

## 1. Introduction

### 1.1 Values

FemiliPNG Australia’s values are the cornerstones of our organisation. These values reflect who we are and shape our approach to our work and projects. We strive to create a safe and supportive environment that is grounded in these values, and we believe that by staying true to them, we can create meaningful change.

**Respectful partnerships:** We believe the best outcomes can be achieved through partnerships that are responsive and founded on listening, learning and mutual respect.

**Equality:** All people deserve to live a life free from family and sexual violence.

**Integrity:** We are honest and act ethically to achieve our mission. We take individual and collective responsibility to ensure that our actions reflect our words.

**Kindness:** We work with empathy and compassion, for ourselves and for others.

**Courage:** We have the courage to lead, to take on big challenges. We are not afraid to fail.

**Resilience:** Our commitment is long-term, and our organisation will be here to see the mission through.

### 1.2 Definitions

<b>Personnel</b>	A FemiliPNG Australia staff member, contractor or volunteer
<b>Representative</b>	A FemiliPNG Australia Board member
<b>Child</b>	A child is a person under the age of 18 years.
<b>Fraternise / Fraternisation</b>	Any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It could include sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.
<b>Engaged in FPNGA work</b>	Actions taken or work performed on behalf of FPNGA. This includes during working hours in Australia; all time spent travelling within Australia or internationally on behalf of FPNGA.
<b>Zero tolerance for inaction</b>	FPNGA is committed to acting on every allegation in a fair and reasonable way with due regard for procedural fairness.

### 1.3 Who is this code of conduct for?

This Code of Conduct outlines what is expected of personnel and representatives of FemiliPNG Australia.

The Code of Conduct is made available to our stakeholders (including partners, funders and donors) and available on our website.

## 2. Code of Conduct

- 2.1 I commit to upholding FemiliPNG Australia's (FPNGA) values and adhering to this Code of Conduct.
- 2.2 I understand that FPNGA has zero tolerance for inaction regarding breaches to this Code of Conduct. I understand I have an obligation to report any suspicion, allegation or witness of breaches to this Code of Conduct. Reports can be made to the Executive Director (ED) or the Board Chair.
- 2.3 I will respect the needs of others and treat them with dignity. This means:
- I will not discriminate against anyone based on their race, religion, sexual preference, gender identity, ability, or for any other reason. I understand everyone has different needs, and a freedom to express themselves.
  - I will respect everyone's human rights, especially those who may be more vulnerable, such as children and vulnerable adults, and ensure my relationships are not bullying, abusive, exploitative, or corrupt.
- 2.4 I will endeavour to provide a safe and inclusive environment for children, vulnerable adults and members of the communities I work with. I will not abuse any privileged position I may have in relation to the communities, partners and others I work with.
- 2.5 I will comply with FPNGA's Child Safeguarding Policy (POL-001). I make the following child safe behavioural commitments:
- I will ensure that another adult is present when working near children.
  - I will comply with all relevant Australian legislation, including labour laws in relation to child labour.
  - I will be aware of my behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.
  - I will avoid making physical contact with children who are not in my direct care, while representing FPNGA. I will not sleep close to unsupervised children who are not my own, or who are not under my direct care, unless absolutely necessary. If I need to sleep close to any child who is not my own while working in PNG, permission to do so must be obtained from the FPNGA ED and I will seek to have another adult present if possible.
  - I will not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or intended to humiliate.
  - I will not engage children in any form of sexual intercourse or sexual activity, including paying for a sexual service.
  - I will not invite unaccompanied children into private residences unless they are at immediate risk of injury or in physical danger.
  - I will not use computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.
  - I will not use physical punishment on children.
  - 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 provide children with alcohol or drugs.
  - I will not give individual, personal gifts to children involved in our work and projects, or while representing FPNGA.
  - I will not consume alcohol or drugs while representing FPNGA, including at community fundraising events.
  - **I will immediately report any suspicion, allegation or witness of child abuse or other breaches of the Child Safeguarding Policy (POL-001) by FPNGA staff or representatives, or by partner and stakeholder organisations, as per the reporting procedures outlined in the Policy and Child Safeguarding Reporting Procedure (PROC-008).**

- 2.6 When photographing or filming a child or using children's images for work-related purposes:
- I will obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. I understand that an explanation of how the photograph or film will be used must be provided.
  - I will ensure photographs, films 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 in poses that could be seen as sexually suggestive.
  - I will take care to ensure local traditions or restrictions for reproducing personal images are followed.
  - I will ensure that images are honest representations of the context and the facts.
  - I will ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- 2.7 I will comply with FPNGA's Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy (POL-002). I also make the following commitments:
- While engaged in FPNGA work, I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, or take part in any form of humiliating, degrading or exploitative behaviour.
  - I will not fraternise with Femili PNG staff, or the staff of Femili PNG / FPNGA stakeholders and partners while engaged in FPNGA work.
  - **I will immediately report any suspicion, allegation or witness of sexual exploitation, abuse or harassment, breaches of the PSEAH Policy (POL-002) by FPNGA staff or representatives, or by partner and stakeholder organisations, as per the reporting procedures outlined in the Policy.**
- 2.8 I will comply with FPNGA's Equity, Diversity & Safety at Work Policy (POL-019). I also make the following commitments:
- I will contribute to a working environment characterised by mutual respect, integrity and dignity. I will positively encourage diversity and demonstrate respect for people who have different backgrounds, beliefs, customs, traditions and ways of life.
  - I will ensure the dignity and respect of colleagues and others I interact with, by refraining from inappropriate behaviour, discrimination, bullying and harassment. I understand these types of behaviours are not only unacceptable on moral grounds, but harm FPNGA's efforts to achieve our mission.
  - I will be courteous and professional in my dealings with colleagues and others and not use inappropriate or offensive language, either verbally or in writing.
  - **I will immediately report any suspicion, allegation or witness breaches of the Equity, Diversity & Safety at Work Policy (POL-019) by FPNGA staff or representatives, as per the reporting procedures outlined in the Policy.**
- 2.9 I will comply with FPNGA's Prevention of Financial Wrongdoing Policy (POL-003). I also make the following commitments:
- I will act responsibly with the resources, money and equipment I have access to through my work with FPNGA, including those of our partners and stakeholders.
  - **I will immediately report any suspicion, allegation or witness breaches of the Prevention of Financial Wrongdoing Policy (POL-003) by FPNGA staff or representatives, as per the reporting procedures outlined in the Policy.**

2.10 I will comply with FPNGA’s Conflict of Interest and Related Party Transactions Policy (POL-005). I also make the following commitments:

- I will always act in the best interests of FPNGA.
- When I become aware of a personal interest that may affect (or considered by others to affect) my ability to act in the best interest of FPNGA, I will discuss it with the ED or Board Chair.
- **I will immediately report any suspicion, allegation or witness breaches of the Conflict of Interest and Related Party Transactions Policy (POL-005) by FPNGA staff or representatives, as per the reporting procedures outlined in the Policy.**

2.11 I will only access organisational data, systems, emails and other information as required for my role. I will handle all information responsibly, with integrity and professionalism, and in accordance with FPNGA’s Data Security Procedure (PROC-003)

2.12 I will immediately disclose all charges, convictions and other outcomes of an offence that relates to any form or exploitation, including child exploitation and abuse, harassment or sexual harassment, including those under traditional law, which occurred before or occurs during my work with FPNGA.

**A breach of expected behaviours as listed in this Code of Conduct (TOOL-004) may result in disciplinary action and/or dismissal.**

**I understand my commitments as outlined by this Code of Conduct. I have had the opportunity to ask questions about the Code of Conduct, and I understand that I may ask questions or request guidance from the Executive Director or Board Chair at any time. I agree to abide by this Code of Conduct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Role / Position