

	Code of Conduct	
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## 1.0 INTRODUCTION

Our Rainbow House Inc. is committed to the highest standards of behaviour and ethical standards for all personnel. We undertake to ensure that accountability and transparency is instilled in all areas of our operations and in our relations with partners, supporters and the people with whom we work in our programs.

## 2.0 DEFINITIONS

**Employee** shall mean any board member, employee, student placement, apprentice, contractor, sub-contractor or volunteer.

## 3.0 SCOPE

This policy applies to all personnel including board members, all staff, including full-time, part-time or casual, temporary, contract or permanent staff, job candidates, student placements, apprentices, contractors, sub-contractors and volunteers regardless of whether they are local or international.

## 4.0 PURPOSE

The purpose of this Code of Conduct is to provide employees with a clear understanding of the conduct expected when performing their duties.

This code places an obligation on all employees to take responsibility for their own conduct. To assist with understanding this Code of Conduct, our expectations of standards of behaviour have been detailed.

## 5.0 POLICY STATEMENT

This code is intended for use by employees in determining what is right and proper in their actions and provides a set of guiding ethical principles, obligations and standards of conduct, to assist with determining acceptable standards of conduct. These guiding ethical principles are aimed at ensuring that a positive professional image of Our Rainbow House Inc. is upheld at all times. Furthermore, adherence to the standards of ethics and conduct outlined will ensure the preservation of the organisation's reputation.

It is critical that all employees understand that the absence of any specific reference in the Code to any act or omission that discredits the good image or reputation of Our Rainbow House Inc. does not mean that such an act or omission is condoned or permitted.

### Application of the Code

Our Rainbow House Inc. expects all employees to meet all minimum standards of conduct outlined in this code and endeavor to display the highest standards of behaviour at all times.

We recognize that local laws and cultures differ between countries however all employees are expected to uphold local laws wherever they are. Where the code exceeds the local laws requirement, the code will become the minimum acceptable standard.

Failure to adhere to any aspect of this code (breaches) may result in disciplinary action including termination of employment.

## **Ethics Principles**

Ethics are the rules or standards of conduct any society imposes in respect of the rights and interests of its members recognising the fundamental moral principles that underpin every decision and action a member of that society may make.

Within an organisation these conventions are used to assist employees in conducting their actions, performing their functions and making decisions in accordance with an organisation's primary values and expected standards. They assist in determining what is right and proper and are useful in situations where no specific rules exist.

This code of conduct is based on the following fundamental ethics principles and obligations:

- Respect for the law and system of Government;
- Respect for persons;
- Integrity;
- Diligence; and
- Economy and efficiency.

### **Principle 1: Respect for the law and system of Government *means*:**

- Behaving in a lawful manner.
- Obeying any lawful direction, instruction or order given by any person authorised by law to do so.
- Respecting the laws, culture and values of other countries with when travelling internationally.
- Complying with, promoting and being seen to exhibit conduct which demonstrates the key principles of the code of conduct.
- Adhering to procedures and systems that assist the organisation to meet its legal and compliance obligations.
- Disclosing any fraud, corruption, misconduct and maladministration of which you become aware.

### **Principle 2: Respect for persons *means*:**

- Treating 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, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- Observing all management principles and practices that support and enhance the rights and wellbeing of others;
- Maintaining open and honest communication and treating others with fairness, equity, sensitivity and consistency.

- Ensuring your conduct does not intimidate, unlawfully discriminate or other abuse any person, including children.
- Actively seeking to prevent harm to students and to support students who have been harmed.
- Not engaging in behaviour that is intended to shame, humiliate, belittle or degrade children, including using language towards children that is harassing, abusive, sexually provocative or culturally inappropriate.
- Taking responsibility for ensuring you do not place yourself in a position where you risk allegations of sexual activity or sexual exploitation being made against you.
- Protecting young people by committing to organisational policies which sanction child protection and eliminate child labour, physical discipline or abuse.
- Complying with privacy laws, local traditions and restrictions for reproducing personal images.
- Ensuring that all images present children in a dignified and respectful manner, not a vulnerable or sexually suggestive manner.
- Immediately reporting any concerns or allegations of child abuse.

**Principle 3: Integrity *means*:**

- Acting in good faith, with care and diligence, and in the best interests of Our Rainbow House Inc.
- Conducting yourself in a manner which does not discredit yourself or your position at Our Rainbow House Inc.
- Seeking to always maintain the highest level of confidentiality in all matters including student records, personal information of colleagues and Our Rainbow House Inc. ventures.
- Exercising the highest level of personal and professional conduct that demonstrates the expected level of behaviour to others.
- Working to maintain and cultivate the confidence of Our Rainbow House Inc. partners and the wider community.
- Being seen to always actively act in support of Our Rainbow House Inc. values, goals, policies and procedures.
- Observing merit-based selection during recruitment, promotion and other selection processes.
- Ensuring that access to official or confidential information is not unauthorized, improper or unlawful and is only granted to those with the requisite level of access.
- Not accessing, using or releasing information without an official purpose.
- Declining offers of personal or other benefits, except where specifically authorised.
- Avoiding situations that could give rise to a perception of an apparent or actual conflict.
- Disclosing details of apparent or actual conflicts of interest.
- Clearly separating any official actions or views from personal actions or views, political or otherwise.
- Avoiding in participating in any political or religious discussions while overseas.
- Completing attendance and leave records honestly and accurately supplying true and accurate information and any necessary supporting documentation.

**Principle 4: Diligence *means*:**

- Performing any duties associated with your position conscientiously, courteously, efficiently, impartially, and to the best of your ability, in a manner that bears the closest external scrutiny and meets all legislative and Our Rainbow House Inc. standards.

- Acting in the best interests of, and in a manner that will not reflect adversely on, Our Rainbow House Inc., partners, and the wider community.
- Working safely, reporting concerns and supporting the safety, health and well-being of self and others.
- Refraining from consuming alcohol or non-prescribed drugs whilst undertaking organisational activities.
- Acting responsibly when becoming aware of any suspected unethical behaviour, or wrongdoing by any employee and promptly reporting such conduct.
- Ensuring that any downloaded, accessed, viewed and distributed material is free from content which is prohibited or could potentially be discriminatory, offensive or that could be considered harassment.
- Restricting private use of Our Rainbow House Inc. computers, networks, servers unless authorised.
- Protecting the integrity, confidentiality and security of all data and information.
- Avoiding downloading any unauthorized software to organisational hardware.

#### **Principle 5: Economy and efficiency *means*:**

- Ensuring that work practices are focused on minimisation of resource wastage.
- Using or managing human and material resources efficiently, effectively, and only for the benefit of the organisation.
- Avoiding waste, misuse, abuse, or extravagant use, of resources of any kind belonging to or leased by the organisation.
- Ensuring that all facilities, physical resources and other property belonging to or leased by the organisation are given due care and maintenance.
- Conserving and safeguarding all assets.
- Avoiding all private use of property, facilities, material, equipment, financial resources, human resources, knowledge, intellectual property and official information.
- Considering the most effective options when making funded travel or hospitality arrangements.
- Respecting the environment by engaging in environmentally friendly work practices.

#### **Ethical Decision-making**

When faced with making ethical decisions sometimes the hardest part is knowing what to do and then moving forward. Something that seemed so clear now seems a little blurred. When determining right from wrong, ask yourself the following questions:

1. How would this look on the front page of the newspaper?
  - *What would people say if the facts were on display?*
2. What will happen if I proceed?
  - *What would any reasonable person do in this position. What will the outcome be?*
3. What is my conscience telling me?
  - *How do I feel in my gut – what are my feelings?*
4. What would happen if everyone did this?
  - *Can I live with the outcome, would I want others to act the same way?*

5. How will this affect my reputation or the organisation's reputation?
  - *Will I feel guilty or ashamed, would I want others to know?*
6. Is this consistent with my moral compass?
  - *Could I explain my decision to others, will I be proud?*

Check your answers to determine whether your actions, conduct, behaviour or decisions will be considered fair and ethical.

## **6.0 REVIEW**

Date of next review: 14/05/2019