

ABM and AID Code of Conduct

1 Introduction

Anglican Board of Mission – Australia Ltd (ABM) and Anglicans in Development Ltd (AID) promote the highest standards of behaviour and *Accountability* in our relations with our *Partners, Supporters, NATSIAC*, members of the Anglican Alliance, the Action by Churches Together (ACT) Alliance, Church Agencies Network, and the people with whom we work in all our *Programs*.

These standards are consistent with our values and are expressed in our policies and procedures (See also section 14 below).

AID shares this commitment with members of the ACT Alliance and with the Australian Council for International Development (ACFID) as a signatory to their Codes of Conduct.

This Code also reflects the principles and requirements of the Department of Foreign Affairs and Trade (DFAT) Child Protection Policy, Preventing Sexual Exploitation, Abuse and Harassment Policy, and their Social and Environmental Safeguards Policy.

This Code reflects and gives effect to several ABM and AID policies, which are listed at the end of this Code (See section 14 below).

ABM and AID are committed to reviewing this Code of Conduct, and to conducting re-orientation sessions with our *Staff and Responsible People*, at least every five years.

ABM and AID will also share this Code of Conduct with our *Partners* and place it on our website.

2 ABM's and AID's Purpose and Values

ABM is a national mission agency of the Anglican Church of Australia. It is a channel through which Australian Anglicans participate in mission, both here and overseas. ABM's vision is to see people everywhere experience the wholeness of life God offers in Jesus Christ and to this end support our partners as they participate in God's mission.

AID is wholly owned by ABM and operates our Sustainable Communities program. AID works with church *Partners* to deliver grassroots, community-driven development, Aboriginal and Torres Strait Islander leadership, and disaster preparedness and response. The vision of AID's Sustainable Communities Program is to see locally-led, cohesive and resilient *Communities* that build on their strengths and address challenges of *Poverty Alleviation* and respond to disasters together so people enjoy whole and meaningful lives.

ABM and AID have identified the following values as guiding all aspects of our work:

- i. Faithfulness to God;
- ii. Integrity in all aspects of our work;
- iii. Respect for the created order and human dignity;
- iv. Wise Management of our resources;
- v. Creativity and hard work; and

- vi. Relational reciprocity.

3 Scope

This Code of Conduct applies at all times including outside normal working hours to all *ABM and AID Staff, Volunteers, Responsible People and Third Parties* when they are representing ABM or AID.

These individuals will be referred to collectively as '*ABM and AID Workplace Participants*' throughout this document.

ABM and AID Workplace Participants include:

- i. *ABM and AID Staff*;
- ii. *ABM and AID board directors*;
- iii. *ABM and AID Volunteers*, including individuals and groups who visit any *Partners or Projects* funded by ABM or AID;
- iv. *ABM and AID contractors* (including advisors and consultants);

4 Values and Behaviour

ABM and AID Workplace Participants shall at all times:

- a. Act in ways consistent with the Christian principles underpinning the work and service of ABM and AID;
- b. Ensure their personal and professional behaviour is, and is seen to be, of the highest standard and in keeping with ABM and AID's Vision and Values and does not bring ABM or AID into disrepute.
- c. Respect and promote fundamental human rights without discrimination irrespective of race, ethnicity, indigeneity, colour, disability, displacement, caste, religion, gender, gender identity, sexual orientation, age, marital status, poverty, national origin, political affiliation or socio-economic status;
- d. Be conscious of and seek to reduce power imbalances that exist in the environments in which ABM and AID work;
- e. Seek to identify and eradicate *Racism* that exists at interpersonal and systemic levels;
- f. Contribute to a work environment that is fair, equitable and free of harassment and bullying, and act with honesty and good faith, treating all other *ABM and AID Workplace Participants* with respect and dignity;
- g. Help to build a harmonious and diverse workplace based on team spirit, mutual respect and understanding;
- h. Treat all communities with whom we work (including Indigenous people, crisis-affected populations, Internally Displaced Persons and refugees), fairly and with respect, courtesy, dignity and according to International Laws and Standards;
- i. Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in decision-making, especially as such decisions involve and impact upon ABM and AID's partners and other Stakeholders;
- j. Act in accordance with health, safety and security guidelines and endeavour to Safeguard others;
- k. Be familiar with their rights and responsibilities as articulated in this Code of Conduct and other relevant ABM and AID Policies and Procedures;

- l. Contribute to, and take ownership of, decisions that support the achievement of the mission and vision of ABM and AID;
- m. Respect the role and decisions of AID's Board and management;
- n. Promote a team environment by acknowledging the work of others and, as appropriate, providing constructive feedback on their contribution to the work of ABM and AID;
- o. Respect other staff, partners and Stakeholders by maintaining an appropriate level of confidentiality while working for ABM and AID;
- p. Be aware of ABM and AID's Whistleblower Policy, and particularly the requirement for bystanders to report any perceived or actual breaches of this Code of Conduct, the ACFID Code of Conduct, or any of ABM or AID's policies, or any illegal activity, via ABM and AID's Complaints Procedure.
- q. Comply with relevant laws of the country in which they are working;
- r. Understand and adhere to ABM and AID's Travel Procedures and relevant Workplace Health and Safety policies, and be familiar with the corresponding policies of ABM's and AID's Partners;

ABM and AID *Workplace Participants* must **not**:

- a. Misuse alcohol or other drugs which may adversely affect their work or service, the safety of colleagues or the reputation of ABM or AID;
- b. Drive a vehicle while on duty while under the influence of alcohol or any illegal substance;
- c. Use the position of power conferred by their role to exert pressure, gain economically, professionally or sexually, or extract or accept favours, *Bribes*, *Gifts* or other forms of personal enrichment.

5 Child Protection

ABM and AID *Workplace Participants* **must**:

- a. Understand that *Child Abuse* by staff constitutes an act of gross misconduct and is therefore grounds for termination of employment, and may lead to criminal prosecution;
- b. Treat *Children* with respect regardless of race, ethnicity, indigeneity, colour, *Disability*, displacement, caste, religion, gender, gender identity, *Sexual Orientation*, age, marital status, poverty, national origin, political affiliation or socio-economic status;
- c. Wherever possible, ensure that another adult is present when working in the proximity of *Children* and allow the *Child* to select their chaperone (parent, teacher, agency staff etc);
- d. Ensure contact with *Children*, young people, *Vulnerable* adults (whether by phone, online or via direct contact) is supervised, accompanied, or is at least in sight and hearing or with knowledge (in case of online communication) of other adults;
- e. Refrain from physical contact with all *Children* they encounter in the course of their work with AID, unless it is to avert danger to the *Child*;
- f. Wherever possible, respect a *Child's* right to *Privacy*;
- g. Comply with all relevant Australian and local legislation, including labour laws in relation to *Child* labour;

- h. Immediately report concerns or allegations of *Child Exploitation and Abuse* and policy noncompliance in accordance with ABM and AID's Safeguarding Policy. Report matters of a criminal nature to local authorities;
- i. Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during their association with ABM and/or AID that relate to *Child Exploitation and Abuse*; and,
- j. Be familiar with and apply the letter and spirit of ABM and AID's Safeguarding Policy in all circumstances.

ABM and AID Workplace Participants must not:

- a. Use language or behaviour towards *Children* that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- b. Engage *Children* in any form of sexual intercourse or sexual activity, including paying for, or exchanging goods or services for, sexual services or acts;
- c. Engage in any form of *Harassment*, discrimination, physical or verbal abuse, intimidation, or favouritism of children;
- d. In the course of their work with AID, use alcohol or other recreational drugs in the company of *Children*;
- e. Supply alcohol or recreational drugs to *Children*;
- g. In the course of their work with ABM or AID, invite unaccompanied *Children* (who are not their own) into their place of residence, unless they are at immediate risk of injury or in physical danger;
- h. In the course of their work with ABM or AID, sleep close to unsupervised *Children* (who are not their own) unless absolutely necessary, in which case they must obtain the supervisor's permission, and ensure that another adult is present where possible;
- i. In the course of their work with ABM or AID, engage in activities of an intimate nature with *Children* (who are not their own), such as toileting or bathing;
- j. Use any computers, mobile phones, video cameras, cameras or social media inappropriately, and never *Exploit* or *Harass Children* or access *Child Exploitation* material through any medium;
- k. Use physical punishment on *Children*;
- l. give private *Gifts* to any *Children* encountered in the course of their work with ABM or AID;
- m. Hire *Children* for domestic or other labour which is inappropriate to 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.

When photographing or filming a *Child* for work related purposes, ABM and AID Workplace Participants must:

- n. Assess and comply with local traditions or restrictions for reproducing (see ABM-AID Communications Manual);
- o. Obtain *Informed Consent* before photographing, filming, or making a video recording of anyone, but especially a *Child*, in which case the consent of both the *Child* and their parent or guardian are required. As part of this, *ABM and AID Workplace Participants* must explain how the photograph, film or video may be used;

- p. Ensure photographs, films, videos and DVDs and any other images present people, especially *Children*, in a manner that is dignified and respectful and not one that appears *Vulnerable* or submissive. *Children* should be adequately clothed and not presented in poses that could be seen as sexually suggestive;
- q. Ensure images are honest representations of the context and the facts;
- r. Not underestimate the reach of the internet. A picture of a *Child* published on an Australian website can be viewed by someone in that *Child's Community* in Australia or overseas, or by someone who may visit that *Community*, posing potential risks for the *Children* we work for; and,
- s. Ensure there is no identifying information about a *Child* in visual materials, whether in any form of published material, or in the labelling of files transmission (photos, videos, stories about children), or in their electronic transmission, including by turning off the geo-tagging functions on still and video cameras and mobile phones.

6 Sexual Exploitation, Abuse and Harassment (SEAH)

ABM and AID Workplace Participants shall **at all times**, both during and outside official working hours:

- a. Understand that *Sexual Exploitation* or *Abuse* by *Staff* constitute acts of gross *Misconduct* and are therefore grounds for termination of employment;
- b. Take reasonable action to protect others from harm and to challenge infringements of the *Rights* of others;
- c. Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during their association with ABM or AID that relate to *Sexual Exploitation, Abuse or Harassment (SEAH)*;
- d. Immediately report concerns or allegations of *SEAH* and policy non-compliance in accordance with appropriate procedures. These are outlined in ABM-AID's Safeguarding Policy. Immediately report any matters of a criminal nature to the local authorities, unless this is contrary to the wishes of the *Victim/Survivor*;
- e. Understand that the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is totally unacceptable and is prohibited;
- f. Understand what constitutes *Sexual Harassment*;
- g. Be aware of, and abide by, the specific *Child*-related provisions outlined in Section 5 of this Code.

ABM and AID Workplace Participants **must not**:

- a. Exchange money, employment goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to *Communities* we support, or *Partners* ABM or AID works with.
- b. *Fraternise* with *Project Participants*.
- c. Take advantage of a position of power to enter into a relationship with a colleague;
- d. Use their power to withhold assistance or services, or to give preferential treatment.
- e. Identify *Survivors* of *Sexual exploitation, Gender-based violence, or Abuse* as such.

- f. Abuse a position to withhold development assistance, or give preferential treatment, in order to solicit sexual favours, *Gifts*, payments of any kind, or advantage;
- g. Engage in a sexual relationship with a member of staff of a *Partner* of ABM or AID, or with a member of a *Community* which is in receipt of AID funds whether for *Development or Humanitarian initiatives*;
- i. Identify an individual's engagement in what may be culturally unacceptable activities (such as promotion of *Child* rights or challenging *Gender* norms);
- j. Engage in *Transactional Sex*;
- k. Engage in any form of *Sexual Harassment*, including but not limited to:
 - i. Engaging in sexually suggestive behaviour, such as leering or staring; brushing up against someone, touching, fondling or hugging;
 - ii. Making sexually suggestive comments or jokes;
 - iii. Displaying sexually suggestive screen savers, photos, calendars or objects;
 - iv. Making repeated unwanted requests to go out;
 - v. Making requests for sex;
 - vi. Making sexually explicit posts on social networking sites;
 - vii. Making insults or taunts of a sexual nature;
 - viii. Sending sexually explicit emails or text messages;
 - ix. Making inappropriate advances on social networking sites;
 - x. Accessing sexually explicit internet sites;
 - xi. Displaying behaviour that may also be considered an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

ABM and AID, in consultation with their implementing *Partners*, promote the integration of a *Gender-sensitive* perspective into efforts to effectively prevent and respond to *Sexual Abuse, Exploitation and Harassment*.

7 Bullying and Harassment

Sexual Harassment is covered under Section 6 of this Code of Conduct.

ABM and AID do not tolerate any form of *Bullying or Harassment*, in the workplace or in any other operational context. This includes *Sexual, Gender* and racial *Harassment*, *Bullying* and discrimination (including any unwelcome comment or behaviour that is offensive, demeaning, humiliating or derogatory), or any other inappropriate behaviour that fails to respect the *Dignity* of a person. *ABM and AID Workplace Participants* should not commit any act or form of harassment as it results in physical, sexual or psychological harm or suffering to individuals, especially women and children.

Bullying is repeated, inappropriate, overt and covert behaviour that criticises, belittles, isolates and undermines the victim. It involves humiliation, sabotage, spreading gossip, overwork, unnecessary pressure, delaying tactics and can escalate into physical and verbal assault, sexual assault and arson.

Genuine issues about management prerogative and genuine disciplinary procedures should not be interpreted as *Bullying*, as noted by the Australian Human Rights Commission.

ABM and AID Workplace Participants must:

- a. Treat everyone with *Dignity* and respect in the workplace;

- b. Understand what constitutes *Harassment*, recognise early signs of *Sexual, Gender*, racial or other targeted forms of *Harassment* and take swift action to prevent and resolve this.
- c. Understand what constitutes *Bullying*, empower *Workplace Participants* affected by it, develop strategies to reduce and eliminate it, and take all necessary disciplinary action against those found to have committed *Bullying*.

ABM and AID Workplace Participants must not:

- d. Commit any form of *Harassment*;
- e. Engage in any form of *Bullying*;
- f. Engage in any behaviour likely to make the recipient feel persecuted, *Vulnerable* or powerless;
- g. Make repeated threats of dismissal or other severe punishment, that do not follow ABM-AID's Grievance Procedure;
- h. Make/send offensive messages (e.g. via email, telephone or other means);
- i. Make unreasonable demands and set impossible targets;
- j. Set restrictive and petty work rules;
- h. Force another to work longer hours;
- i. Unfairly roster or allocate work;
- j. Implement constant, intrusive surveillance or monitoring of others;
- k. Fail to undertake adequate levels of consultation;
- l. Interfere with personal belongings;
- m. Sabotage others' work;
- n. Use abusive language;
- o. Make an open or implied threat of dismissal or demotion.
- p. Significantly impair another person's work in any way such as:
 - i. withholding information,
 - ii. removing content or alter the intent of another person's work;
 - iii. maliciously excluding and/or isolating another person from workplace activities that they would normally be involved in;
 - iv. making persistent and unjustified criticisms, about petty, irrelevant or insignificant matters;
 - v. humiliating another person through gestures, sarcasm, criticism and insults;
 - vi. spreading false information;
 - vii. asking intrusive questions or making statements about a person's private life;
 - viii. Reveal an individual's status as a person living with HIV, TB, or any other serious health conditions without written consent.

8 Ethical Business Practices and Preventing Fraud, Corruption and Terrorism Financing

ABM and AID Workplace Participants must:

- a. Promote a culture of honesty and openness within the workplace;
- b. Be *Transparent* in all work-related financial transactions;
- c. Ensure that financial and other resources are used solely for the intended purposes;
- d. Work to implement effective prevention strategies to minimise the risk of *Financial Wrongdoing*;

- e. Foster a work environment where *Communities* and *Workplace Participants* can safely and confidentially raise and report all serious concerns about suspected *Fraud and Corruption*;
- f. Conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of *Accountability* and *Transparency* in relations to finances, management and governance, where relevant.
- g. Follow *Transparent, Accountable* and honest practices when receiving cash *Donations* from the public earmarked for *Humanitarian* or *Development* purposes;
- h. Declare any known or potential *Conflicts of Interest* as outlined in the Conflict of Interest Policy;
- i. Pay compulsory government taxes and comply with national business law and international standards;
- j. Comply with relevant national workplace health, safety and *Environmental* standards in all aspects of ABM's and AID's work both in Australia and overseas;
- k. Ensure, where possible, that goods purchased are produced and delivered under conditions that do not involve the *Abuse* or *Exploitation* of any persons and have the least negative impact on the *Environment*;
- l. Check all *ABM and AID Workplace Participants*, and the *Workplace Participants* of partners with whom ABM and AID enter into contractual arrangements, against the Australian National Security Listed Terrorist Organisations and the DFAT ASO Consolidated List of all persons and entities listed under Australian sanctions laws.
- l. and report any matches to relevant authorities;
- m. Promptly report any *Financial Wrongdoing*, either via provisions of the ABM-AID Financial Wrongdoing Policy or via *Whistleblowing* mechanisms (see Whistleblower Policy);

ABM and AID Workplace Participants must not:

- a. Commit any *Financial Wrongdoing*, including theft, misuse or misappropriation of funds or property, false accounting, forgery or unauthorised alteration of documents, avoiding creating an unauthorised liability or wrongfully using information or intellectual property;
- b. Engage in document or cheque forgery, *Money Laundering*, taking of commissions or influencing tender processes for improper benefit and theft;
- c. Knowingly support individuals or entities involved in illegal or *Terrorist* activities;
- d. Deliberately destroy, falsify, alter or conceal evidence material to an investigation or make false statements to investigators in order to materially influence or impede investigations into *Corrupt, Fraudulent*, coercive or collusive allegations;
- e. Accept or offer a *Bribe* in the form of money, goods or services to secure a contract for services when dealing with suppliers in any development or humanitarian work;
- f. Accept any *Gifts* or other favours that may influence the performance of their functions or duties. *Gifts* are defined as, but not limited to: services, travel, entertainment and material goods. In order to respect national and local traditions and conventional hospitality, minor token *Gifts* such as pens, calendars, desk diaries, etc. can be accepted. These are articulated in ABM-AID's Declaration of Gifts Policy;
- g. Take part in activities that generate personal, organisational or collective profit such as buying or selling when such activities may affect, or appear to affect, ABM's or AID's credibility or integrity, or that of its partners;
- h. Share in the profits or surpluses as kickbacks, cuts or discounts for personal or organisational benefits;

- i. *Launder money*, take commissions, or influence tender processes for improper benefit or theft;
- j. Make improper use of:
 - i. ABM or AID resources;
 - ii. inside information; or
 - iii. their status, power or authority as ABM or AID *Workplace Participants* in order to gain a benefit;
- k. Use illegal labour, Child labour or forced labour in any work area;
- l. Use or distribute products or supplies that are known to be unsafe in any *Development* or *Humanitarian* setting.

9 Disclosure

ABM and AID *Workplace Participants* must disclose any convictions for criminal offences which occur during their employment with ABM or AID.

10 Confidentiality

Written and spoken information will be protected from being shared with unauthorised persons or used for a purpose other than that for which it was collected. ABM and AID are guided in this by our Privacy Policy and Workplace Guidelines (2.9 Confidentiality).

11 Reporting and Disciplinary Procedures

Violation of this Code of Conduct will not be tolerated and may, in accordance with relevant legislation and the various ABM and AID policies and procedures, lead to internal disciplinary action, dismissal or criminal prosecution.

ABM and AID *Workplace Participants* are required to report any violations of this Code of Conduct to the *Complaints Officer*.

ABM and AID will respond to allegations of *Misconduct* it receives regarding ABM and AID *Workplace Participants* in line with its policies and related disciplinary procedures. ABM and AID have established procedures for promptly investigating, recording, and dealing with misconduct.

Complaints about an alleged breach of this Code by any ABM or AID *Workplace Participant* should be made to the ABM-AID Complaints Officer in accordance with ABM-AID's Complaints Handling Policy, Grievance Procedure or Whistleblower Policy (for certain kinds of wrongdoing and misconduct only, as outlined in the Whistleblower Policy).

Complaints Officer Contact Details

Email: complaints.officer@abmission.org.au and, for a Safeguarding matter safeguarding@abmission.org.au

Telephone +612 9264 1021 and ask for the Complaints Officer (or Safeguarding Focal Person)

Fax: +61 2 9261 3560

12 Training and Induction in this Code of Conduct

This Code of Conduct will form part of all orientation or induction processes of all ABM and AID *Staff*, *Volunteers* and the ABM and AID boards and of regular training thereafter.

13 Signing this Code of Conduct by ABM and AID Staff and Volunteers

This Code of Conduct must be signed by all ABM and AID *Staff* as part of their Employment Contract and by all ABM and AID *Volunteers* as part of their Unpaid Volunteer Agreement.