

Project Didi Australia Code of Conduct

Updated: March 2019

Project Didi Australia (PDA) works to build meaningful futures for women and girls in Nepal. To carry out this work, PDA relies on a network of collaborative, dedicated Board Members, volunteers, partners and donors in Australia and Nepal. PDA is committed to ethical, sustainable, transparent and respectful practices in its work in Nepal and in its engagements with this network. This code has been developed to hold PDA and its members accountable to meeting and promoting this standard of behaviour.

The purpose of this code is to:

- Establish agreed standards of appropriate behaviour across PDA's work;
- Provide clear and practical guidelines on these standards so that all members understand their obligations and responsibilities.

This Code of Conduct will be reviewed every two years or earlier if required.

Definitions

- *Members:* PDA's Board Members, Management Committee and Nepalese partner organisations and any individual volunteering their time to contribute to PDA's work.
- *Partner organisations:* Locally based and run non-governmental organisations (NGOs) in Nepal that PDA collaborates with, formally or informally, to carry out its mission.
- *Beneficiary:* A recipient of PDA's support in Nepal, in pursuance with PDA's mission. Generally considered women and girls, survivors of trafficking, domestic violence, sexual exploitation or another form of abuse.
- *Donor:* An individual that makes a financial contribution to PDA to further its mission.

PDA's values

PDA's work is guided by a set of values. PDA expects that members will not only conduct themselves in line with these values but will actively promote these values in their work and encourage others to do the same.

Local expertise. We know that sustained change occurs when women and girls articulate their needs and drive their own development.

Future-focused. We are constantly curious, listening, learning and adapting to ensure we keep our eyes on the future.

Holistic & individualised. We recognise the diversity of every woman and girl and take a whole-of-person, strengths based approach, supporting unique needs and dreams.

The transformative power of education. When we are informed and skilled, in Nepal or Australia, we become changemakers for ourselves, our families and our connected global community.

Behaviour

As a member of PDA:

- I will act within the parameters of the law.
- I will treat all adults and children with dignity, empathy, compassion and respect regardless of ethnicity, gender, age, language, religion, political or other opinion, disability, or other status.
- I will comply with anti-discrimination legislation regarding decisions based on race, sex, marital status, disability or religious belief.
- I will work to create and maintain an environment that prevents sexual exploitation, bullying, harassment and abuse.
- I will not engage in any sexual activity with PDA's beneficiaries, regardless of age, or children (persons under the age of 18), regardless of the local age of consent or local/national laws of the relevant country.
- I will not influence (religiously, politically or otherwise) PDA's members, beneficiaries or donors.
- I will conduct myself in a manner appropriate with my position as a representative of PDA.
- I will not engage in any bribery, fraud, corruption or unethical behaviour.
- I will communicate with positivity and respect when representing PDA, particularly when discussing PDA's work or beneficiaries, in line with PDA's approach to communication in the Volunteer Welcome Pack.
- I will not retaliate against someone speaking up if they have concerns about anything connected with PDA's activities.
- I will comply with all relevant PDA policies and procedures. These can be found on the shared *Drive > Policies*.

Disclosure & Conflict of Interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of PDA.
- I will not award benefits, contracts for goods or services, employment or promotion within PDA, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will not use PDA's partnerships, networks or other resources to advance personal or business interests.
- I will disclose any relevant criminal convictions or charges on joining PDA, or any that become relevant during the course of my engagement with PDA.
- I will immediately disclose any fraud, misconduct, unethical behaviour or corruption of another member.

- I will notify PDA if nominated as a prospective candidate or for an official role for a political party.

Disclosures are to be made to the Programs Manager and the Board in writing.

Access to Information & Confidentiality

I will not disclose to any member of the public:

- Financial information (other than that disclosed in PDA's publicly available reports e.g. financial reports submitted to ACNC)
- Security access codes or passwords
- The personal contact details or address of a fellow PDA member
- The identity or history of a beneficiary

without prior permission from PDA, unless legally required to do so.

As much of PDA's work is carried out remotely, members must be particularly careful that confidential information stored on their personal devices is not comprised.

When using images, I will not:

- Publish identifying images of beneficiaries, PDA members or other members of the public under 18 years of age;
- Publish images of beneficiaries over 18 years of age without informed consent.

By signing this Code of Conduct, I also acknowledge that all intellectual property rights (IPRs) and inventions created by me during my voluntary work with PDA and all materials embodying them shall automatically belong to PDA.

Fundraising, sponsorships & partnerships

While representing PDA for the purposes of fundraising (events, campaigns etc.), sponsorship or partnerships:

- I will not misrepresent past PDA achievements (funding, project or otherwise).
- I will not guarantee fundraising results or promise compensation for failure to achieve fundraising results.
- I will disclose any costs of fundraising that I am aware of prior to fundraising.
- I will fully and accurately disclose all donations received to PDA and follow PDA's Financial Management Policy in processing donations.
- I will accurately record any donations in line with PDA's record keeping procedure.
- I will not enter into any partnership or negotiate the terms of a partnership without consulting PDA's Programs Manager or Board.

Gifts

- If circumstances allow without causing offence, I will refuse financial and material gifts, with the exception of small gifts given in appreciation of gratitude or mutual respect, such as items of food or handicrafts.
- I will disclose in writing to the Programs Manager or the Board any gifts I have accepted with an estimated value of AUD\$50.00 or over.

International travel

If representing PDA overseas:

- I will seek to understand and display sensitivity to local customs, including those relating to communication style, behaviour and dress.
- I will respect symbols of nationalism and religious practices.
- I will ensure I have the relevant health clearance, vaccinations and comprehensive travel insurance.
- I will not use any drug that is illegal in Australia or the country I am visiting and will refrain from excessive alcohol consumption.
- I will exercise caution, avoid unsafe activities and will take responsibility for maintaining my health and wellbeing.
- I will register with [SmartTraveller](#) or equivalent in my country of residence and monitor the Department of Foreign Affairs and Trade's or equivalent travel advice and warnings.
- I will ensure PDA knows where I can be contacted at all times, especially in the event of any security or emergency situation.

Complaints

If you have a complaint regarding PDA's work or the conduct of another member, please first make efforts to resolve the issue yourself if safe and reasonable to do so.

If you are unable to resolve the issue or do not feel comfortable doing so, please make the complaint in writing to the Programs Manager or a member of the Board, whichever you feel most comfortable with.

PDA's Board and/or Programs Manager will provide support and ascertain the nature of the complaint and the wishes of the complainant. Where necessary, PDA will escalate complaints to a formal investigation or to other authority bodies if required. Any records from a complaint will be kept in a confidential and secure place for a period of seven years.

By signing this Code of Conduct, I understand:

- That I am a member of Project Didi Australia.
- That my conduct while a member is governed by the standards defined in this Code of Conduct.
- That I shall abide by all of these standards of conduct.
- That failure to comply with these standards of conduct may result in termination of my engagement with Project Didi Australia and may be escalated if required.

Print Full Name

Role at Project Didi Australia (if applicable)

Signature

Date