

Code of Conduct

Compliance with this policy is mandatory.

This policy sets out the expectations for the personal and professional behaviour of Save the Children Australia (SCA) employees and representatives, which includes expatriates, in-country employees, Board members, volunteers, ambassadors, consultants, temporary staff and visitors. This code of conduct governs the behavior of employees and representatives in all work and work-related activities, and outside SCA official work when any personal activity conflicts with the code of conduct or negatively impacts the **organisation's operational abilities and/or reputation**.

Save the Children has a zero tolerance for inaction when inappropriate or criminal behaviours occur. Any employee or representative behaving contrary to this policy may be subject to disciplinary action up to and including dismissal.

It is expected that SCA employees and representatives, as outlined above, will always represent the organisation and conduct themselves in a manner consistent with the Code of Conduct. SCA employees and representatives are required to bring to the attention of relevant senior managers within SCA any potential incident, abuse or concern they witness or are made aware of.

If you are a manager, you have a particular responsibility to set a good example and to create a working environment that supports employees and other representatives in upholding these standards. This in turn helps you to manage behaviour that breaches the Code of Conduct.

When representing SCA, whether at an office, field site, work function or with children, we will abide by the following minimum standards:

1. We live our organisational values.
 - **Accountability:** We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.
 - **Ambition:** We are demanding of ourselves and our colleagues, set high goals, and are committed to improving the quality of everything we do for children.
 - **Collaboration:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.
 - **Creativity:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.
 - **Integrity:** We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.

2. We are a Rights-Based Organisation.
 - We endorse the concept of human rights in general and **children's rights in particular** and commit to respecting and safeguarding those rights in all our decisions and actions.
 - We recognise the UN Universal Declaration of Human Rights and Convention on the Rights of the Child as core documents which inform our commitment.

- When working in or visiting communities or countries where laws, customs or traditions contravene the UN Convention on the Rights of the Child and/or the Universal Declaration of Human Rights, these latter two shall prevail and set a higher standard for our work.
 - We are aware that employees, and other representatives working for or on behalf of the organisation, can work in situations where they are in positions of power and where they are granted high levels of trust (in relation to the children we are trying to reach, vulnerable adults, vulnerable communities, as well as non-vulnerable individuals, other organisations and one another).
 - We recognise that our work, particularly humanitarian interventions, may exacerbate and reinforce existing gender inequalities and/or increase inequitable power structures and dynamics within the communities we are working, domestically or overseas. These inequalities may also be inter-linked with other marginalising factors, such as age, disability, ethnic identity, faith, sexuality or religious affiliations, etc. These factors can reinforce dependency and vulnerability.
 - In particular, sexual exploitation and sexual abuse violate **SCA's Values**, universally recognised international legal norms and standards, and are unacceptable behaviour and prohibited conduct for SCA staff. In order to further protect the most vulnerable populations, especially women and children, we have a zero tolerance to the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behavior, or any other exchanges for personal gain.
 - We expressly forbid the use of prostitutes by our staff.
3. We treat each other respectfully, courteously and with dignity.
- Everyone is entitled to be treated with respect as a person, regardless of role or individual differences.
 - We value our people and their personal commitment to delivering quality programs and services.
 - We encourage cooperation, learning and growth in all who work with us.
 - We strive to understand and respond to the needs of children and other stakeholders.
 - We do not act in a manner that may cause offence to others.
 - **We operate from the principal of “do no harm”.**
 - We behave in a manner that upholds the good reputation of the organisation.
 - We adopt a survivor centered approach, prioritising the rights, needs and wishes of the survivor while ensuring procedural fairness to all parties.
4. We are fair and honest in our dealings.
- We are fair and honest - not using coercive or misleading practices or falsifying information.
 - We do not place ourselves in situations in which our private interests could conflict directly or **indirectly with our obligations to the organisation's interests.**
 - We do not act in ways which may cause others to question our loyalty to the organisation.
 - We treat others in the workplace fairly and with respect, and do not harass, victimise or discriminate against team members, children or others through work practices or the provision of services on the grounds of sex (including pregnancy), sexuality, transgender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, age, educational achievement, political conviction or religious belief, carers' responsibilities or other grounds covered by relevant legislation.

- We do not engage in fraternization and avoid relationships in the course of our professional duties which involve, or appear to involve, partiality, preferential treatment or improper use of rank or position.
 - We avoid conflicts of interest and/or the appearance of conflicts of interest by disclosing relevant personal, family or business relationships; declaring and removing ourselves from decisions pertaining to that individual or group
5. We use our property responsibly and in the best interests of us and our reputation.
- We use our property only for the organisation's business purposes.
 - We treat our property respectfully and maintain it in good working order.
 - We ensure our property is not exposed to situations where theft or damage may occur.
6. We are responsible for our actions and accountable for their consequences.
- We take personal responsibility for all issues over which we have control and the manner in which these are achieved.
7. We respect the law and act accordingly.
- We respect and abide by the laws that govern us.
 - We will not engage in any conduct which could breach laws regarding corruption, bribery and money laundering (domestic and foreign).
 - We maintain a safe work environment.
 - We will be consistent with sector standards including the **Australian Charities and Not-For-Profit Commission Governance Standards** and the Australian Council for International Development Code of Conduct (ACFID).
 - We commit as an organisation to continue any investigation of Sexual Misconduct or Sexual Harassment to closure, as far as is reasonably practicable, despite whether the position ends before the commencement or conclusion of the Investigation Process.
8. Process for raising a concern
- If comfortable, individuals should first confidentially raise any concerns with their line manager and/or People and Culture representative in a timely manner in the first instance.
 - Employees and representatives have an obligation to report instances of behavior that are not in line with the Code of Conduct to their manager and/or People and Culture representative in a timely manner. Failure to report may lead to disciplinary action up to and including termination of employment or cessation of engagement with SCA.
 - Individuals have the right to make a complaint or report a breach of this policy without fear of reprisal.
 - Complaints are handled sensitively and in confidence. It is important to note that the person the complaint has been raised about must be informed of the formal complaint and have the opportunity to respond.
 - Assurance will be sought from the person who is the subject of the complaint that there will be no reprisals or victimisation against the complainant. It will be made clear that the allegation is a very serious matter and, if substantiated, may result in termination of their employment with SCA.

- If necessary, the manager of the accused person will be informed of the complaint and any action agreed to resolve it. The manager may be required to monitor the situation.
- Complaints deemed to be vexatious and an abuse of this policy may lead to disciplinary action against the complainant, up to and including termination of employment or cessation of engagement with SCA.

This policy is to be read in conjunction with all SCA policies, procedures and guidelines.

Review date	Version number	Comments	Author	Approved by Executive Committee	Approved by Board HR Committee	Review date
29 July 2015	7.0	Changed to new format, changed title, shortened, content, added reference to ambassadors, added requirement to be read in conjunction with all other SCA policies, procedures and guidelines.	D. Francois	7 July 2015		Q2 2017
Q2 2017	8.0	Changed to new format. Additional language inserted to clarify importance of human rights and child rights in our work	D. Francois	Q2 2017	Q2 2017	Q2 2019
Q3 2018	9.0	Updated policy format, no other changes	D. Francois	Q3 2018	Q3 2018	Q3 2020
Q4 2019	10.0	Updated to comply with changes to Save the Children and donor policies	D. Francois	Q4 2019	27/11/19	Q4 2022

Term	Description
Child	Anyone under the age of 18 years.
Adult	Any person over the age of 18 years.
Harm	Refers to anything which individuals, institutions or processes do or fail to do which directly or indirectly causes intentional or unintentional abuse including: Sexual: includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse may also include indecent touching or exposure, grooming, using sexually explicit language towards a child and showing children pornographic material. This may also include harmful behaviour between children. Emotional: includes humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation. Exploitation: means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual or other purposes, including, but not limited to, profiting monetarily, socially or politically.
Fraternisation	Fraternisation refers to any relationship occurring in the course of conducting business, that involves — or appears to involve — partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It includes sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.

Representatives	<p>Save the Children Australia permanent, maximum term and casual staff, trustees and board members, volunteers, interns, work experience/placement students and individual contractors and consultants (referred to as <i>representatives</i>).</p> <p>Donors, journalists, celebrities, politicians and other people who visit Save the Children programmes or offices in order to make contact with children must be made aware that this Policy applies to them while visiting our programmes or offices (during this time they are referred to as <i>representatives</i>).</p>
Partners	<p>Individuals, groups or organisations (including consortiums) who have a formal/contractual relationship with Save the Children Australia that involves any contact with children (referred to as <i>partners or staff of partner agencies</i>).</p>
Leaders	<p>Board, CEO, Senior Management Team, Business Unit and Team Leaders etc.</p>