child Safeguarding Policy & Procedure and the PSEAH Policy and will fully adhere to all related procedures and requirements.

4. Treat all people with respect and challenge any form of harassment, abuse, exploitation, intimidation or discrimination

.... challenge
unacceptable
behaviour

ChildFund Staff hold a privileged position of power and trust in relation to our partners and the communities that we serve. When carrying out our work I will not abuse my own position of power in any way.

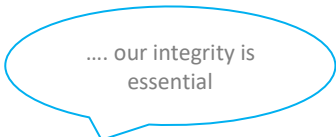
I will respect all people's rights, including Children's rights, and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way, and I will not engage in any form of sexual abuse or exploitation of any persons of any age.

I will not have sexual relations with Children (defined as under 18 years old) or with beneficiaries (in exchange for assistance or any other reason) recognising the inherent unequal power dynamics involved, and that such behaviours can undermine the integrity and credibility of ChildFund's work.

I will also not exchange money, offers of employment, employment, goods or services for sex or sexual favours, engage in fraternisation, or any other forms of humiliating, degrading or exploitative behaviour, understanding that these standards exist to challenge sexually exploitative and abusive behaviour.

I will use my best endeavours to report any such behaviours or Reportable Conduct in the workplace to my line management or through recognised confidential reporting systems.



... our integrity is
essential

5. Uphold the integrity and reputation of ChildFund

I will uphold the integrity of ChildFund by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard and is demonstrably consistent with ChildFund's values, policies and standards.

I will be accountable for the professional and personal actions I take, and ensure that I manage the power and responsibility that comes with my ChildFund role.

Whilst observing the requirements of the Code, I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Code. I will if necessary seek support and advice from ChildFund.

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of ChildFund (e.g. contract for goods/services, employment or promotion within ChildFund or partner organisations).

I will act against any form of fraud or corruption and not offer, promise, give or accept any bribes.

I will disclose to my manager, or decline any gifts, that may be perceived to impact integrity.

I understand that social media is a valuable means for communicating and staying in touch with family and friends. I will take care not to blur the boundary between what I am saying as an individual and that of an Employee or Person connected with ChildFund. I will never speak on behalf of ChildFund without approval in accordance with the Communications Policy.

I will immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before, or occurs during my association with ChildFund.

I will not work under the influence of alcohol or use, or be in possession of, illegal substances on ChildFund premises, vehicles or accommodation.

I will not use children's images collected during my work on my personal social media accounts.

... treat all sensitive
information as
confidential

6. Safeguarding information and resources

I will safeguard and make responsible use of the information and resources to which I have access by reason of my relationship with ChildFund.

I will exercise due care in all matters of ChildFund business and will not share any confidential information about a Child or other work-related matters.

I will protect, manage and use ChildFund's human, financial and material (including property) resources appropriately.

I will follow the procedures outlined in the Communication and Reporting on Children Policy and Guidelines when photographing or filming a Child or using Children's images for work related purposes.

... my behaviour
has an impact on
others

7. We are all valued, respected and supported in the Workplace

I will live Our Code, upholding the values of ChildFund in the way I work and in my behaviours toward other people, ensuring each Person feels valued, respected and supported at ChildFund.

I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and beneficiaries.

Where my role at ChildFund also includes management responsibilities, I understand the additional expectations of me as a leader and role model in the organisation and how important it is that I lead by example in living the Code.

Non-compliance with Our Code

Not complying or breaching Our Code or any ChildFund Policy and/or Procedure constitutes grounds for disciplinary action and could lead to dismissal from employment or service and result in legal proceedings. A breach of Our Code will be regarded as misconduct resulting in suspension of or reduced duties while actions are being investigated. Breaches of Our Code that are substantiated and regarded as gross misconduct will result in dismissal.

Commitment to living Our Code

As a firm commitment to the adherence of Our Code, I sign hereunder that I have read and understood Our Code and will uphold Our Code to the best of my ability.

I understand that the Code of Conduct will be updated regularly and I may be periodically asked to recommit to Our Code as a component of our compliance protocol.

.....
Name

.....
Position

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Signed

.....
Date