

# INF Australia CODE OF CONDUCT

Policy number:	4	Developed:	April 2015
Owner:	Board	Latest revision:	March 2020
Users:	INF Australia Employees and Volunteers, INFA Board and Committee Members, INFA workers in Nepal, Trip/Trek participants	Scheduled review date	March 2022

THIS POLICY COMPLIES WITH: INF Original and Seconding Agreements

RELATED INF AUSTRALIA POLICIES: All Board Approved Policies

## 1. INTRODUCTION: CODE OF CONDUCT

The Code sets out standards of behaviour expected of all INF Australia staff, volunteers and ambassadors and provides an ethical framework for activities and conduct at INF Australia.

All INF Australia staff, volunteers and ambassadors [including Vision Trip and Trek participants] must agree to abide by the code of conduct and all relevant policies. Breaches or departures from the provisions of this code of conduct may be grounds for disciplinary action or termination of employment or voluntary service.

Adherence to INF Australia's Child Protection Policy, Prevention of Sexual Exploitation, Abuse & Harassment Policy and related Child Protection & Safeguarding Code of Conduct are non-negotiable requirements for all INF Australia staff, board and volunteers.

## 2. VISION, MISSION AND VALUES

INF Australia is a Christian mission serving the physical and spiritual needs of Nepali people. While INF Australia does not require that all staff, volunteers and ambassadors identify as Christians, all staff, volunteers and ambassadors are required to understand INF Australia's basis of faith, support its vision and mission, and commit to behaviour that is in line with its values and identity.

### Vision

INF Australia's vision [shared with other organisations in the INF family] is to see 'Life in all its fullness for Nepal's poor and disadvantaged people and communities.'

### Mission:

INF Australia's mission is to share and support our partners' work to demonstrate God's love for all through transformational medical, disaster response and community development with poor and marginalised people in Nepal.

### Values:

INF Australia's values shape and define the organisation's identity and work. Summarised, these are love, service, compassion, forgiveness, equality, justice, reconciliation, honesty, excellence, joy and hope.

### **3. PROFESSIONAL RESPONSIBILITY**

INF Australia's staff, volunteers and ambassadors are responsible for contributing to the mission of the organisation, and for maintaining and promoting the integrity, credibility and public esteem of the organisation [including among government stakeholders, communities and churches in Australia and Nepal]. In performing their duties for INF Australia, all employees, volunteers and ambassadors must:

- Exercise their best professional and ethical judgement, making decisions without bias and using the factual information available;
- Perform their duties diligently, honestly and conscientiously;
- Maintain a co-operative, collaborative, inclusive and respectful approach to working relationships;
- Actively develop and maintain professional knowledge, skills and relevant accreditations; Comply with any legislative, industrial or administrative requirements;
- Comply with all lawful and reasonable terms outlined in employment or volunteer service agreements;

Comply with all lawful and reasonable directions from those authorised to provide direction.

### **4. FAIRNESS AND RESPECT**

INF Australia respects the dignity and inherent worth of all people and expects staff, volunteers and ambassadors to promote and foster fairness and respect for all individuals – both within the organisation and within the communities in which we are located and work.

All employees, volunteers and ambassadors must:

- Work to create and sustain work and social environments that respect all individuals and encourages all to participate and develop to their full potential;
- Treat people with dignity, respect and compassion;
- Act to ensure a workplace free from harassment, bullying and unlawful discrimination;
- Comply with the provisions of INF Australia's Equity, Inclusion & Respect Policy and related policies.

### **5. PROTECTION OF THE VULNERABLE**

INF Australia seeks to ensure the dignity and rights of all are respected and promoted and regards the safety and security of all involved in our programs as of paramount importance. We recognise that, by the nature of our work, INF Australia has a special duty to protect children and other vulnerable people from various forms of harm, abuse, neglect or exploitation. INF Australia requires all staff, volunteers and ambassadors to:

- Work to create and sustain work and social environments that protect and promote the safety, security, dignity and wellbeing of all, particularly children and other vulnerable people;
- Actively work to prevent harm to children and vulnerable people, and to appropriately report instances or allegations of such harm;
- Comply with the provisions of INF Australia’s Child Protection Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, and related policies.

## **6. CONFLICT OF INTEREST**

INF Australia seeks to maintain a high level of trust with our stakeholders and to transparently and accountably steward resources and relationships entrusted to it. INF Australia staff, volunteers and ambassadors are required to not engage in activities that create actual, apparent, or potential conflicts of interest. This involves:

- Adhering to the provisions of INF Australia’s Conflict of Interest policy; including
  - Disclosing all actual or potential conflicts of interest appropriately;
- Refraining from using a role with INF Australia for personal, material or financial gain or the appearance of such [apart from normal remuneration of paid staff];

Refraining from giving or seeking preferential treatment to individuals or groups outside of established policies, processes and standards.

## **7. USE OF INFORMATION**

INF Australia seeks to protect the rights of individuals in the acquisition and use of information while ensuring truthful communications and informed decision-making. INF Australia staff, volunteers and ambassadors are required to:

- Acquire and use information ethically and responsibly;
- Ensure information used for decision-making or in communication is accurate and truthful;
- Take appropriate steps to ensure the security of private, personally or organisationally sensitive or confidential information and refrain from disclosing it without proper authority;
- Comply with the provisions of INF Australia’s Privacy Policy, Communications Policy and related policies.

## **8. COMMUNICATING OUR WORK**

INF Australia is committed to communicating accurately and honestly about our work. When representing or communicating the work of INF Australia in any form, INF Australia staff, volunteers and ambassadors must:

- Communicate positively and accurately about the work of INF Australia, ensuring that the dignity, agency and rights of our primary stakeholders are upheld in our communications;
- Refrain from representing personal opinion or unauthorised positions as the statements of, or endorsed by, INF Australia;
- Refer requests for media contact to INF Australia’s CEO or Chair;
- Comply with the provisions of INF Australia’s Communications Policy and related policies.

I, [ \_\_\_\_\_ ], acknowledge that I have read and understood INF Australia's Code of Conduct and relevant related policies and agree that while representing INF Australia, I will abide by the conditions outlined here.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## REVISION HISTORY

Date	No	Summary of Changes	Section/s that changed	Authorised by:
Oct 2015	2	Reference to statement of faith and values	2	Council
January 2017	3	Update vision and mission; gender neutral language		Board
March 2020	4	Major revision to align with new and revised policies Extended scope to include trip/trek participants Updated references to policies Changed introduction Updated mission statement Removed section on duties of employees & volunteers Updated section on Professional Responsibility Added section on Fairness and Respect Added section on Protection of Vulnerable People Updated section on Conflict of Interest Updated section on Use of Information	1 2 3 4 5 6 7	Board

		<p>Updated section on Communicating our Work</p> <p>Replaced section on Intention to Comply Signatures with references to compliances in Section 1 and Signature section at end of document</p> <p>Removed section on Corrupt Conduct</p> <p>Removed section on Security of Information and Premises</p>	8	