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## Introduction

Reledev Australia Limited promotes & upholds the highest degree of ethical conduct amongst its staff and associated personnel. Human rights are universal and enshrine the principles of dignity, fairness, equality and respect for social and cultural diversity.

Reledev's policies, practices and organizational culture must reflect these principles and apply them to all persons regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.

## Statement of commitment

This Code of Conduct (CoC) applies to all persons responsible for Reledev and its activities including its personnel, partners and board members. Volunteers who participate in Reledev's projects are also subject to principals of the CoC, but specifically applied to their voluntary status and articulated in Reledev's "Volunteers Code of Conduct"

The CoC commits Reledev to upholding the highest standards of human behavior & should be read in unison with other more detailed and specific policies, procedures & guidelines that are referenced in this document. Reledev's Manual of Policies, Procedures and Guidelines is available on request and some specific policies/procedures are also available online via Reledev's website: [www.reledev.org.au](http://www.reledev.org.au)

The CoC is applicable at all times. Breaches of the CoC are grounds for disciplinary action, up to and including dismissal.

## Code of Conduct

All Reledev personnel, including Reledev Board Members, employees, partners or associates responsible for Reledev's activities agree to:

***Uphold the integrity and reputation of Reledev by ensuring their professional and personal conduct is consistent with Reledev's values and standards by:***

- Treating all people fairly with respect and dignity.
- When working in an international context or travelling internationally on behalf of Reledev, observing all local laws and being sensitive to local customs.
- Seeking to ensure their conduct does not bring Reledev into disrepute and does not impact on, or undermine, their position/role.

- Not working under the influence of alcohol or use, or be in possession of, illegal substances.
- Working and behaving at all times in the interests of safeguarding children and working to prevent any potential harm or abuse occurring under the auspices of Reledev or its partners.
- Ensuring they have read, signed and will observe all further articulations of conduct contained in all Reledev's policies and particularly the **Child Safeguarding Policy** and **Prevention of Sexual Exploitation and Harassment Policy**.

***Not engage in abusive or exploitative conduct by:***

- Never engaging in sexual activity with children (persons under the age of 18). Noting that mistaken belief in the age of a child is not a defense.
- Not exchanging money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes bribing beneficiaries of projects for sexual favours in exchange for assistance.
- Not engaging in sexual relationships with project beneficiaries, since they are based on inherently unequal power dynamics.
- Not engaging in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- Not physically assaulting a child or vulnerable adult.
- Not emotionally or psychologically abusing a child or vulnerable adult.

***Ensure the safety, health and welfare of all Reledev staff members and associated personnel (volunteers, partners, suppliers and contractors) by:***

- Understanding & meeting the professional expectations Reledev has on its staff, volunteers and partners, with particular attention to appropriate behaviour as those outlined in Reledev's **Discrimination, Harassment and Bullying Policy**.
- Ensuring all forms of bullying, harassment and discrimination are not tolerated, in the workplace or in any place where Reledev activities are being conducted.
- Adhering to all legal and organisational health and safety requirements as per Reledev's **Workplace Health & Safety Policy**
- Avoiding any unnecessary risk to the safety, health and welfare of themselves and others, including partner organisations and communities with whom Reledev works.
- Reading and observing Reledev's **Work, Health and Safety Policy**.

***Perform their duties and conduct their private life in a manner that avoids conflicts of interest including care to:***

- Declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Reledev.
- Not be involved in awarding benefits, contracts for goods or services, employment or promotion within Reledev, to any person with whom a financial, personal, family (or close intimate relationship) interest is identified.
- Seek permission before agreeing to be nominated as a prospective candidate or another official role for any political party.
- As a board member notify the Board of any arising conflict of interest & ensure Reledev's Conflict of Interest Register is updated.
- Read and observe all terms in Reledev's **Conflict of Interest Policy**.

***Uphold impartiality to political or evangelising objectives by:***

- Understanding that Reledev does not directly or indirectly, through its partners, support any particular political party, faction or politician.
- Agreeing as an employee or director of Reledev to declare any political affiliations in the Conflict of Interest Register.
- Agreeing to comply with Reledev's **Partisan Politics Policy**.
- Understanding that Reledev does not engage in evangelical activities of its own or in conjunction with other agencies. This is in accordance with Reledev's **Evangelisation Policy**.
- Not using funds or Reledev's influence (public or otherwise) for evangelical purposes and recognizing that agreements between Reledev and its partners state that funds should only be applied for the purpose of the agreed project.
- Acknowledging that the Christian context of the countries where projects are carried out may mean partner entities have their own faith based activities. However, these activities are not part of Reledev projects nor are they to be funded by Reledev or DFAT funds.

***Be responsible for the use of information, assets and resources which form part of Reledev records by:***

- Ensuring that the use of Reledev assets and resources are carried out in a responsible manner.
- Ensuring that all money and property is accounted for correctly.
- Maintaining Reledev's Asset Management Register according to its **Asset Management Policy**.
- Not using IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.
- Not using IT equipment to view, download, create, distribute or save, in any format, inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

- Understanding the principals of intellectual property with regards to the use of information and branding, including the appropriate use of referencing sources and origins of this information as well as the obligations outlined in the DFAT ANCP grant agreement.
- Understanding the need to keep accurate and orderly information records according to government standards. In particular, operational records, financial records and records in relation to funds for a minimum period of 7 years as required by the ATO and DFAT ANCP grant agreement.
- Undertake no personal or business activities for personal gain while at the organisation or while conducting business of the organisation: procedures associated with such activities will not be carried out on the organisation's computers without open and express permission of a higher authority.

***Uphold confidentiality & professional conduct including to:***

- Exercise due care in all matters of official business, and not divulge any sensitive or confidential information relating to colleagues and work-related matters unless legally required to do so.
- Maintain a commitment to protecting the privacy of personal information which the organisation collects, holds and administers. Details about the way Reledev protects information are articulated in Reledev's **Privacy Guidelines**.
- Exercise transparency by sharing accurate, relevant and timely information, so that all stakeholders are informed of Reledev's activities and can provide input and feedback. Reledev's **Transparency Policy** articulates how a request for information may be submitted.
- Maintain professional standards through emails and digital correspondence. Emails must be appropriately recorded and filed as articulated within Reledev's **Email Policy**.
- Maintain strict observance of Reledev's guidelines around the taking of photos and use of images with children and the portrayal of local people. This includes ensuring Reledev's partners are made aware of their responsibility for the use of images with children and requirement for prior consent. Further details of the guidelines are found in Reledev's **Child Safeguarding Policy**.

***Ensure that all stakeholders are aware of Reledev's complaints policy and procedures by:***

- Informing others that Reledev is open to learn from their suggestions, contributions and complaints, and that they have the right and duty to make these contributions freely and whenever they see it necessary
- Making stakeholders aware of Reledev's procedure for raising concerns and complaints through its publicly available **Complaints Procedure**.
- Making staff & respective project partners aware of their obligation to bring to the attention of the Reledev manager any potential incident, abuse or concern that they witness, are made aware of, or suspect, which appears to breach Reledev's CoC and/or policies, procedures or guidelines.

- Ensuring that, on receipt of a report or concern, the correct Reledev staff member is informed so that action may be taken or referred onto the relevant authorities as per the **Complaints Policy and Procedures**.

**List of further policies for Reference:**

- Child Safeguarding Policy
- Preventing Sexual Exploitation and Harassment Policy
- Child Protection Reporting & Complaints Handling Procedure
- Complaints Policy and Complaints Procedures
- Discrimination, Harassment & Bullying Policy
- Work Health & Safety Policy
- Fraud and Corruption Control policy
- Conflict of Interest Policy
- Terrorism Policy
- Privacy Guidelines
- Email policy
- Conflict of Interest Policy
- Diversity & Inclusiveness Policy
- Equal Employment Opportunity Policy
- Transparency Policy
- Partisan Politics Policy
- Evangelism Policy
- Governance Policy
- Asset Management Policy
- Risk Management Policy
- Fundraising Code of Ethics
- Commitment of Development Policy
- Environmental Policy



**STATEMENT OF COMMITMENT**

I, \_\_\_\_\_ (print full name)

have read, understand and agree to comply with the Reledev Code of Conduct. As well as this, I also agree to abide by all policies, procedures and guidelines referenced within this Code of Conduct, as well as all other organisational policies that form a key part of Reledev's operations.

I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct.

I understand that, as a person engaged by Reledev, the onus is on me to ensure that any misbehavior I witness throughout my time engaged with Reledev will be responsibly reported and dealt with in the appropriate manner, as per Reledev's organisational policies.

**Signature:**

**Date:**