

# CBM AUSTRALIA CODE OF CONDUCT

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## Document Approval and Review

Approved by: CBM AUSTRALIA SENIOR MANAGEMENT

Maintained by: DIRECTOR OF PEOPLE AND CULTURE

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CBM Australia's Code of Conduct sets out the standards of behaviour that are required for all CBM Australia employees and volunteers, promotes ethical behaviour, and guides employees and volunteers in their protection of CBM Australia's reputation and operations.

## Vision and Values

CBM's vision and values underpin relationships and behaviour globally and they establish 'the way we work' at CBM Australia.

Our vision is an inclusive world in which all persons with disability enjoy their human rights and achieve their full potential.

Our values are:

*We champion inclusion*

*We strive for justice*

*We pursue excellence*

*We embrace partnership*

*We live with integrity*

## Standards of Behaviour

You are expected to:

- Behave in an honest, trustworthy and ethical manner;
- Act with integrity, care and diligence in the course of your employment;
- Treat others with respect, dignity and impartiality regardless of their race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class and socio-economic status;
- Foster, promote and contribute to a work environment that is fair, inclusive, equitable and free from any form of harassment or discrimination;
- Behave in a way that upholds and actively promotes the CBM Australia Vision and Values and the integrity and good reputation of CBM Australia;
- Comply with any lawful and reasonable direction given by someone in CBM Australia who has the authority to give the direction;
- Take every reasonable step to avoid any conflict of interest (real or apparent) in connection with your employment and, where one exists, disclose it;
- Adhere to CBM Australia's policies and procedures and proactively seek ways for continual improvement.

This Code applies to all CBM work or volunteer related activity undertaken by CBM Australia employees or volunteers. Additionally, CBM Australia has a legitimate interest in your private activities because these activities may bring discredit upon CBM Australia and its relationships with the people it exists to support, partners, governments, donors, suppliers or the general public.

You should be vigilant in using sound and good judgment at all times.

You have an obligation to disclose any activity, or conduct, or the existence of any allegation, charge or offence, which could possibly call your fitness for continued association with CBM into question.

You must not bring CBM Australia's reputation into disrepute or diminish public confidence in CBM Australia.

## Safeguarding

The safeguarding of others is paramount. You must remain familiar with and at all times comply with the CBM Australia:

- a) Safeguarding Policy, Standard and Commitment
- b) Prevention of Sexual Exploitation, Abuse and Harassment Policy and Standard
- c) Bullying, Harassment and Sexual Harassment in the Workplace Standard

Your signed Safeguarding Commitment is a personal commitment to respecting the rights, integrity and dignity of all others by upholding expected safeguarding behaviours. You will be asked to renew this commitment regularly.

## Conflict of Interest

You must not engage in activity which conflicts with CBM Australia's interests. It is important to be objective, impartial, and avoid any actual or perceived conflict of interest.

A conflict of interest can involve financial gain, other material benefit, personal favours or relationships. It may not only be about your personal interests. It may include the interests of your family members, colleagues or friends. Personal gain, and/or direct or indirect benefits to family members, colleagues or friends, at the expense of CBM Australia, must be avoided.

You must exercise the powers and responsibilities of your position at CBM Australia solely for the benefit of CBM Australia and its beneficiaries and supporters.

You need to consider how others will perceive an interest or advantage you have. If you think that you or others will perceive that there may be a current or potential conflict of interest in relation to your association with CBM Australia, you must inform your Manager. Your Manager will discuss with you the response and actions that will be implemented if a conflict of interest, perceived or actual, arises.

## Use of CBM Australia Resources

The CBM Australia resources you use may include money or money like resources, stationery, equipment and furniture, software and applications. CBM Australia resources are made available to you for fulfilling your responsibilities in service of CBM Australia stakeholders.

While CBM Australia accepts modest private use of a limited number of resources, you must exercise judgement and restraint as to fair use.

You must treat CBM Australia property with due care and ensure it is secured against damage, theft and misuse.

## Use of technology

The content of any email, text, or other messaging sent using or received using CBM Australia's systems and resources remains the property of CBM Australia. CBM Australia reserves the right to access employee or volunteer accounts.

You must not download or otherwise deal with material that is inappropriate, including material that is illegal or would be regarded by CBM Australia as offensive. Copyright law is to be observed at all times. Responsible use of social media regarding content, engagement and commentary is expected at all times.

## Social Media

If you use your own resources to participate in social media in your own time, you are participating in a private capacity. In a private capacity, you may share posts about CBM Australia's work that you have accessed, while keeping in mind:

- a. You are always an ambassador for CBM Australia: be a good one. Your behaviour and comments online reflect on CBM Australia. Do not engage in private online behaviour that would not be acceptable in the workplace.
- b. If your personal profiles identify you as having a position within CBM Australia, you must avoid making comments that could be interpreted as a statement on behalf of CBM Australia.
- c. Posting any derogatory, intolerant or offensive comment is likely to be considered a breach of this Code.

## Gifts and Hospitality

CBM Australia has a strong culture of sharing and giving. Gifts and hospitality are often appropriate in celebrating milestones and cementing good working relationships.

You must:

- a. Have approval for the purchase of any gift or provision of hospitality, internal or external;
- b. Seek value for money to ensure CBM Australia resources are used in the most effective way and in a manner that promotes positive reputation;
- c. Not solicit gifts, hospitality or other benefits;
- d. Be aware and respectful of the cultural significance of particular gifts in many of the countries in which CBM Australia operates; and
- e. Declare any gift, and upon consultation with your Manager, refuse or return any gift, or, where that is inappropriate, donate the gift (or its fair value) to CBM Australia.

## Public Comment

You have the same rights of free speech and independence in the conduct of your private affairs as any member of the Australian community. You also have a duty to act in the interests of CBM Australia by avoiding public comment, including via social media, about CBM or its activities or its employees/volunteers.

CBM Australia has nominated spokespersons who are authorised to communicate with the media. Unless specifically authorised, you must not communicate any information to the media. If you receive a media enquiry, refer the matter to the office of the CEO or to the Director of Public Engagement.

## Political Neutrality

CBM Australia is a non-political organisation, within Australia and within all countries in which CBM Australia operates.

You may engage in political activity in a personal capacity, not identifying your link to CBM Australia. CBM Australia reserves the right to discuss any participation you may have in political activity, evaluate any implied association with CBM, and, in limited circumstances, not endorse such participation.

## Confidentiality and Privacy

You must not disclose or use anything which could be considered intellectual property, other property, or confidential information belonging to CBM Australia without prior permission from a Department Director as required by the law. You must not make unauthorised use or disclosure of information to which you have had access, including supporter data. CBM Australia maintains a Data Breach Response Plan, available on CBM Australia's intranet.

You must comply with CBM Australia's Privacy Policy at all times.

## Fraud, Corruption and Bribery

You are expected to actively deter fraud and corruption internally and externally. You must refuse any perceived or actual bribes and you may not provide bribes under any circumstances.

Where relevant to your role you must maintain accurate, transparent and complete financial records. This includes taking responsibility for recording clear, accurate and complete information for any organisational transaction nationally and internationally.

You must speak out if you suspect or identify any financial irregularity.

## Reporting a Breach of this Code

If it is suspected that a breach has occurred then you are required to raise your concerns with your Manager and/or the Director of your department.

If the breach involves your Manager or Department Director then the suspected breach can be raised with the Director of People & Culture.

Reports should be made in good faith, sincere and with honest intention regardless of outcome. All reports will be taken seriously and CBM Australia will not tolerate retaliation against people making reports.

Whistleblowing mechanisms are available on the CBM Australia website. Other internal grievance mechanisms are outlined on CBM Australia's intranet.