

# Policy 1

## Code of Conduct



### Introduction

ABV works in an independent, altruistic approach that guarantees effective and authentic skills transfer and mentoring that respects the dignity and agency of the people that we work with, our staff and volunteers.

This Code of Conduct establishes standards of conduct and commitment for ABV Board Members, employees, volunteers and associates. All Board Members, employees, volunteers and associates will be guided by the underpinning values in their daily work and interaction with stakeholders, program partners, program participants, colleagues and volunteers.

The *Corporations Act 2001* requires a director to exercise their powers and discharge their duties in good faith and in the best interests of the organisation.

### Policy purpose

This policy outlines ABV's organisational Code of Conduct.

### Policy scope

This policy applies to all ABV Board Members, employees, volunteers and associates.

### Policy

ABV Board Members, employees, volunteers and associates will adhere to the following Code of Conduct:

- Respect and work towards human rights and recognise the particular needs, rights and inclusion of those who are vulnerable, marginalised or affected by crisis.
- Work to ensure the protection of children from abuse and exploitation.  
Work to promote inclusive participation and empowerment of our primary stakeholders.
- Work in a way to ensure gender equality and equity.
- Ensure ABV programs are designed to contribute to systemic change and environmental stewardship and sustainability, while providing for durable and lasting improvements in the circumstances and capacities of primary stakeholders.

- Work towards public benefit and are accountable to our stakeholders; to this end, ABV maintains strong, responsible, independent governance.
- Ensure the acquisition and use of all ABV resources, including funds, are ethical, properly controlled, managed and reported on.
- Ensure all ABV Board members, staff and volunteers are obliged to identify and declare any real or perceived conflict of interest; steps to prevent such a conflict must be taken; on occasion, a Board member, member of staff or volunteer may remove himself or herself or be required to be leave in regard to a particular matter where a conflict of interest exists or could be perceived.
- Bullying and harassment of our people will not be tolerated and must be reported to an appropriate manager.
- Dishonest, improper or corrupt conduct will not be tolerated and is to be reported to an appropriate manager.
- ABV adheres to the ACNC External conduct standards for transparent management of funds, contracts and relationships overseas and within Australia to avoid financing or abetting terrorism.
- All ABV Board members, staff and volunteers must not take advantage of their role, status or powers in order to seek or obtain a benefit for themselves.
- All ABV Directors, staff and volunteers will endeavour to ensure that everyone they come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin is protected from all forms of harm, abuse, neglect, exploitation and sexual exploitation.
- ABV Board members, staff and volunteers enable each other to conduct themselves professionally, courteously and according to our stated values and to conduct ABV business fairly and impartially.

This Code cannot address all possible challenges or issues that ABV Directors, staff employees, volunteers and associates may face; where there is doubt as to the applicability and scope of the provisions of the Code, or as to the appropriate course of action

to be adopted in any given circumstance, the matter should be discussed with the CEO.

The ABV Operational Policies detail the procedures ABV follows in relation to implementing specific aspects of the Policy.

Board Directors shall:

- Act honestly and in good faith at all times in the interests of ABV and its stakeholders
- Carry out their duties in a lawful manner and ensure that ABV carries out its business in accordance with the law
- Be diligent, attend Board Meetings and devote sufficient time to preparation for Board Meetings to allow for full and appropriate participation in the Board's decision making
- Observe the confidentiality of non-public information acquired by them in their role as Board Directors and not disclose to any person such information.
- Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role
- Avoid conflicts of interest insofar as this is possible. Where such a conflict arises, the Director/s concerned must act within the terms of the Conflict of Interest Policy
- Not seek or accept gifts from third parties that have been sought or offered with the explicit or implicit purpose of gaining benefit from their relationship with ABV or the Board.

### **Implementation**

The Board shall:

- Meet regularly to monitor the performance and management of ABV as a whole. To do this, the Board will ensure that appropriate monitoring and reporting systems are in place and that these systems are maintained and utilised to provide accurate and timely information to the Board
- Ensure that there is an appropriate separation of duties and responsibilities between itself and ABV's executive management and that no one has unfettered powers of decision making
- Ensure that the independent views of Board Directors are given due consideration and weight

- Ensure that stakeholders are provided with an accurate and balanced view of ABV's performance, including both its financial and service provision
- Regularly review the Board's performance as the basis for its own development and quality assurance
- Carry out its meetings in such a manner as to ensure fair and full participation of all Board Directors
- Ensure that ABV's assets and operations are protected via a suitable risk management strategy.

Ensure that ABV has appropriate operational policies to enable the organisation to comply with this Code of Conduct policy

### **Ethical matters**

Australian Business Volunteers (ABV) is committed to ensuring that our work in communities across Asia and the Pacific and in Australia is conducted to the highest ethical standards possible. ABV will partner with organisations where there is alignment between the values, ethics and actions of ABV and the proposed partner.

### **Safeguarding – Protection from Sexual Exploitation and Abuse**

ABV believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. ABV will not tolerate abuse and exploitation by staff or associated personnel.

The ABV operational policy on Safeguarding addresses the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

### **Child Protection**

ABV is committed to the safety and wellbeing of all children. We support the rights of children and will act without hesitation to ensure a child safe environment is maintained. ABV is committed to the protection of children from harm, abuse and exploitation. Children have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child (UNCRC). ABV will uphold these rights. ABV contributes to a safe environment for children through appropriate approaches to awareness raising and adherence to internationally recognised standards.

## Disability

ABV contributes to a prosperous and fulfilling outlook for people with a disability and disability organisations through enacting a series of procedures and processes that support and encourage those people and organisations to participate and contribute.

All ABV employees and volunteers are responsible for implementing disability policy and awareness in their work. The ABV operational Disability Policy details the procedures ABV follows in relation to implementing this aspect of the Policy.

## Gender

ABV considers potential gender issues that impact on men, women and non-binary people when assessing new business, designing new projects and implementing all activities. ABV ensures that all activities are properly assessed and managed to appropriately address gender issues.

ABV encourages projects and programs which:

- Advance gender equality and empower women, girls and non-binary people and children
- Improve the economic status of women, girls, non-binary people and children
- Promote equal participation of women in decision-making and leadership, including in fragile states and conflict situations
- Improve equitable health and education outcomes for people of all gender roles
- ABV will not approve any project that has significant negative impacts upon gender, regardless of other potential positive benefits.

## Environmental Sustainability

ABV commits to minimising its impact on our environment through:

- Providing a safe and healthy workplace
- Having an environmentally sustainable aware culture, where responsibility is understood
- Conserving natural resources by reusing and recycling
- Using, in our own operations, processes that do not adversely affect the environment

- Ensuring the responsible use of energy throughout the organisation
- Participating in efforts to improve environmental protection and understanding
- Taking steps to improve environmental performance continually
- Working with suppliers who promote sound environmental practices
- Enhancing awareness among our employees, volunteers, and users – educating and motivating them to act in an environmentally responsible manner.

## Related Documents

ABV Constitution
Charter 1 - ABV Board
Role 1 - Board Chair & Deputy Chair
Role 2 - Board Director
Policy 2 - Conflict of Interest
Policy 5 - Risk Management
Policy 6 - Compliance
Policy 7 - Disclosing Wrongful Behaviour
Policy 10 - Due diligence
Policy 11 - Privacy

## Document Information

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