



ERF Code of Conduct

Details

Policy & Procedure Owner	ERF Board of Directors	
Approved by	ERF Board of Directors	
Date Approved	Date of Last Revision	Next Review
2015	June 2026	June 2029

Abbreviations

ACFID	Australian Council for International Development
ERF	Edmund Rice Foundation
NGO	Non-government organisation
PSEAH	Protection from sexual exploitation, abuse and harassment
SEAH	Sexual exploitation, abuse and harassment

Definitions

ACFID Member	A not-for-profit organisation that has obtained accreditation with ACFID
Board Members	Voluntary directors of ERF's Board of Directors
Donor	Any individual, group, organisation, or institution that provides financial or in-kind contributions to ERF
Partner	Any organisation which has an MOU or contract with ERF
Program	Programs are overarching development approaches and initiatives that set priorities and guide project outcomes, results and activities. Programs can comprise ministries or entities.
Project	Projects are the development activities of a Program
Representatives	Collectively refers to all Staff, Board Members, Volunteers, and Third Parties (as separately defined) who act for, on behalf of, or under the authority of ERF
Staff	Individuals formally engaged by ERF, whether on a paid or voluntary basis, who work under ERF's direct supervision and are subject to its policies and procedures, including without limitation employees, volunteers, apprentices, trainees and work experience students
Stakeholder	Any individual, group, or organisation that has an interest in, is affected by, or has the ability to influence ERF's operations, Programs or Partnerships. This includes, but is not limited to, ERF Staff, contractors, volunteers, Board Members, Implementing Partners, suppliers, Program beneficiaries, and relevant government or international actors.
Third Parties	Individuals or entities who perform work for, or have access to, ERF funds, resources, or Programs but are not formally employed by ERF, including without limitation contractors, subcontractors, outworkers, consultants and suppliers, and any other person or entity entrusted with ERF funds or assets
Volunteers	Individuals who freely offer their time and services to ERF on an unpaid and voluntary basis, who work under ERF's direct supervision and are subject to its policies and procedures

Purpose & Scope

ERF's Code of Conduct establishes the behavioural expectations of all ERF Board Directors, Staff, Third Parties, and Volunteers (collectively referred to in this Policy as 'Representatives'). All Representatives should maintain the highest standards of ethical conduct, behaviours and integrity. ERF's Code of Conduct is underpinned by the organisation's vision, values, policies and procedures.

The Code of Conduct applies to all Representatives in Australia and overseas and all visitors to Program sites. ERF recognises that local laws and customs differ considerably from one country to another. Therefore, ERF 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. Where uncertain about how any law, regulation, policy, procedure, or this Code of Conduct applies, Representatives should seek guidance from ERF before acting.

Values

ERF's expectations regarding ethical behaviour, accountability, and conduct of its representatives are embedded in the organisation's values. These values must be actively demonstrated through the everyday behaviour, decisions, and interactions of all Representatives, in the workplace, in the field, and in all contexts where they act on ERF's behalf.

ERF values are:

- **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

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

Code of Conduct

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

Treat all people with dignity and respect

- ✓ Treat all persons with respect, dignity and fairness (including all Representatives, Partner personnel, Project participants/beneficiaries and community members)
- ✓ Implement equitable and inclusive measures across the organisation to leverage lived experiences
- ✓ Recognise the inherent power imbalance in the development and aid sector
- ✗ Do not behave in a manner that could reasonably be viewed as offensive, insulting, intimidating or bullying in nature
- ✗ Do not make jokes about an individual's characteristics (including but not limited to race, gender, appearance, disability, personal attributes or religion)

Act ethically and with integrity

- ✓ Act in consistence with ERF's values and standards, contributing to ERF's mission and objectives
- ✓ Actively report any conflicts of interests (actual, potential or perceived conflicts)
- ✓ Make decisions in the best interest of the organisation
- ✓ Speak up when you see something that is not right or something that goes against the Code of Conduct
- ✓ Follow ERF's procurement procedures
- ✗ Do not make decisions for self-gain or when you have a conflict of interest
- ✗ Do not retaliate against anyone who makes a complaint in good faith
- ✗ Never knowingly enter into business or activities that are fraudulent or illegal

Safeguard children

- ✓ Protect children from harm, abuse, exploitation and child labour in any form
- ✓ Have zero tolerance to all forms of child abuse
- ✓ Use appropriate language, communication and behaviour when interacting with children
- ✓ Ethically collect and use images and stories portraying children with free, prior and informed consent
- ✓ Utilise a victim-survivor approach in responding to incidents, protecting their rights, wishes and needs
- ✗ Do not engage in any form of sexual activity with, or abuse or neglect, of children
- ✗ Do not provide or supply children with alcohol and drugs
- ✗ Do not give children gifts

Safeguard people, including adults at risk

- ✓ Protect adults from sexual exploitation, abuse and harassment (SEAH) and modern slavery risks
- ✓ Have a zero tolerance to all forms of SEAH and modern slavery
- ✓ Utilise a victim-survivor approach in responding to incidents, protecting their rights, wishes and needs
- ✓ Speak up when labour practices do not look ethical, legal or safe
- ✗ Do not engage in any form of sexual activity and/or transactional sex

Protect privacy and confidentiality

- ✓ Only collect, access, use and disclose confidential information when authorised to do so or where required by law
- ✓ Maintain confidentiality of information accessed through ERF
- ✓ Ethically collect images and stories with free, prior and informed consent

Protect ERF, its personnel, resources and reputation

- ✓ Comply with all organisational health and safety requirements
- ✓ Avoid any unnecessary risks that endanger yourself or others, including during field visits and immersions
- ✓ Immediately report accidents, incidents, injuries and unsafe conditions
- ✓ Have zero tolerance to all forms of financial wrongdoing (corruption, fraud and terrorism financing)
- ✓ Actively identify and prevent financial wrongdoing
- ✓ Use ERF information, assets, property, resources and funds responsibly, efficiently and only for authorised purposes, exercising due care in their use and maintenance, and not using them for any illegal activity or conduct that may cause intimidation, harassment or harm
- ✓ Engage in environmentally friendly work practices
- ✓ Use artificial intelligence (AI) responsibly
- ✓ Only publicly comment on the organisation when authorised to do so
- ✗ Not support any activities, organisations, or individuals that directly or indirectly support terrorist groups or activities
- ✗ Not disclose or use anything which could be considered intellectual property without prior authorisation
- ✗ Not use ERF resources to access or distribute any material that is inappropriate or abusive, including but not limited to pornography or depictions of child abuse
- ✗ Not publicly criticise the organisation (including via social media)
- ✗ Not distribute communications about another NGO that is made with the intention of causing damage or disadvantaging them (including via social media)
- ✗ Not possess or be under the influence of drugs or alcohol while representing ERF or carrying out work-related duties

Comply with ERF's code, policies and procedures

- ✓ Understand and comply with all applicable laws and regulations, ERF policies, ERF's Code of Conduct and Safeguarding Code of Conduct
- ✓ Observe and respect local laws and cultural values and customs
- ✓ Complete all trainings required by ERF
- ✓ Report any suspected or known incidents, including breaches of law, policies or the Code of Conduct to the relevant ERF Staff member or through ERF's complaints handling procedures
- ✗ Cannot independently dismiss a complaint
- ✗ Do not conceal known or suspected breaches of ERF's policies and/or Code of Conduct

ERF Implementing Partner Contractual Arrangements

Representatives must respect and abide by the requirements of ERF's Memoranda of Understanding and Funding Agreements when representing ERF overseas and engaging with Implementing Partner Programs.

Reporting Obligations

All Representatives are obliged to report breaches or suspected breaches of ERF's Code of Conduct. Depending on the nature and seriousness of the breach and/or suspected breach, such notifications should be brought to the attention of the relevant authority utilising the protocols and procedures provided in the relevant ERF policies and the Complaints Handling flowchart.

Breaches of this Code are grounds for disciplinary action, up to and including dismissal.

ERF Policies

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

- Acceptable Use of AI Policy
- Anti-Corruption and Anti-Fraud Policy
- Child Protection Policy
- Complaints Handling Policy
- Conflict of Interest Policy
- Disability Equity & Rights Policy
- Fundraising & Donations Policy
- Gender Equality & Female Empowerment Policy
- Human Resources Policy
- Media Relations & Social Media Policy
- Modern Slavery Policy
- Prevention of Terrorism Resourcing Policy
- Privacy Policy
- Protection from Sexual Abuse, Exploitation and Harassment Policy
- Racial Justice Policy
- Travel & Immersion Policy & Risk Framework
- Whistleblowing Policy
- Work, Health & Safety Policy

Code of Conduct Declaration

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

Signed by:

Witnessed by:

Name _____

Name _____

Position _____

Position _____

Signature _____

Signature _____

Date _____

Date _____