

POLICY

Code of Conduct

Established:	July 2018	Review frequency:	Every three years
Prepared by:	P Simmons	Approved by:	Board

GraceWorks Myanmar's (GWM) Code of Conduct applies to everyone representing GWM.

Culture and behaviours

- ◆ You will uphold the purpose, values, vision and mission of GWM at all times.
- ◆ You will work with others respectfully and endeavour to create a work environment that is sensitive to gender equity and diversity, is free of any form of harassment, and is fair and transparent in all aspects of work.
- ◆ You will always maintain an awareness of, and respect for, the sensitivities of cross-cultural interactions.
- ◆ You will not use verbal, physical and/or social behaviour toward others that is inappropriate, intimidating, abusive, sexually provocative, demeaning, culturally inappropriate or causes physical and/or psychological harm. GWM has zero tolerance for bullying, harassment and exploitation including behaviour that is in any way belittling, bullying or abusive in nature, or that involves harassment, sexual harassment or sexual exploitation. This includes words, deeds or making comments, jokes or stories of a lewd, sexist, racist, homophobic or suggestive nature. If claims of such behaviour are substantiated, disciplinary action will result.
- ◆ You will ensure that all documents you author or review, whether internal or public documents, do not denigrate anyone in any way. This means that all people and groups are presented justly and fairly, and all relations with them are conducted in an open, honest and transparent way.
- ◆ You will maintain a safe work environment as safety is an individual and shared responsibility.
- ◆ You will not be under the influence of alcohol or illegal drugs, or be found to use these, in the workplace. GWM has zero tolerance for the use of influencing substances.
- ◆ You will not conduct any program/project that GWM supports or administers for private gain, other than salaries and wages for work undertaken.

Policy and regulatory adherence

- ◆ You will read and agree to act in accordance with all of GWM's policies.
- ◆ You will read GWM's Child Safeguarding Policy and, for those who work with children as part of their role with GWM, will sign the Child Safeguarding Policy agreement.
- ◆ You will undergo Australian Council for International Development (ACFID) Code of Conduct training within three months of commencement.
- ◆ You will be bound by the Australian Privacy Act to maintain confidentiality.
- ◆ You will not divulge details of GWM's donors to third parties without their express consent or unless required to do so by law.
- ◆ You will not use GWM computers to deliberately access or download inappropriate material from the internet, such as pornography or material of a lewd, sexist, racist, homophobic or suggestive nature, as well as online gambling sites.
- ◆ You will not download and print large volumes of text without due consideration to environmental issues and copyright legislation.
- ◆ You will not support, or take part in, the giving or receiving of gifts of cash or goods (except token gifts) by office bearers, staff, volunteers or consultants either in Australia or Myanmar. This includes commissions, bribes or promises of future assistance. GWM maintains a list of gifts given and received and their approximate in-country value. You will also take due care in providing token gifts



that could be viewed as culturally inappropriate or showing favouritism to one person or group of people, particularly children, to the exclusion of others.

- ◆ You will gain approval from the CEO for expenses related to representing GWM prior to incurring them.
- ◆ You will not download software without consultation and approval and after examining the implications of this in terms of overall suitability, safety from viruses and licensing agreements.

Marketing, communications and fundraising

- ◆ You will uphold our Communications and Media Policy for all internal and external marketing and communications.
- ◆ You will use approved GWM branding on all GWM promotional material.
- ◆ You will not change GWM branded material, including GWM's website, without CEO approval.
- ◆ You will contribute to ensuring all fundraisers follow the Ethical Principles of the Fundraising Institute Australia to the maximum extent relevant to your level of involvement.
- ◆ You will not use, or allow the use of, GWM funds or other resources to support proselytising activities; local or national political or religious groups or candidates; or any terrorist organisation.

Representation

- ◆ You will not present yourself as an agent of GWM unless operating under a specific and current contract or agreement from GWM.
- ◆ You will never present yourself as a representative of the Australian Government or its agent, the Department of Foreign Affairs and Trade (DFAT), unless you have appropriate written approval from them to do so.

Grievances

Personnel who feel they have been treated in a way that contradicts any of the principles in this policy are encouraged to follow the procedures in GWM's Complaints Handling Policy.

References and related documents

References

- ◆ ACFID Code of Conduct

Related documents

- ◆ All GWM policies

Review

Previous reviews: June 2021
Next review: July 2024

Agreement

I agree to be bound by this Code of Conduct

Name: _____ Signature: _____ Date: _____