

Policy: Code of Conduct

Policy number	16	Approved by the Board	7 August 2018
Last reviewed	17 December 2019	Planned revision date	30 November 2020

1. Overview

Partners in International Collaborative Community Aid Ltd ('PiCCA') is entrusted by Members and Donors to maintain the highest levels of accountability and transparency and to maintain PiCCA's excellent reputation in Australia and overseas. This policy sets out the ethical principles that guide PiCCA's work.

2. Application

This policy applies to all Directors (Board Members) and PiCCA representatives visiting projects overseas.

3. Policy

- 3.1. PiCCA has committed itself to the achievement of high ethical standards for all Directors and Members.
- 3.2. All Directors (Board Members) and Members are expected to adhere to this Code, striving to achieve the highest standards of conduct possible when conducting PiCCA related business.
- 3.3. It is important to note that the absence of any specific reference in the Code to any act or omission that may bring discredit upon PiCCA does not mean that such an act or omission is condoned or permitted.
- 3.4. Failure to adhere to any aspect of this Code of Conduct is a serious matter and may result in expulsion from PiCCA in accordance with PiCCA's Constitution.
- 3.5. This Code of Conduct is based on the following fundamental ethics, principles and obligations:
 - 3.5.1. Respect for the law and system of Government;
 - 3.5.2. Respect for persons;
 - 3.5.3. Integrity;
 - 3.5.4. Diligence; and
 - 3.5.5. Economy and efficiency.

4. Standards of conduct - Directors

4.1 At all times under the provisions of this Code, Directors (Board Members) are expected to demonstrate high standards of professional integrity and honesty, namely to:

- Act in good faith, with care and diligence, and in the best interests of PiCCA;
- Treat all persons, including children, with respect, dignity and reasonable compassion, in an equitable and fair manner, and with proper regard for their rights and obligations, regardless of race, colour, gender, religion, ethnic or social origin, disability or sexual orientation;

- Comply with, and be seen to act within, the spirit and letter of the law, all PiCCA policies and the terms of this Code;
- Obey any lawful direction, instruction or order given by any person authorised by law to do so;
- Disclose any fraud, corruption, misconduct and maladministration of which they become aware;
- Act in the best interests of, and in a manner that will not reflect adversely on, PiCCA, its clients and partners, and the wider community;
- Improperly use their official powers or position, or allow them to be improperly used;
- Perform any duties associated with their position conscientiously, courteously, efficiently, impartially, and to the best of their ability, in a manner that bears the closest external scrutiny and meets all legislative and PiCCA standards;
- Set and maintain standards of leadership that are consistent with PiCCA's goals and policies, be seen at all times to act in support of these goals and policies, and actively contribute to their achievement;
- Seek to maintain and enhance the confidence of clients, partners, colleagues, shareholders and the wider community in the integrity of PiCCA; and
- Exercise high standards of personal and professional conduct.

4.2 Directors are required to sign an undertaking of their knowledge and understanding of this Code of Conduct.

5. Standards of conduct - PiCCA Members/Representatives Visiting Projects

5.1. At all times under the provisions of this Code, any PiCCA representative visiting a project overseas is expected to demonstrate high standards of conduct, namely to:

- 5.1.1. Respect the laws of the host country;
- 5.1.2. Treat all persons, including children, with respect, dignity and reasonable compassion, in an equitable and fair manner, and with proper regard for their rights and obligations, regardless of race, colour, gender, religion, ethnic or social origin, disability or sexual orientation;
- 5.1.3. Exercise cultural sensitivity and awareness of local customs and values;
- 5.1.4. Exercise high standards of personal and professional conduct;
- 5.1.5. Perform any duties associated with their PiCCA role conscientiously, courteously and in a way that reflects positively on PiCCA's reputation;
- 5.1.6. Disclose any fraud, corruption, misconduct and maladministration of which they become aware;
- 5.1.7. Never participate in any political or religious advocacy while overseas;
- 5.1.8. Adhere strictly to PiCCA's policies in relation to:
 - Monitoring PiCCA projects;
 - Use of images and videos;
 - Countering human trafficking;
 - Countering terrorism;
 - Countering bribery and corruption;
 - Child protection; and
 - Preventing sexual exploitation, abuse and harassment.

5.2. Representatives will be required to sign an undertaking of their knowledge and understanding of this Code as a condition of their travel.