



## ERFA Code of Conduct

### Details

<b>Policy &amp; Procedure Owner</b>	ERFA Board	
<b>Approved by</b>	ERFA Board of Directors	
<b>Date Approved</b>	<b>Date of Last Revision</b>	<b>Next Review</b>
2015	March 2023	March 2026

### Abbreviations

ACFID	Australian Council for International Development
ERFA	Edmund Rice Foundation Australia
Implementing Partner	Any organisation which has an MOU / Contract with / or receives funding from ERFA
NGO	Non-government organisation
PSEAH	Prevention of sexual exploitation, abuse and harassment
SEAH	Sexual exploitation, abuse and harassment

### Scope

This Code of Conduct applies to ERFA Board of Directors, staff, volunteers and contractors in Australia and overseas and all visitors to program sites (ERFA representatives). ERFA program implementing partners are expected to mirror, as relevant, the standards set out in ERFA Code of Conduct in corresponding program documentation.

### Purpose

In keeping with its values, ERFA is committed to establishing and maintaining the highest degree of ethical conduct and accountability in its governance and operations. Therefore, the purpose of ERFA's Code of Conduct is to set out the standards expected. In addition, this Code of Conduct is intended to protect the rights and interests of ERFA's representatives, implementing partners and program beneficiaries. This Code establishes standards to guide decision making and assessment of the appropriateness of proposed actions or judgement of actions taken. This Code of Conduct is applicable at all times. Breaches of this Code are grounds for disciplinary action, up to and including dismissal.

ERFA recognises that local laws and customs differ considerably from one country to another. Therefore, ERFA representatives are expected to uphold local law wherever they operate, except in circumstances where this Code of Conduct is more stringent, in which case, this Code applies.

### Values

ERFA's expectations regarding ethical behaviour and accountability of its representatives are embedded in ERFA's values. These values underpin how ERFA operates, are to be reflected in organisational culture and are to be lived out in the workplace.

### ERFA Values Statement

**Presence:** We believe in relationships built on integrity, transparency and trust. We stand in solidarity with the disadvantaged and those living in poverty ensuring the dignity and equality of all.

**Compassion:** This awakens us to our responsibilities and compels us to respond sensitively to the hopes and needs of local communities supporting them to eradicate poverty and suffering.

**Liberation:** We believe in liberation through education, promoting human development and human rights and supporting local communities to break the cycle of poverty and determine their own futures.

### **ACFID Code of Conduct**

ERFA is a member of the Australian Council for International Development (ACFID) and is a signatory to the ACFID Code of Conduct, with which ERFA Code of Conduct is in accord. ERFA adopts the principles of the ACFID Code of Conduct and adheres to its high standards of corporate governance, public accountability and financial management.

### **Code of Conduct Standards**

All ERFA representatives agree to comply with the requirements of ERFA's Code of Conduct. In signing the Declaration attached to this Code, ERFA representatives commit to upholding ERFA's values and commit to adherence to the following standards.

#### **Professional & Personal Conduct**

- To uphold the integrity and reputation of ERFA by ensuring that professional and personal conduct are consistent with ERFA's values and standards
- To contribute to a fair, inclusive, equitable, collegial work environment free from all forms of harassment and discrimination, where all persons are treated with respect and dignity and their rights are respected
- To comply with ERFA's policies and the law
- To contribute to, support and taking ownership of organisational decisions for achievement of ERFA's mission and objectives
- To adhere to all workplace legal and organisational health and safety requirements and to be proactive in informing management of any work, health and safety issues
- To avoid any unnecessary risks to workplace safety, health and welfare, including implementing partner workplaces and in the communities amongst whom ERFA's implementing partners work
- To observe local laws and be sensitive to local values, culture and customs when engaged in international contexts on behalf of ERFA

#### **Child Safeguarding Behaviours**

- To adhere to the mandatory child safeguarding behaviours detailed in ERFA's Child Protection Policy and Child Protection Policy Code of Conduct, which state:
  - ERFA's commitment to the protection of children from harm, abuse and exploitation and zero tolerance of all forms of child abuse
  - That no personnel are to engage in any form of sexual activity with, or abuse or neglect of children
  - The protocols for working with children and for the collection and use of images and stories portraying children with free, prior and informed consent
  - The protocols and mandatory reporting of any suspected or known child abuse or any such incidents that breach ERFA's Child Protection Policy
  - The banning of the provision and supply of alcohol and drugs to children
  - The banning of the giving of gifts to children

### **Prevention of Sexual Exploitation, Abuse & Harassment**

- To adhere to the requirements of ERFA's Prevention of Sexual Exploitation, Abuse and Harassment Policy (PSEAH), which states:
  - ERFA's commitment to prevention of sexual exploitation, abuse and harassment (SEAH) and categorical prohibition of and zero tolerance for any actions that constitute SEAH as defined in the policy
  - ERFA's prohibition of sexual relations and transactional sex with direct program beneficiaries in exchange for money, goods or services, or engagement in transactional sex
  - ERFA representatives' strict obligation to be proactive in strengthening protection from and preventing SEAH
  - ERFA's commitment to a survivor-centred approach to both the prevention of and in its response to SEAH
  - The obligation to report any concern, suspicion or allegation of SEAH or breach of ERFA's PSEAH Policy using the reporting guidelines and procedures outlined in the policy

### **Prevention of Financial Wrongdoing**

- To adhere to the requirements of ERFA's Anti-Corruption & Anti-Fraud and Whistleblowing Policies, which state:
  - ERFA's commitment to zero tolerance of all forms of corruption, fraud, crime and commitment to the highest accountable, transparent and ethical standards in the conduct of all of its operations
  - ERFA's commitment to the identification and prevention of corruption, fraudulent and criminal activity
  - ERFA's commitment to upholding all laws relevant to countering corruption, fraudulent and criminal activity in all jurisdictions in which it operates
  - The obligation of all personnel to report wrongful acts or suspected wrongful acts in accordance with the protocols and procedures detailed in ERFA's Whistleblowing Policy
  - ERFA's commitment to investigating all suspected acts of corruption, fraud and crime as detailed in ERFA's Whistleblowing Policy
- To adhere to the requirements of ERFA's Counter-Terrorism Policy which states ERFA's commitment to:
  - The implementation of best practice principles to ensure that its activities are conducted within the context of United Nation's resolutions and Australian law relating to Anti-Money Laundering and Counter-Terrorism
  - Avoiding involvement in terrorist activities, avoiding supporting terrorism and avoiding supporting individuals and organisations that support terrorism
  - Ensuring funds and resources are not used directly or indirectly to support terrorist groups or activities
  - Providing clear guidance on the steps to be taken if support of terrorist groups or activities is suspected

### **Conflict of Interest**

- To adhere to the requirements of ERFA's Conflict of Interest Policy, which states:
  - ERFA's commitment to establishing and maintaining an organisational environment that embodies integrity, ethical behavior, accountability and transparency
  - ERFA's commitment to ensuring that actual, potential and perceived conflicts of interest are identified and managed so that they do not impact negatively on the integrity of ERFA's decision making and operations
  - The responsibility of all representatives to ensure that ethical, financial and other conflicts of interest are avoided wherever possible and that any such conflicts, where they do arise, do not cause conflict with representatives' obligations to ERFA

- The responsibility of all ERFA representatives to identify and disclose all conflicts of interest according to the responsibilities and procedures set out in the policy
- That failure to disclose a conflict of interest would be a breach of the Conflict of Interest Policy, with a serious instance leading potentially to disciplinary action and even severance from the organization
- That while failure to deal adequately with a conflict of interest may not always be illegal, it will almost always be unethical

#### **Responsible Use of Information, Assets & Resources**

- To use ERFA resources efficiently and effectively for fulfilling work responsibilities
- To treat ERFA property and resources with due care and maintenance, ensuring that such assets are secured against theft and misuse
- To neither use nor allow the use of ERFA property, resources or funds for anything other than their authorised purposes
- To respect the environment by engaging in environmentally friendly work practices
- To use responsibly information accessed through ERFA employment and maintain appropriate levels of confidentiality, not divulging any confidential information relating to colleagues, work-related matters or donors unless legally required to do so in accord with the requirements of ERFA's Privacy Policy
- Not to disclose or use anything which could be considered intellectual property of ERFA, unless agreed otherwise in advance
- To respect the intellectual property of ERFA's implementing partners and stakeholders
- To observe the requirements of ERFA's Fundraising & Donations and Copyright Policies in the copying of materials and in the distribution of publications

#### **Communications & Public Comment**

- To adhere to the requirements of ERFA's Media Relations & Social Media Policy, which sets out the standards applicable to all ERFA personnel in work and personal use of social media, where such use has a clear connection with ERFA and the programs of its implementing partners, with respect to the use of online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites and message boards that allow people to publish, share and discuss content. These standards apply to social activities or interactions on social media that take place outside work premises if the identity of the person as an ERFA representative can be linked or inferred and where the activities or comments may have a detrimental financial or reputational impact on ERFA.
- Not to use ERFA IT equipment, software, e-mail or 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, including any material calculated to intimidate or harass
- Not to use ERFA 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
- To adhere to the requirement of ERFA's Media Relations & Social Media Policy that personnel engaging in public comment through the media should do so only with the approval of ERFA CEO, who is the authorised spokesperson for such comment
- To not compromise ERFA by publicly criticising (including via social media) the organisation, its operational activities or its personnel
- To adhere to the requirement of ERFA's Media Relations & Social Media Policy that any communication regarding another NGO must be factually accurate and not intentionally or otherwise mislead and no statements about other NGOs are to be made with the intention of creating reputational or other advantage for ERFA

**ERFA Implementing Partner Contractual Arrangements**

- To respect and abide by the requirements of ERFA’s Program Funding Contracts when representing ERFA overseas and engaging with implementing partner programs

**Reporting Obligations**

All ERFA representatives are obliged to report breaches or suspected breaches of ERFA’s Code of Conduct. Depending on nature and seriousness, such notifications should be brought to the attention of the relevant authority utilising the protocols and procedures provided in ERFA’s Child Protection, PSEAH, Complaints Handling or Whistleblowing Policies as applicable.

**Related Policies**

The following ERFA policies address conduct expectations as relevant to the subject and purpose of each policy:

- ERFA Anti-Fraud & Anti-Corruption Policy
- ERFA Child Protection Policy
- ERFA Complaints Handling Policy
- ERFA Disability & Inclusiveness Policy
- ERFA Gender Equality & Female Empowerment Policy
- ERFA Media Relations & Social Media Policy
- ERFA Privacy Policy
- ERFA Prevention of Sexual Exploitation, Abuse & Harassment Policy
- ERFA Safety & Security Policy
- ERFA Whistleblowing Policy
- ERFA Work, Health & Safety Policy

**Code of Conduct Declaration**

I declare that I have received a copy of ERFA’s Code of Conduct; that I have read and understand the Code of Conduct and agree to abide by its standards and behaviour protocols.

**Signed by:**

**Witnessed by:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_