



# CODE OF CONDUCT

(Good Neighbours Australia)

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# **1.Introduction**

## **1. Objectives**

The Code of Conduct clarifies the standards of behavior that are expected of all GNA staff members and volunteers in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions. The main objectives of this code are:

1.1 to help all staff members understand GNA's ethical standards and act in accordance with the guidance;

1.2 to help all staff members serve the organisation and local community with integrity and expertise;

1.3 to give clear guidance for all staff members to actively communicate and cooperate with partnering organizations, related personnel, community members, and other colleagues with accountability in the course of their duty

## **2. Who it applies to**

2.1 All GNA staff members including Australia, and field office staff

2.2 All staff including both regular and volunteer staff

## **Code of conduct**

### **1 Respecting Universal Values**

- 1.1 A staff member should not intervene in any political interests in terms of race, ethnicity, religion or ideology.
- 1.2 A staff member should behave in a way that upholds the integrity, honesty, transparency and accountability at all times.
- 1.3 A staff member must dutifully observe the code of conduct while performing one's work duties.
- 1.4 All staff members should act in accordance with the local laws and applicable international standards.

### **2 Maintaining the Process of Community Participatory Development**

- 2.1 A staff member should recognise community members as development partners, and construct a self-reliant community through participation and cooperation.
- 2.2 A staff member should motivate community development by empowering women and children.
- 2.3 Staff members are encouraged to design and implement volunteer programs that are suitable for the characteristics of the country and the volunteers.
- 2.4 Volunteers should be actively supported to have a sense of meaning and accomplishment in their work.
- 2.5 In the course of her/his duty, a staff member should actively cooperate with various stakeholders, such as community members, government officials or other agencies, for an effective community development.
- 2.6 Aid should be provided to the community regardless of the race, belief or nationality of the recipients and without adverse distinction of any kind. Any aid is prioritized upon request of community people, and on the basis of need alone.

### **3 Concerning Environmental Issues and Physical Safety**

- 3.1 A staff member should save natural resources and energy, and minimise any negative impact on the environment.
- 3.2 A staff member must not take any action that would threaten the health and security of other colleagues as well as community members.

#### **4 Protection of Children's Rights**

4.1 A staff member must make every effort to protect children against hostile social environments such as violence, abuse, abandonment, and labor exploitation through active cooperation with community members, child care centers, government officials, and professionals in various ways.

4.2 A staff member must protect children regardless of their gender, ethnic, religion, disability, social background or any other reasons.

4.3 All staff members have the responsibility to report any kind of violation of the child rights to the authorities.

#### **5 Respecting Other Colleagues and Community Members**

5.1 A staff member, in the course of his/her duty, must treat other colleagues or community members with respect and courtesy, and without coercion or harassment of any kind.

5.2 A staff member must treat community members and other colleagues equally, regardless of their gender, marital status, ethnic, age, disability, religion or any other reasons.

#### **6 Ban on Illegal Action**

6.1 Any sexual harassment and misconducts are treated as serious breaches of GNA's code of conduct.

6.2 A staff member must not be under the influence of alcohol, drugs, or other prohibited narcotic substances in the workplace. All GNA offices are smoke free zones.

#### **7 Integrity, Accountability and Transparency of GNA Staff**

7.1 A staff member should behave with integrity and honesty in the course of his/her duty.

7.2 In the course of their duties all staff members should be able to explain the reasons for their action or decisions.

7.3 A staff member should comply with any lawful and reasonable direction given by GNA authorities.

## **8 Misappropriation of Confidential Information**

8.1 Staff members have the duty to protect the organisation's information. Misappropriation of confidential information or using it for personal benefit is prohibited.

8.2 A staff member must not make use of any inside information without permission, or misuse his/her duties, status, power or authority in order to seek a personal benefit or advantage.

## **9 Impartiality & Professional Integrity**

9.1 Staff members are expected to remain fair and impartial to their colleagues and others.

9.2 Staff members are expected to exhibit a high degree of personal integrity, ethics, and professionalism to set an example to the local community as a leading organisation.

9.3 If a staff member is or may possibly be involved in any conflict of interest that could adversely influence her/his judgment and the organisation's business, she/he must report to the superior authorities immediately and take necessary actions to extricate themselves from the problem.

## **10 Conflict of Interest**

Engaging in outside employment that is incompatible with GNA employment is prohibited in principle. Staff members seeking additional employment in exceptional cases must obtain an approval from the country director or the highest ranking staff member in the office before entering into a contract.

## **11 Avoidance of Bribery and Corruption**

11.1 Fraud, theft, or corruption will not be tolerated. Bribery is strictly prohibited and unacceptable under any circumstances.

11.2 Accepting or giving money, entertainment, gift, or privilege is strictly prohibited for all staff members having relationships with the following: members of the community, stakeholders in business relations, community organisations, co-workers, and all others in relationships in which a conflict of interest may occur. The acceptance of bribery shall be the evidence of firing/termination.

11.3 A staff member should not engage in deceitful actions aimed at gaining personal benefit or avoiding his/her liability.

## **12 Hiring Practices**

12.1 A country office's hiring practices shall be fair and impartial in accordance with its HR policies and related domestic laws.

12.2 The HR manager or the country director shall make employment decisions based on a fair assessment of a candidate's ability to perform the job requirements.

12.3 Hiring relatives, i.e. parents, siblings, spouse, cousin, nephew, or close kin, is originally prohibited. Moreover, the existing contract shall not be renewed upon termination. This is only applicable to paid staff and Board members.

12.4 Any staff member who gets into family relations after entering into GNA (i.e. kinship by marriage), are not allowed to be employed in the same department or division.

## **13 Workplace Conduct**

13.1 All human and material resources of the organisation must be used for official purposes only. Staff members are expected to act according to their conscience, use discretion in utilizing the organisation's property, and refrain from squandering.

13.2 Staff members are expected to continuously make efforts to improve their professional knowledge and skills.

13.3 Staff members must present a professional image while at work by being appropriately attired. All clothing must be consistent with the standards for a professional environment and the type of work being performed.

13.4 Staff members should be prudent in his/her speech and action, and avoid rebellious and threatening action, bullying or verbal abuse toward others.

## **14 Promoting Participation and Accountability**

14.1 All staff members are encouraged to actively participate in GNA's advocacy work and to promote maximum participation of community members.

14.2 All staff members have the responsibility to report results to the management and the donors in a faithful and timely manner.