



Code of Conduct

Policy Statement

The Code affirms the values that govern the behaviours of all Representatives of Transform Aid International Ltd (“TAI”) (see Definitions section below) and conveys TAI’s commitment to excellence, and the behaviours expected in the application of the Code in TAI’s work environment.

The Code:

- supports TAI’s Representatives of diverse backgrounds to work effectively across cultural differences;
- serves as a reference point for decision making;
- helps to attract individuals who want to work for an organisation that is committed to excellence; and
- enables TAI to manage risk by reducing the likelihood of damaging behaviours.

Scope and Purpose

This policy applies to TAI representatives; in Australia and overseas.

Our Core Values

TAI’s values underpin everything the organisation does and are reflected in the organisational culture and the day-to-day behaviour of the organisation.

The Code brings TAI’s values to life; providing examples of how the organisation’s core values are lived out in the workplace.

“Values” can have different meanings to different people - which is why it is important to define each value and give examples of the behaviour expected.

As an organisation, TAI is:

- Motivated and directed by Christian principles and values;
- Committed to using resources with transparency, accountability and integrity;
- Committed to excellence and quality by being a creative and learning organisation; and
- Committed to valuing people.

Implementation

It is essential that all TAI representatives:

- Read, understand and agree to the Code
- Willingly accept it

- Confirm acceptance by signing a declaration and acknowledgement

Breach of Code of Conduct

A breach of the Code may result in disciplinary action and/or termination of employment or engagement and may necessitate a report to external enforcement authorities.

Definitions

TAI representatives – employees, volunteers and partner organisations.

Code of Conduct

I am motivated by justice, love and compassion and will:

- be generous and fair;
- work humbly and with wisdom;
- uphold the safety and wellbeing of all children and young people participating in TAI activities and TAI funded activities by complying with the TAI Child Safe Code of Conduct; and
- support the Christian heritage, teachings and values of the organisation.

I am committed to using resources with transparency, accountability and integrity and will:

- respect, protect and ensure the careful and effective use of all of TAI's financial, physical and intellectual resources for TAI purposes (not for personal gain);
- never be deceptive or participate in theft or embezzlement;
- disclose any potential conflicts of interest and refrain from activities involving actual conflicts of interest;
- keep fair and accurate records;
- protect confidential information;
- acquire information honestly and ethically;
- make relevant, accurate and timely disclosures of material information;
- make relevant, accurate and timely disclosures of occurrences, events or information that appear to indicate misconduct has taken place; and
- respect the privacy of TAI representatives, partners, sponsors and partner communities.

I am committed to professionalism, excellence and quality and will:



- demonstrate a high standard of personal behaviour, including attitude, attendance and punctuality;
- act ethically and responsibly;
- refuse incentives or bribes to act contrary to program activity
- never solicit, receive or offer rewards to a person to influence their actions;
- invite feedback and seek to develop my skills, knowledge and experience;
- comply with all TAI policy and procedures;
- comply with the ACFID Code of Conduct;
- support the decisions and directions of the Board, Executive and any delegated authorities;
- where possible, provide timely service and remedies for supporter correspondence, including complaints;
- respond to employee / volunteer suggestions, requests and complaints;
- assist TAI representatives in developing skills and knowledge; and
- seek innovations in technology, programs, processes and practices.

I am committed to serving and valuing people and will:

- be honest, transparent, fair, trustworthy, professional, diligent and loyal;
- honour my commitments and follow through on promises and agreements;
- treat all people fairly, equitably and with respect;
- adopt practices that enhance people's development in the workplace, industry and community;
- support and care for my colleagues and volunteers whom I work with;
- respect the dignity and human rights of all people, advocate on their behalf and choose where possible suppliers and partners whose employment practices respect dignity and human rights;
- practice non-discrimination when engaging representatives and prevent harassment in the workplace;
- protect human health and safety, including protection from avoidable injury and illness in the workplace; and
- report concerns about inappropriate actions, suspected corrupt conduct, maladministration or wastage of resources.

Code of Conduct declaration

I, <INSERT NAME> _____ acknowledge that I have read and understand Transform Aid International's Code of Conduct.



I agree to comply with the Code of Conduct.

I understand that a breach of the Code of Conduct may result in disciplinary action and/or termination of employment or engagement and may necessitate a report to external enforcement authorities.

SIGNATURE: _____ DATE: _____

Related Policies and Procedures

- Policy Development Policy
- Policy Development Procedure
- Child Safe Code of Conduct

Document Control Information

Code of Conduct	
Owner	Director of Finance and Operations
Master Copy	Policy QA Coordinator
Date created	29/02/2016
Date last reviewed	23/03/2016
Signed off by Director of Finance and Operations	03/10/2018
Approved by Executive	27/06/2016
Endorsed by Board Executive Committee	09/08/2016
Approved by Board	26/08/2016
Date next Review	03/10/2021

Date	Version	Revision Description	Reviewed / Updated by
29/02/2016	1	Created	HR Advisor
02/03/2016	2	Reviewed	HR Advisor
14/03/2016	3	Incorporating both TAI and BWAA Values	HR Advisor
17/03/2016	4	Reviewed	HR Advisor
22/03/2016	5	Reviewed	Director of Business



23/03/2016	6	Changes accepted	HR Advisor
02/06/2016	7	Changes made by Governance and Compliance Specialist and accepted	HR Advisor
16/06/2016	8	Adopted changes made by Director of International Programs	HR Advisor
03/10/2018	9	Added reference to Child Safe Code of Conduct and ACFID	Governance and Systems Specialist