



Australian Afghan Hassanian Youth Association

AAHYA Code of Conduct

Purpose and scope

The Australian Afghan Hassanian Youth Association Inc (**AAHYA**) has a responsibility to manage AAHYA in the best interests of the community it serves. This Code of Conduct sets out expectations of the behaviour of everyone who works with AAHYA, which will assist in ensuring that the objectives of AAHYA are met.

This Code of Conduct applies to everyone who works with AAHYA, including:

- all members of AAHYA's Committee of Management (**Committee**);
- AAHYA's employees, volunteers, contractors and consultants (**personnel**);
- AAHYA's **partners**, which means any organisation that receives AAHYA funding in Australia or overseas to deliver our services or implement development activities;
- visitors who attend our offices to obtain an understanding of our work but not including the people who benefit from our services, including children (**beneficiaries**), or any persons in the categories above (**visitors**); and
- any other individuals who work with AAHYA.

This Code of Conduct applies to everyone who works with AAHYA when they are at AAHYA's premises or engaging with, or on behalf of, AAHYA or engaging in any way with any other person to whom this Code of Conduct applies or with any beneficiary or former or prospective beneficiary.

For the purposes of this Code of Conduct **child** means any person under the age of 18.

Standards of behaviour

I will conduct myself professionally at all times

- If I am a member of the Committee or personnel:
 - I will conduct myself in a manner that is consistent with the values and objectives of AAHYA.
 - I will abide by the terms of my employment or engagement and comply with all applicable AAHYA policies and procedures, including the AAHYA Safeguarding Policy and the AAHYA Conflicts of Interest Policy.
 - I will publicly and privately support AAHYA and its personnel.
 - I will carry out my duties in a professional, competent and conscientious manner and to the best of my ability, taking into account my skills, experience, background, qualifications and position.

- I will satisfactorily perform any reasonable request relating to my duties made by an authorised AAHYA manager.
- I will notify my AAHYA manager of any absences as early as possible so as not to inconvenience others or impede the work of AAHYA. I understand that approval for all planned absences must be obtained from my AAHYA manager in advance.
- I will follow AAHYA Grievance Procedures to try to resolve conflicts with other personnel or members of AAHYA.
- If I am an employee, I will obtain written permission from my AAHYA manager before undertaking any other paid employment.
- I will dress in a manner suitable for the workplace.
- I will act in a safe and responsible manner at all times. I will adhere to workplace health and safety rules and, where appropriate, use safety equipment.

I will treat people with respect and dignity

- If I am a member of the Committee or personnel:
 - I will act honestly and in good faith at all times in the interest of AAHYA and the furtherance of its objectives. I ensure everyone, particularly children and vulnerable adults, is treated fairly and according to their rights.
 - I will not counsel or advise AAHYA's beneficiaries unless this is part of my duties. I will always refer beneficiaries to the appropriate AAHYA staff member or manager to provide advice.
 - I will not take any action that alienates AAHYA's beneficiaries from their families.
- I will respect others and treat everyone with courtesy, respect and consideration at all times.
- I will treat people equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture, economic status or criminal background.
- I will not discriminate against, or harass (sexually or otherwise) or bully, anyone.
- I will not threaten or use violent language or behaviour, including shouting and engaging in other behaviour designed to intimidate anyone.

I will use AAHYA's resources and information responsibly

- If I am a member of the Committee or personnel:
 - I will keep non-public information that I access through my duties confidential. I will not divulge this information without checking with my AAHYA manager first.
 - I will not divulge the personal information of AAHYA personnel, beneficiaries or any other individual without checking with my AAHYA manager first.
 - I will keep accurate records relating to all transactions, agreements and other work I undertake for AAHYA in accordance with the instructions of management and AAHYA's policies and procedures.

- I will be honest and transparent in my actions. I will not alter, hide or exaggerate facts. I will not engage in fraud or corruption.
- I will not undertake personal or business activities for personal gain.
- I understand that I can occasionally use AAHYA's office resources for personal use, but I will not abuse this privilege. I will keep any personal conversations and other personal use of AAHYA's office resources short and ensure it does not interfere with my ability to carry out my duties.
- I will respect and safeguard the property of AAHYA, the public and colleagues. I will not remove AAHYA property from AAHYA's premises without permission.
- I will not use AAHYA's computers or other equipment to view, download, create or distribute inappropriate or unlawful material. I will not bring inappropriate or unlawful material into AAHYA's premises or engage in inappropriate conversation when I am at AAHYA's premises or engaging with or on behalf of AAHYA.

I will act with integrity and report wrongdoing

- If I am a member of the Committee or personnel:
 - I will not accept gifts, other than a token gift valued at \$50 or less, or purchase any items from AAHYA beneficiaries or other stakeholders.
 - I will not behave in a way that brings or may bring AAHYA into disrepute.
 - I will discuss issues where appropriate with AAHYA management to determine whether or not a contemplated action is ethical.
 - I will ensure that my personal and financial interests do not conflict with my duty to AAHYA. I will declare any conflict of interest in accordance with AAHYA's Conflict of Interest Policy.
- I will not smoke, drink alcohol, take illegal drugs or gamble.
- I will immediately report to the Committee of AAHYA any concerns of corruption, fraud, bribery, money laundering, financial impropriety or other wrongdoing involving AAHYA or any other person to whom this Code of Conduct applies.

I will protect children and adults

- If I am a member of the Committee or personnel:
 - I will support AAHYA beneficiaries, including children, to participate in the decisions that affect them.
 - If I am a manager, I acknowledge that I am responsible for supporting and developing AAHYA's culture and systems that maintain a safe environment. I will take all reasonable steps that I can to maintain an environment in which beneficiaries, personnel, partners and other third parties know expected behaviours and how to raise complaints and concerns.
 - Whenever possible, I will ensure that another adult is present when working near children.
- I will treat everyone, especially children and vulnerable adults, with courtesy and respect.
- I will provide a welcoming, inclusive and safe environment for all children and adults.

- I will act as a positive role model for children.
- I will encourage open communication between children, parents and AAHYA's personnel and partners.
- I will self-assess my behaviours, actions, language and relationships with children and adults. I will not condone, or participate in, behaviour that is illegal, unsafe or abusive.
- I will not engage in behaviour that is intended to shame, humiliate, belittle or degrade.
- I will not speak or act in a way that is inappropriate, harassing, abusive, sexually provocative, discriminatory, demeaning or culturally inappropriate.
- I will not do things of a personal nature that a child can do for him or herself, such as assisting with toileting or changing clothes.
- I will not use physical punishment, or threats of physical punishment.
- I will not give alcohol, cigarettes or illegal drugs to children.
- I will not act in any way that may be deemed exploitative or abusive. I understand this includes giving gifts, paying extra attention to a child or vulnerable adult, developing any sexual relationship of any nature whatsoever with a child, vulnerable adult or any beneficiary or engaging in any form of transactional sex with any other person. Transactional sex includes any form of sexual activity in exchange for goods or services, money, employment or preferential treatment.
- I will not hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- I will not hire children for domestic or other labour which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury.
- I will not seek to make contact with and spend time with a child or vulnerable adult who I have made contact with through AAHYA outside of my work for, or engagement with, AAHYA.
- I will not invite unaccompanied children who I have made contact with through AAHYA into my home, vehicle or other private location, unless they are at immediate risk of injury or in physical danger.
- I will not engage in the trafficking of human beings, in any form.
- I will not place myself in any position or take any action where there is a risk of allegations of any breach of this Code of Conduct being made.
- I will comply with all Australian and overseas child protection and safeguarding legislation, including labour laws in relation to child labour.
- I have read and understood AAHYA's Safeguarding Policy. I will immediately report to the Committee of AAHYA any concerns of sexual exploitation, abuse or harassment of an adult or child in accordance with AAHYA's Safeguarding Policy.
- I will immediately disclose to the Committee of AAHYA all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, relating to me which occurred before or during my association with AAHYA.

- I will use technology appropriately and responsibly. I will not use any technology (such as computers, mobile phones, cameras or social media) to exploit or harass a child or adult.
- I will not access exploitative material, such as child pornography, in any way.
- I will consult with the President or Vice-President of AAHYA if I have any questions regarding the protection of children and vulnerable adults and how it relates to my work or relationship with AAHYA.

When taking or using photos or videos of children:

- I will respect and adhere to local traditions and restrictions when taking photos or videos of children.
- I will obtain informed consent from the child's parent or guardian before taking a photo or video. I will explain how the photo or video will be used.
- I will ensure photos and videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not appear in poses that could be seen as sexually suggestive.
- I will ensure images are honest representations of the context and facts.
- I will ensure that photo or video data (such as file labels, metadata or text descriptions) that I create do not reveal information about a child that could identify them, such as their full name or the name of their school, before sharing (whether electronically or otherwise) or publishing photos or videos in any form.

AAHYA's Committee of Management

In addition to the above professional standards, AAHYA's Committee members shall adhere to the following additional standards:

- I will be diligent, attend all Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision making.
- I will observe the confidentiality of non-public information I acquire in carrying out my role and will not disclose such information to any other person.
- I will ensure that the views of other Committee members are given due consideration and weight by me.
- I will take all of the reasonable steps that I can to ensure that stakeholders are provided with an accurate and balanced view of AAHYA's performance, including both financial and service provision.
- I will work with other members of the Committee to regularly review the performance the Committee and take action to develop and improve the performance of the Committee.
- I will regularly review my own performance to ensure I make suitable contributions to Committee deliberations and decision-making. If found lacking, I will pursue training or seek assistance to improve my performance.
- I will conduct myself in Committee meetings in such a manner as to ensure fair and full participation of all Committee members.

- I will fully comply with AAHYA’s Conflict of Interest Policy.

Non-compliance with this Code of Conduct

Failure by a member of the Committee or personnel to comply with the standards set out in this Code of Conduct is grounds for disciplinary action, may be considered as gross misconduct and may result in termination of employment or engagement. The following are examples of the kind of behaviour which can constitute gross misconduct:

- causing harm (whether physical or otherwise) or abuse towards anybody;
- conduct that seriously jeopardises health or safety;
- serious abuse of trust of AAHYA’s beneficiaries;
- failure to report incidents (whether suspected, alleged or witnessed) to the Committee of AAHYA;
- failure to report any form of sexual exploitation or abuse by others to the Committee of AAHYA;
- incapacity for work due to being under the influence of illegal drugs or alcohol;
- gross insubordination; or
- deliberate damage to AAHYA property.

Failure by AAHYA’s partners, or their representatives, or other third parties to comply with the standards set out in this Code of Conduct may result in termination of that partnership or relationship.

AAHYA will report conduct that is criminal to the relevant authorities, both in Australia and the countries in which we work, where it is safe to do so and is in accordance with the wishes of the victims/survivors.

Declaration

All Committee members, personnel, partners and visitors are required to sign and adhere to this Code of Conduct.

I, (insert name) _____, as an AAHYA Committee member/personnel/partner/visitor, confirm that I have read and understood this Code of Conduct and agree that while employed, engaged or otherwise associated with AAHYA I will abide by this Code of Conduct. I confirm that I have also been provided with a copy of the AAHYA Safeguarding Policy and (if applicable to me) the AAHYA Conflicts of Interest Policy. I have read and understood my commitments under those policies.

I understand that it is my responsibility to ensure that I adhere to this Code of Conduct and that non-compliance may result in disciplinary or other action being taken by AAHYA.

Signed: _____ Date: _____