

Appendix 1. Code of Conduct

(Next review by November 2025)

Policy number	1	Current policy version	4
Original policy approved	July 2012	Previous review date	Dec 2019
Current policy reviewed by CEO	JP	Current version approved by Committee of Management on	Nov 2022
Responsible person	CEO	Scheduled review date by	Nov 2025

Introduction

Assisi Aid Projects (Assisi) is a signatory to the ACFID Code of Conduct, and is committed to upholding values of accountability, integrity and transparency in its work.

Assisi is also committed to ensuring that it complies with its moral and legal obligations to participants, partners, the public, personnel and donors.

Purpose

The purpose of this policy is for Assisi personnel to understand and uphold a code of professional ethics that are consistent with the mission, values, and objectives of Assisi.

Scope

This Code of Conduct applies to all Assisi staff, members, Governing Body members (including both Committee of Management and subcommittee members), interns, volunteers, representatives, contractors, and visitors to project sites (hereinafter referred to as “personnel”). All are required to sign this Code of Conduct as either part of their employment contract with the organisation, or during their induction.

In addition, Assisi will support in-country partners to understand the principles of this Code of Conduct, and to practically implement relevant procedures in their local context.

Policy

Failure to comply with these standards may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Assisi expects that all Assisi personnel will understand, uphold and agree (sign and date at the end of this document) to the below standards of behaviour.

1. Commitment to the work of Assisi.

I will:

- Commit to work in alignment with the values and objectives of Assisi.
- Ensure my actions are guided by the needs of vulnerable people and that I do not discriminate on the basis of nationality, race, culture, gender, sexual orientation, religious beliefs, social background, disability, family status, marital status, age or political opinions.
- Strive to redress gender imbalances.
- Uphold the human dignity of all people at all times.
- Act at all times in accordance with Assisi's organisational policies and procedures, and the laws of the country in which I work.
- Respect, protect and uphold human rights, which are for everyone, without discrimination based on but not limited to race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.

2. Respect, honesty and courtesy in dealing with people.

I will:

- Observe fairness, courtesy and equity in my dealings with others.
- Value and acknowledge the opinions and contributions of all others.
- Contribute to dialogue and discussion in a constructive manner.
- Use language that is respectful to others.
- Abstain from all forms of unlawful behaviours including but not limited to discrimination, harassment, bullying, victimisation, emotional, psychological or physical violence or abuse.
- Show respect for local culture and custom.
- Actively consider power and its implications in all work relationships and recognise and seek to redress power imbalances.
- Respect and promote diversity in the workplace.
- Not engage in behaviour that could be construed as bullying. Treating all people with respect and equal importance. Assisi has an anti-bullying position, and any allegations will be investigated and may result in disciplinary action.
- Not engage in Sexual Exploitation, Abuse and Harassment (SEAH), and maintain the standards of behaviour outlined in the Assisi Policy for the Prevention of Sexual Exploitation, Abuse and Harassment.
- Immediately report any concerns of SEAH following the procedure set out in the Assisi

PSEAH policy. [OBJ]

3. Maintain high standards of integrity in my professional practice.

I will:

- Conduct myself honestly, reliably and without favouritism.
- Not engage in fraudulent or criminal behaviour, bribery or other unlawful conduct.
- Be transparent in decision making and reporting any potential conflicts of interest.
- Complete my job to the best of my abilities and in line with my job description and employment contract.
- Not use my position to exert inappropriate influence over others.
- Make comments publicly or to the media on behalf of Assisi only when I am authorised to do so.

I will not engage in following acts/behaviours:

- Drug or alcohol abuse
- Intoxication while at work
- Stealing
- Falsification of documents and records
- Illegitimate release of organisational funds

4. Work collaboratively, empowering each other.

I will:

- Work collaboratively with others to the best of my ability.
- Share information and act in good faith.
- Develop, maintain and use my own skills and capabilities and those of others.
- Give support and guidance to others and recognise their results and achievements.
- Generate and support ideas to improve our work.

5. Assume responsibility for my own actions and personal behaviours.

I will:

- Take responsibility for my work and performance and for behaving in accordance with this Code of Conduct and Assisi's policies and procedures.
- Raise any perceived breaches of this Code of Conduct or of any of Assisi's policies in good faith.

- Not victimise anyone for raising a breach in good faith.
- Ensure my expectations of others are reasonable, clear, communicated and understood.
- Observe Assisi's conditions of employment, and expected behaviours as described in Assisi's procedures, including but not limited to: Equal opportunity, Grievances, Disciplinary action, Occupational Health and Safety, and Privacy.

6. Appropriate management and use of Assisi resources.

I will:

- Only spend Assisi funds in alignment with Assisi policy, budgets and delegations.
- Only use Assisi's materials, facilities, resources, people, and equipment for the purpose in which they are intended, and I will take reasonable steps to prevent misuse by others.
- Respect and protect the physical and intellectual property of Assisi.
- Conserve and efficiently use resources through recycling, energy saving and waste minimisation.
- Only accept gifts when I am confident that they are of token value and are genuinely offered on the principle of goodwill, and where the giver is not seeking favoured treatment.
- Uphold privacy and confidentiality when dealing with sensitive or confidential information.
- Not misuse information obtained in the course of my work either for financial reward or gain, or for taking advantage of another person.
- Immediately report any concerns of corruption, fraud, bribery, money laundering, financial impropriety, counter terrorism.

7. Child Protection – Professional Behaviours

The following behaviours are not intended to interfere with normal family interactions, but are part of Assisi's Child Protection Policy, and are expected of all personnel when performing their work.

I will:

- Treat all children with respect.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services.
- Wherever possible, ensure that another adult is present when working near children.

- 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 ensuring that another adult is present if possible (noting that this does not apply to an individual's own children).
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.
- Not use physical punishment on children.
- Not hire 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.
- Not supply children with alcohol or drugs.
- Not provide gifts to children.
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with Assisi's Child Protection and PSEAH Policies.
- Immediately disclose 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 Assisi.
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

8. Photographing or filming a child or using children's images for work-related purposes.

I will:

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided.
- 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 considered sexually suggestive.
- Ensure images are honest representations of the context and the 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.

Responsibilities

As outlined in the Policy Overview, there are roles and responsibilities that apply to all policies. In addition, the Chief Executive Officer will:

- Ensure all personnel sign the Code of Conduct and maintain a register.
- Ensure that inductions and regular training on the Code of Conduct and related policies are provided to personnel.
- Regularly monitor Code of Conduct compliance and controls.

Related Documents

Assisi – Good Practice Manual.

Assisi – Child Protection Policy

Assisi – Preventing Sexual Exploitation, Abuse and Harassment Policy

Assisi – Anti-fraud and Anti-Corruption Policy

Assisi – Counter Terrorism Policy

People in Aid – Code of Good Practice

ACFID – Code of Conduct

Signature

I understand that the onus is on me, as a person associated with Assisi to comply with Assisi's Code of Conduct. I acknowledge that failure to comply with this Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Name: _____

Signed: _____

Date: _____