

Human Resource Management Policy Manual

Policies and Procedures (Code of Conduct)

HRM 1.0

Code of Conduct

Applicable to	Asian Aid Organisation Ltd and its associated entities
Date of Board Endorsement	[12 th March] 2021 Revised Version 6.2 – February 2021
Review	3 year-cycle and as required
Scope	This policy is part of the Asian Aid Organisation Policy Framework and is included within the HRM Policy Manual
Document Reference #	[AAO HRM 1.0 Code of Conduct Vs 6.2 – February 2021]
Policy Administrator	Human Resources / CEO

1. Code of conduct

- 1.1 The Code of Conduct ('Code') relates to Asian Aid Organisation LTD (AAO) and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the Contract of Employment or Contract for Services.

2. Commencement of the code

- 2.1 This Code will commence from March 2021. It replaces all other codes of conduct of AAO, if any (whether written or not).

3. Scope

- 3.1 The Code applies to all representatives; employees, volunteers, visitors, interns, board members, agents and contractors (including temporary contractors) of AAO, collectively referred to as '**workplace participants**'.
- 3.2 The Code does not form part of any person's contract of employment. Nor does it form part of any other workplace participant's contract for services. It should however be viewed as a lawful and reasonable direction by AAO and should be complied with by all workplace participants.

4. Purpose

- 4.1 AAO recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with customers, suppliers, clients, co-workers, management, program beneficiaries and the general public. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships.
- 4.2 AAO expects all workplace participants to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action including the termination of employment or contract for services.

5. The Code requirements

- 5.1 All workplace participants are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with AAO. This Code provides an overview of AAO's fundamental business values. It is by no means exhaustive, but summarises some of AAO's most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all workplace participants.
- 5.2 As representatives of AAO, all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing AAO:
- a) AAO has a legitimate interest in the private activities of workplace participants where such activities may bring disrepute upon AAO in its relationships with customers, clients, suppliers, and the general public at large and may possibly call the workplace participant's fitness for continued employment or to provide services into question.
 - b) Comply with all laws, policies, procedures, rules, regulations, contracts and confidentiality agreements.
 - c) Comply with all lawful and reasonable directions from AAO.

- d) Be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.
- e) Display the appropriate image of professionalism at the workplace. Wear the required uniform, safety equipment or work clothes, and if a workplace participant wears their own clothes, ensure their appearance is neat and tidy.
- f) Treat customers, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation, bullying or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- g) Promptly report any violations of law, ethical principles, policies and this Code.
- h) Maintain punctuality. If a workplace participant is late or cannot report for work, please telephone and let the line manager know as soon as possible.
- i) Do not use work time for private gain. If a workplace participant is required to leave the work premises for personal reasons they should advise their line manager well in advance.
- j) Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- k) Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by AAO in the interests of work health and safety.
- l) Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of AAO. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This includes failure to comply with reporting requirements and falsifying records and other documents.
- m) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- n) Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of AAO.
- o) Not abuse the advantages of their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or AAO's reputation.
- p) Respect AAO's ownership of all of its property including but not limited to funds, equipment, supplies, books, records and confidential information (however described).
- q) Maintain during employment with AAO and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with AAO.
- r) While employed at AAO, do not accept any employment with another organisation that is a supplier or competitor of AAO, or any other employment that is in conflict with your position at AAO.
- s) Do not make any unauthorised statements to the media about AAO's business (requests for media statements should be referred to the line manager).
- t) Do not fight in the workplace or use any form of violence.

- u) Do not use inappropriate language in the workplace.
- v) Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol (e.g. if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period). If a workplace participant is taking prescription medication, they must inform their line manager if that medication may affect their ability to perform their role. Workplace participants may be required to produce medical evidence to prove their medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.
- w) Do not smoke during working hours unless it is during prescribed breaks and within designated areas.

6. Considerations for workplace participants:

6.1 Workplace participants should:

- a) Promote a team spirit.
- b) Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes.
- c) Avoid bias in decision making.
- d) Ensure compliance with procedures when carrying out counselling and discipline.
- e) Exercise objectivity when administering rewards or discipline.
- f) Not condone, permit, or fail to report any breaches of this Code as outlined above by workplace participants under their supervision.

7. Breaches of this code

- 7.1 A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services of workplace participants. Workers who have violated the law or committed an act which is reportable under Australian law or the law of the country in which the person works with or for AAO will be reported to authorities.
- 7.2 AAO has full discretion to put in place safety management plans or take disciplinary action where it forms a reasonable belief that doing so is necessary for it to ensure the health and safety of its employees, children in its care or the general public.

8. Variations

- 8.1 AAO reserves the right to vary, replace or terminate this Code from time to time.

9. Date of effect

- 9.1 This policy is effective from March 2021. The policy will be reviewed within a 3year cycle and as required.

10. Policy linkages

- AAO Work Health and Safety Policy
- AAO EEO, Discrimination and Harassment Policy
- AAO Alcohol and Other Drugs Policy
- AAO Recruitment Policy
- AAO Child Safety Code of Conduct
- AAO Child Safeguarding Procedure Manual

AAO Code of Conduct

- AAO Performance Counselling and Disciplinary Policy
- AAO Prevention of Sexual Abuse, Exploitation and Harassment (PSEAH) Policy
- AAO Prevention of Sexual Abuse, Exploitation and Harassment (PSEAH) Procedure Manual

Workplace participant acknowledgement

I acknowledge:

- receiving the AAO Code of Conduct;
- that I will comply with the Code and participate in any related training required of me by AAO; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.

Workplace participant's name: _____

Signed: _____

Date: _____