

Organisational Code of Conduct

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A word from our Chief Executive Officer

ChildFund Australia is 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 respectful to local partners and communities we work in and be responsible with the resources that are entrusted to us. We must also 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 and included

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 always upholding the Code in your position as a representative of ChildFund Australia .



Margaret Sheehan
Chief Executive Officer

Policy

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. 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 applies to all roles across the whole organisation. Our Code sets additional expectations of our Managers.

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 may result in legal proceedings.

A breach of Our Code will be regarded as misconduct and may result 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.

ChildFund people have an obligation to report alleged instances of reportable conduct or breaches of the Code of Conduct to their line manager or through the other reporting mechanisms in place such as the Grievance Policy & Procedure, Complaints Policy & Procedure, Whistleblowing Policy & Procedure, and Child Safeguarding Policy & Procedures.

If individuals knowingly choose not to report a concern, this is a breach of the Code of Conduct and/or the Child Safeguarding Policy. This may result in disciplinary action including possible termination of employment or relationships with ChildFund Australia.

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.

Definitions

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

Fraternisation refers to any relationship occurring while conducting ChildFund business, that involves — or appears to involve — partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It includes sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.

People/Person refers to:

- Board members
- Staff (Australia, representative country offices, regional equivalents and ChildFund Sport for Development, including volunteers and interns)
- Supporters
- Any person representing the organisation at ChildFund Australia's request such as:
 - ChildFund Ambassadors
 - Partner organisations
 - Consultants (both organisations and individuals)
 - Suppliers and Contractors¹

Partners refers to groups of people and organisations that ChildFund works with in the delivery of programs and projects.

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

¹ Applies if working with, contact with or impact on children, see Child Safeguarding Procedures
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Racial justice is equal and fair treatment for everyone regardless of ethnicity or race, so that everyone enjoys equal opportunities and outcomes. To achieve this, it's not enough to prevent individual cases of racial discrimination and combat explicit racism. It also requires active and long-term efforts to change systems, policies, practices and beliefs that condone and perpetuate racial prejudice and discrimination, disproportionately harming or disadvantaging some groups while favouring others.

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 children, participants 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
- a breach of any internal Policy including (but not limited to) the Code of Conduct, Child Safeguarding Policy, PSEAH Policy, etc.
- Concerns or suspicion that a child has been harmed or is at risk of harm, e.g. through project activities or staff actions;
- Observations that a project or program activity is causing harm to children or participants an intentional disclosure or misuse of sensitive information, or
- the concealment or failure to report knowledge of the above actions in themselves or others.

Staff refers to permanent or contract employees of ChildFund Staff Australia, representative country offices, regional equivalents and ChildFund Sport for Development, including volunteers and interns.

Vulnerable Adults are defined as:

- those aged over 18 years
- who, due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk.

Related Policies

- Whistleblowing Policy & Procedure
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Child Safeguarding Policy & Procedures
- Prevention of Sexual Exploitation, Abuse & Harassment (PSEAH) Policy
- Organisational Inclusion Policy
- Communications Policy
- Consent Policy

Document Control

Version number	2.0
Date	May 2024
Next Revision Date	May 2027
File Path	BambooHR

Revision History

Version Number	Status	Date	Author	Authorised By	Remarks
1.0	Policy	Nov 2018	Nina von Stebut	Board	Review of CoC
1.1	Policy	Aug 2019	Nina von Stebut	CEO	Include PSEAH requirements
1.2	Policy	Feb 2020	Nina von Stebut	CEO	Change CEO statement
1.3	Policy	Dec 2021	Nina von Stebut	CEO	Review
2.0	Policy	May 2024	Nicky Batt	CEO	Incorporating CSG Code of Conduct

Our Code

I will at all times maintain the highest standards of integrity and conduct, consistent with our values:



I will immediately report concerns or allegations of child/vulnerable adult exploitation and abuse and policy non-compliance, or any other alleged instances of reportable conduct or breaches of the Code of Conduct by staff or any representative. I will follow the reporting process outlined in the Child Safeguarding Policy and Procedures, or the Grievance Policy & Procedure, or Complaints Policy & Procedure, or Whistleblowing Policy & Procedure.

1. Ensure children are safe

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

2. Prevent exploitation and abuse of children and vulnerable people

I will adhere to the ChildFund Child Safeguarding Policy and Procedure and the PSEAH Policy endeavouring to prevent, address and combat all exploitation and abuse of children and vulnerable people.

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

I will not use unnecessary or inappropriate physical contact with children who are participants in our programming including kissing, cuddling, smacking etc. I will ensure another appropriate adult is always present when working with children.

I will not have contact, online or offline, with any children who are participants of ChildFund activities or programs outside of my work role and purposes.

I will not access, possess, produce or disseminate child sexual abuse material through any medium.

I will not have sexual relations or any form of sexual activity or contact with children (defined as under 18 years old) or with participants (including exchange for assistance or any other reason) recognising the inherent harm to children this causes, the unequal power dynamics involved, and that such behaviours can undermine the integrity and credibility of ChildFund's work.

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

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 value diversity and recognise that staff, community members and partners come with their own experiences and knowledge.

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

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 participants.

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.

ChildFund Staff hold a privileged position of power² and trust in relation to our staff, partners and the communities whom we serve. When carrying out our work I will be aware of this privilege and not abuse my own position of power in any way.

² Power refers to the ability to direct or influence other people's decisions and behaviours.
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I understand the importance of anti-racism to how I should approach work in the development sector, and am committed to racial justice in my conduct both in the workplace and our programs.

I will not use language or engage in behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or intended to harm, shame, humiliate, belittle or degrade children or adults, online or offline.

I will ensure that my relationships and behaviour are not exploitative, abusive, or corrupt in any way.

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. I understand that these standards exist to challenge sexually exploitative and abusive behaviour.

4. Uphold the integrity and reputation of ChildFund

I will be accountable for the professional and personal actions I take and ensure that I appropriately 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. In circumstances of conflict between the Code and culture 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 (e.g., contract for goods/services, employment, or promotion within ChildFund or partner organisations) that could be deemed a conflict of interest.

I will comply with all relevant Australian and national laws, including labour laws in relation to child labour and child sexual abuse material.

I will act against any form of fraud or corruption. I will 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 will not give personal gifts to children or participants.

I will never speak on behalf of ChildFund without approval in accordance with the Communications Policy.

I will not use personal social media or other forms of personal communication to contact, access, solicit or befriend a child or young person involved in our programs or activities. I also will not place ChildFund images of child or youth participants on personal social media sites unless authorised for work purposes.

I will immediately disclose all pending charges or confirmed 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. Nor will I supply, sell, provide, support or encourage the use of tobacco, vapes, drugs and alcohol to children.

5. Safeguard information and resources

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 Child Safeguarding Procedures when photographing or filming a Child or using Children’s information or images for work related purposes.

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 or participate in training as a component of our compliance protocol and good practice

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Name

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Position

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Signed

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Date