

UCA GLEBE RD IPSWICH - Code of Conduct

version updated Feb 2019
for the purposes of the Glebe Rd UC Ipswich Dental Project 2019
in association with Timor Children's Foundation

1. Values and Behaviour

Representatives of The UCA GLEBE RD IPSWICH (UCA GLEBE RD) shall at all times:

- Act in ways consistent with the Christian principles underpinning the work and service of UCA GLEBE RD.
- Respect and promote fundamental human rights without discrimination irrespective of social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability;
- Contribute to a work environment that is fair, equitable and free of harassment and to act with honesty and good faith, treating all other representatives of UCA GLEBE RD with respect and dignity;
- Help build a harmonious workplace based on team spirit, mutual respect and understanding;
- Treat all communities with whom we work (including crisis-affected populations, Internally Displaced Persons [IDPs] and refugees), fairly and with respect, courtesy, dignity and according to International Laws and Standards;
- Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in decision-making, especially as such decisions involve and impact UCA GLEBE RD's partners and other stakeholders;
- Be familiar with their rights and responsibilities as articulated in this Code of Conduct and other relevant UCA GLEBE RD Policies and Procedures;
- Abide by these high standards of behaviour expected when representing UCA GLEBE RD;
- Contribute to, and take ownership of decisions that support achievement of the mission and vision of UCA GLEBE RD;
- Respect the role and decisions of UCA GLEBE RD's Committees and management;
- Promote a team environment by acknowledging the work of peers and managers and, as appropriate, providing constructive feedback on their contribution to the work of UCA GLEBE RD;
- Respect other staff, partners and stakeholders by maintaining an appropriate level of confidentiality while working for UCA GLEBE RD; and,
- Refrain from misusing alcohol or other drugs which may adversely affect their work or service, the safety of colleagues or the reputation of UCA GLEBE RD.

2. Child Protection

The following is based on the Australian Government DFAT Child Protection Policy (2019).

Representatives, engaged by UCA GLEBE RD, agree that while implementing any activities funded by UCA GLEBE RD, they must:

- 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
- 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 noncompliance in accordance with appropriate procedures
- 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 DFAT
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as
- child exploitation and abuse

When photographing or filming a child for work related purposes, representatives of UCA GLEBE RD must:

- 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 seen as 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

3. Sexual Exploitation and Abuse

UCA GLEBE RD unequivocally condemns sexual exploitation and abuse as a form of Gender-Based Violence (GBV). UCA GLEBE RD recognises that Sexual Exploitation and Abuse (SEA) can occur in any workplace or operational context, especially in a development setting. In contexts of endemic poverty, dependency can create an additional ethical responsibility and duty of care on the part of representatives of UCA GLEBE RD and its implementing partners.

To protect UCA GLEBE RD's partners and those we seek to assist in all situations, the representatives of UCA GLEBE RD, and the staff of its implementing partners shall at all times (ie both during and outside official working hours):

- Understand that sexual exploitation and abuse by staff involved in development and humanitarian work constitute acts of gross misconduct and are therefore grounds for termination of employment;
- Not accept, solicit or engage in the "buying" of or profiting from sexual services;
- Never exploit the vulnerability of any group being assisted or with whom we are working; whether this is in the workplace or in the context of development work. This is especially the case with women and children. No person/s should be put into compromising situations;
- 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;
- Never abuse a position to withhold development assistance, or give preferential treatment, in order to solicit sexual favours, gifts, payments of any kind, or advantage;
- Never engage in sexual relationships with members of crisis-affected populations as such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of humanitarian aid work;
- In countries where UCA GLEBE RD may directly implement development work, a staff member who engages in a sexual relationship with a member of the recipient community and/or with another employee, must inform his or her manager about the relationship to prevent the perception of a conflict of interest; and,

- Be aware of and abide by the specific child-related provisions outlined in Section 2 of this Code.
- UCA GLEBE RD promotes, in consultation with its implementing partners, the integration of a gender-sensitive perspective into efforts to effectively prevent and respond to sexual abuse and exploitation.

4. Harassment

UCA GLEBE RD does not tolerate any form of violation, in the workplace or in any other Operational context, such as harassment (including sexual, gender and racial harassment), bullying and discrimination; that is, any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual. Representatives of UCA GLEBE RD 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.

All representatives of UCA GLEBE RD are expected to:

- Treat everyone with dignity and respect in the workplace and speak with civility and kindness, listen carefully, and consider the wellbeing of others⁷;
- Never commit any form of harassment;
- Never engage in any behaviour that is likely to make the recipient feel persecuted, vulnerable or powerless;
- 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; and,
- Understand what constitutes bullying, empower staff that are affected by it, develop strategies to reduce and eliminate it, and take all necessary disciplinary action against those found to have committed harassment.

5. Fraud and corruption

UCA GLEBE RD has a zero-tolerance approach to fraud and corruption. UCA GLEBE RD representatives shall never take advantage of their position when working with communities, partners or other stakeholders. Therefore, representatives of UCA GLEBE RD shall at all times be expected to:

- Promote a culture of honesty and openness among UCA GLEBE RD staff and management;
- Be transparent in all work-related financial transactions;
- Never steal, misuse or misappropriate funds or property, and ensure that financial and other resources are used solely for the intended purposes. This applies also to any other income generated by UCA GLEBE RD activities, such as any interest received or earned on the funds;
- Never engage in “non-arm’s length transactions”, document or cheque forgery, money laundering, taking of commissions or influencing tender processes for improper benefit and theft;
- Foster a work environment where communities and staff can safely and confidentially raise and report all serious concerns about suspected fraud and corruption;
- Never knowingly support individuals or entities involved in illegal activities;
- Never 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; and,
- 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.

6. Unethical business practices

UCA GLEBE RD promotes moral and ethical business practices. Therefore, all representatives of UCA GLEBE RD are expected to:

- Always follow transparent, accountable and honest practices when receiving cash donations from the public earmarked for humanitarian or development purposes;

- Never accept 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;
- Never 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 UCA GLEBE RD's credibility or integrity, or that of its partners;
- Never share in the profits or budget leftovers as kickbacks, cuts or discounts for personal or organisational benefits;
- Not make improper use of: UCA GLEBE RD resources; inside information; or the status, power or authority as a UCA GLEBE RD representative in order to gain a benefit;
- Declare any known or potential conflicts of interest to their employer (as outlined in UCA GLEBE RD's Governance and Personnel Policies);
- Never accept any gifts or other favours that may influence the performance of staff functions or duties. Gifts are defined as, but not limited to: services, travel, entertainment, 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.
- Never use illegal labour, child labour or forced labour in any work area;
- Always pay compulsory State taxes and comply with national business law and international standards;
- Always comply with relevant national workplace health, safety and environmental standards in all program work;
- 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;
- Never use or distribute products or supplies that are known to be unsafe in any development or humanitarian setting.

7. Disclosure

Representatives of UCA GLEBE RD will disclose any convictions for criminal offences which occur during their employment with UCA GLEBE RD.

8. 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.

9. Security & Safety

UCA GLEBE RD places the security and safety of all its representatives, and those with whom we work, as a top priority. It will strive to do all that it reasonably can to ensure that representatives of UCA GLEBE RD are secure as they go about their work. Security is an individual as well as an organisational responsibility. Therefore, all representatives of UCA GLEBE RD are expected to:

- Understand and adhere to the DFAT Child Protection Policy;
- Never use or possess weapons or ammunition of any kind while on duty; and,
- Never drive a vehicle while on duty under the influence of alcohol or any illegal substance and comply with the laws of the country in which they are working in relation to both.

I agree to be guided by this code of conduct while travelling with UCA GLEBE ROAD

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Signature

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Date