

## 1. Purpose

AFAO values and expects the honest, professional and ethical behaviour from its staff, volunteers, contractors (including consultants), grantees and suppliers. This policy sets out AFAO's Code of Conduct.

## 2. Responsibilities

All staff and volunteers (including Board Directors) are required to comply with this policy.

All staff and volunteers are required to report suspected violations of the organisation's Code of Conduct to their manager. If their manager is implicated in the violation, the report should be made to the Chief Executive Officer or the AFAO Ltd President.

Staff and volunteers are always to comply with this policy during work, when representing or acting on behalf of AFAO and at work related events and social functions.

### 2.1 Obligations of staff and volunteers

AFAO's staff and volunteers will:

- a) comply with all legal, statutory and regulatory requirements
- b) at all times act with honesty, integrity, professionalism and propriety as AFAO's success depends on its reputation for integrity and on the trust and confidence of everyone with whom it deals
- c) observe all applicable AFAO policies and procedures, including AFAO's Work Health and Safety Policy and legislative requirements, and always ensure the safety of the community
- d) keep secure and prevent the unauthorised release of privileged information, including confidential information to do with AFAO matters
- e) provide a signed copy of this Code of Conduct policy to AFAO to confirm that they have noted its contents, including its provisions relating to conflict of interest.

If an employee or volunteer has interests that must be declared in accordance with this policy, the signed form will be accompanied by a statement of those interests with sufficient information to allow AFAO to evaluate the interests. In signing this policy, AFAO employees, volunteers and consultants are confirming that they have no conflict of interest to declare.

### 2.2 Obligations of providers of goods and services

AFAO requires all product and service providers to:

- a) act in an open and non-fraudulent manner
- b) keep secure and prevent the unauthorised release of privileged or confidential information, such as commercial-

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- in-confidence information
- c) not discuss the dealings of AFAO with the media without first obtaining approval of the Chief Executive Officer or AFAO Ltd President
  - d) respond to reasonable requests for advice and information by AFAO
  - e) not offer, or attempt to offer, AFAO nor its employees any financial or other inducements which may lead to, or seen to be leading to, an unfair advantage in dealings with AFAO.

### 3. Application of policy

This policy applies fully to AFAO's operations, including its international activities and the AFAO Foundation. Unless indicated otherwise, references in this policy to AFAO include the AFAO Foundation. Where one entity is being referred to, but not the other, the entities are distinguished as AFAO Ltd and the AFAO Foundation.

In addition to staff and volunteers, AFAO may, at its sole discretion, ensure contractors, consultants, suppliers and grantees also comply with this policy. In this situation, the AFAO staff member with responsibility for engaging the contractor, consultant, supplier or grantee will take steps to ensure their compliance with this policy, including through their declaration of any interests.

Where this policy is contradicted by contractual obligations to funders, the contractual obligations must be adhered to. Exceptions to such obligations should be sought from funders prior to entering into contracts and any substantive areas of difference must be drawn to the attention of the Chief Executive Officer.

Orientation to this policy will be provided to all AFAO staff during their induction by their manager and regularly during the course of their employment through all-staff training.

### 4. Policy

It is our policy to conduct business in a professional manner with the highest standards of integrity and in accordance with applicable laws and regulations.

AFAO's values include:

- a) always acting with fairness, honesty and integrity
- b) being aware of and complying with all laws and regulations
- c) maintaining the highest standards of professional behaviour
- d) dealing honestly through all communications and interactions with external parties
- e) striving to deliver quality work in accordance with contract requirements and AFAO's standards
- f) reporting in an accurate and timely fashion
- g) being diligent in not accepting courtesies from or offering them to suppliers or others for the purpose of obtaining favourable treatment or advantage
- h) avoiding or revealing to management any perceived or actual conflicts of interest
- i) completing AFAO payments and other transactions accurately and ensuring they are accurately recorded in AFAO's books and records.

AFAO does not tolerate sexual exploitation, abuse, harassment or bullying. AFAO regards these as serious policy violations and will treat complaints in a sensitive, fair and confidential manner.

AFAO has set behavioural expectations that apply to this Code of Conduct in other policies, in particular:

- Prevention of Sexual Exploitation, Abuse and Harassment Policy
- EEO, Discrimination, Bullying and Harassment Policy

The behavioural expectations of these policies set the standard required for this Code of Conduct. Behaviour that is inconsistent with these policies will not be tolerated.

AFAO is committed to the promotion of gender equality, equity and non-discrimination.

AFAO champions diversity in its workplace and is committed to the protection and promotion of diversity within its workforce including in relation to sexual orientation, gender identity and disability.

All AFAO staff, volunteers (including Board members) and contractors must be familiar and comply with corporate policies including AFAO's:

- EEO, Discrimination, Bullying and Harassment Policy
- Child Protection Policy
- Prevention of Sexual Exploitation, Abuse and Harassment Policy
- Diversity and Inclusion Policy
- Feedback and Complaints Policy
- Whistle-blower Policy
- Partnership Commitment Policy
- Environmental Management Policy
- Non-development Activity Policy.

Staff and volunteers will not engage in transactional sex with other staff, volunteers, contractors or personnel of grantees, suppliers or primary stakeholders. Transactional sex is sexual activity in exchange for goods or services, money, employment or preferential treatment.

AFAO staff and volunteers are required to be familiar with the ACFID Code of Conduct and act in accordance with it.

#### 4.1 Child protection

AFAO promotes and protects the interests and safety of children and has zero tolerance for child abuse or child exploitation. AFAO maintains the highest standards of vigilance in relation to child safety and requires that its partners and sub-grantees do likewise.

AFAO staff, volunteers, contractors, grantees and suppliers will:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- not engage children in any form of sexual activity, including paying for sexual services, where under the laws applicable to the child (including Part IIIA of the *Australian Crimes Act 1914 (Cwlth)* as amended), the child is below the age of consent or the sexual activity is an offence under relevant laws
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless necessary, in which case they must obtain a supervisor's permission, and ensure another adult is present if possible
- not give gifts to children
- not supply children with alcohol or drugs
- use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child exploitation through any medium

- refrain from physical punishment or discipline of children
- refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, 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 legislation, including labour laws, in relation to child labour
- immediately report concerns or allegations of child abuse to police in accordance with AFAO'S Feedback and Complaints Policy, Child Protection Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy.

When photographing or filming a child for work related purposes, AFAO staff, volunteers, contractors, grantees and suppliers will:

- before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- before photographing or filming a child, obtain consent from the child and a parent or guardian of the child and in doing so, explain how the photograph or film will be used
- ensure photographs and videos 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 sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels do not reveal identifying information about a child when sending images electronically
- abide by AFAO's Communication and Advocacy Policy.

## 5. Conflict of Interest

A key element of protecting AFAO's integrity and reputation is ensuring that its decision-making and processes are not affected by conflicts of interest. Conflicts are situations where an AFAO employee or volunteer could be influenced to make decisions for improper reasons (for example, a decision that relates to their own financial or other interests). It is the responsibility of all AFAO staff members and volunteers to disclose any personal financial or other interests that could relate to their work, such that potential, perceived and actual conflicts can be appropriately managed.

As a peak organisation, AFAO Ltd's Board includes Directors who have existing relationships with AFAO Ltd members. It is essential that Directors remain cognisant of issues that may create actual or perceived conflict of interest in matters that come before the Board. Directors must exercise their role in the best interests of AFAO and, as such, must formally declare any such interest promptly. This will allow for appropriate and timely management of issues. This policy includes questions, listed below, that serve to identify and address actual or potential conflicts of interest.

### 5.1 What is a 'conflict of interest'?

Generally, a conflict of interest is a situation in which an AFAO staff member or volunteer has a competing professional or personal interest, including a financial interest, that could have a real or perceived effect on their ability to fulfill their responsibilities with the best interests of AFAO in mind. Conflicts can create the perception that a staff member or volunteer's judgment is biased. As such, conflicts can compromise or undermine the trust in AFAO.

### 5.2 What interests must I declare to AFAO?

The following four questions are designed to identify and address potential, perceived and actual conflicts of interest and other ethics-related issues. Guidance and examples for each question are provided.

**If you answer yes to any of the questions, you must make a declaration to AFAO with sufficient information to allow it to evaluate the interest. If you are unsure whether to disclose an interest, you should err on the side of**

**over-inclusiveness and make a declaration.**

- *Question 1: Do you or any of your immediate family members have any financial interest in the work of AFAO?*

The term “financial interest” is broadly defined. For reference, the table below lists some financial interests and provides examples of how these may appear in practice.

<b>Financial interest</b>	<b>Examples in practice that are to be declared on the form</b>
A professional or financial relationship with an entity that is a competitor to AFAO	An AFAO employee or volunteer, or their family member: <ul style="list-style-type: none"> <li>• is employed by a competitor to AFAO</li> <li>• is a Board Director of a competitor to AFAO</li> <li>• has any other professional or financial relationship with a competitor to AFAO.</li> </ul>
A direct financial or business relationship with an entity that receives AFAO grant funds	An AFAO employee or volunteer, or their family member: <ul style="list-style-type: none"> <li>• is employed by a current or prospective grantee</li> <li>• is a consultant to develop a grant proposal</li> <li>• is a Board Director of a grantee.</li> </ul>
A professional or financial relationship with a contractor of goods or services	An AFAO employee or volunteer, or their family member: <ul style="list-style-type: none"> <li>• provides consulting services to an AFAO contractor</li> <li>• holds ownership (for example, shares of stock) in a company submitting a bid</li> <li>• is employed by a company submitting a bid to supply goods or services.</li> </ul>

- *Question 2: Have you or an immediate family member had a professional relationship with an organisation subject to review, audit or investigation by AFAO? Has there ever been an investigation by any other authority against you, your immediate family members or an organisation to which you have a professional relationship?*

Situations to be disclosed under this question include the following:

<b>Relationship or activity</b>	<b>Examples in practice that are to be declared on the form</b>
Investigations by any other authority against you, your family members or an organisation to which you have a professional relationship	An AFAO employee or volunteer, or their family member: <ul style="list-style-type: none"> <li>• is employed by an organisation that is subject to an investigation by a government authority</li> <li>• was the subject of an investigation by a government authority.</li> </ul>

- *Question 3: Have you or any of your immediate family members been involved in a legal dispute with AFAO, or are you currently involved in any other legal dispute that could have a real or perceived effect on your AFAO duties?*

This question is intended to only address legal disputes that could have a real or perceived effect on your ability to work with the best interests of AFAO in mind. Both current and concluded legal disputes should be disclosed, including but not limited to, matters involving AFAO. Other examples of legal disputes to be disclosed are claims for professional malpractice, and legal proceedings relating to fraud, theft, and other financial or professional illegality (for example, money laundering).

- *Question 4: Is there anything else not captured in the questions above that could affect your objectivity or independence in the performance of your duties for AFAO, or in your opinion, the perception by others of your objectivity and independence?*

This question is intended to capture any other situation, or perceived situation, which could affect your work, whether financial, professional, or personal in nature. This includes personal and intimate relationships, including sexual relationships where those relationships are with another AFAO staff member, volunteer or stakeholder.

### 5.3 How and when do I make a declaration?

Declarations of interest can be made to the AFAO's Manager, Business Operations, or the Chief Executive Officer (or in the case of AFAO Ltd Directors, to the President).

All AFAO staff and volunteers, including Board members, and grantees should declare any interests before their appointment or at the time this policy is approved. AFAO staff, volunteers and grantees must also provide a declaration:

- at any time, at the request of AFAO, or
- if you have a change to your situation that creates an interest that must be disclosed.

AFAO maintains a register of interests which is regularly updated. All Board meetings commence with a standing agenda item for the declaration of interests.

### 5.4 How will my declaration of interests be evaluated?

If AFAO identifies a potential, perceived or actual conflict of interest based on your disclosure, AFAO will contact you to discuss the matter for the purposes of identifying options to manage the conflict. Conflicts of interest will be managed by impartial decision makers to identify the actions required to address the conflict. Directors' interests are additionally addressed by AFAO's Governance Policy.

The outcome of decision making on any identified conflict will be provided to the affected staff member or volunteer.

### 5.5 How will information about my interests be handled?

AFAO will maintain information about interests with the greatest possible degree of confidence and handle such information only for the purposes necessary to manage those interests.

## 6. Failure to comply

A staff member or volunteer who does not comply with this policy may be subject to disciplinary action which may include termination of employment or of volunteer engagement. A person who does not comply with this policy may be refused entry to AFAO's premises and/or have their contract for service terminated.

A signed copy of this Code of Conduct Policy shall be provided to all employees and to the Business Operations Manager.

I have read, understood and agree to abide by AFAO's Code of Conduct Policy.

**Name:**

**Signature:**

**Date:**