



<b>TITLE</b>	Cabrini Outreach Code of Conduct
<b>TARGET AUDIENCE</b>	All Cabrini Outreach Personnel, Associates and Partners
<b>SCOPE</b>	Cabrini Outreach Programs and International Partnerships

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## **PURPOSE**

Cabrini Outreach is committed to complying with best practice international standards in all of its programs and partnerships. Whilst recognising that local laws and cultures differ considerably from one country to another, we believe we can best meet this goal by articulating and promulgating a Code of Conduct.

The purpose of this document is to detail the policy, behavioural commitments and implementation procedure.

## **DEFINITIONS**

- Personnel:** Full time, part time or casual employees, volunteers and contractors.
- Associates:** Visitors to international programs including media and supporters (for example, donors, sponsors, advocates, Board members and ambassadors).
- Partners:** International organisations that Cabrini Outreach supports with funding and/or other resources.

## **POLICY**

All Cabrini Outreach personnel and associates must understand the Code of Conduct Commitments and incorporate them into their professional and personal conduct.

The Commitments are considered a minimum behavioural standard. More specific rules may apply to personnel depending on the context in which they work and/or the area of their responsibility. Where this is the case, the expectations are included in the Position Description.

All Cabrini Outreach personnel, associates are required to make a commitment to complying with this policy as part of the employment/engagement process (see Attachment 1). Partners are required to make a commitment as part of the partnership process.

Disciplinary action may be taken where personnel or associates breach the Commitments or other specific position-related rules. The action will depend on the violation but may include reprimand, demotion, suspension or termination. In the event of unlawful behaviour, Cabrini Outreach may report conduct to the relevant law enforcement authorities.

## **COMMITMENTS**

1. Cabrini Outreach personnel, associates and partners will behave respectfully and not discriminate against patients, colleagues or members of the local population on the basis of their race, opinions, lifestyle, gender, sexual orientation, disability, socio-economic background, origin, religion or beliefs and other markers of identity, reflecting our commitment to a workplace that is inclusive.

2. Cabrini Outreach personnel, associates and partners will not abuse anyone physically (i.e. physical violence, sexual aggression or other forms of physical abuse) or psychologically (e.g. bullying, abuse of power, harassment, discrimination or favouritism), reflecting our commitment to a workplace that is free from harassment.
3. Cabrini Outreach personnel, associations and partners will not accept, under any circumstances, behaviour that exploits the vulnerability of others, in the broadest possible sense (sexual, economic, social, etc.). This includes exchange of goods, benefits or services for acts of a sexual nature, including the use of sex workers' services while on a service program.
4. Cabrini Outreach personnel, associations and partners will not accept child abuse, exploitation and violence and not engage in sexual relations with children;
5. Cabrini Outreach personnel, associations and partners will not take advantage of their position for personal gain;
6. Cabrini Outreach personnel, associations and partners will use Cabrini Outreach resources (including premises, goods, money, reputation, image, etc.) with respect and care and in the interests of the organisation and the populations it seeks to assist.
7. Cabrini Outreach personnel, associations and partners will encourage and promote the safety, health and wellbeing of themselves and others in the workplace, inclusive of colleagues, patients and members of the local population.
8. Cabrini Outreach personnel, associations and partners will show respect for cultural diversity in all communications and interactions with colleagues, patients or members of the local population.
9. Cabrini Outreach personnel, associations and partners will be respectful of the national laws in the countries they work, in so far that these do not contradict the principles of Cabrini Outreach.
10. Cabrini Outreach personnel, associations and partners will comply with their duty to act with integrity and the highest ethical standards including complying with the reporting obligation through regular reporting channels with regard to suspected misconduct or breach of the Code of Conduct.
11. Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before, or during my association with Cabrini Outreach.
12. Declare my commitment to behaviour that is consistent with this Code of Conduct by signing the Declaration of Acceptance on employment/engagement with Cabrini Outreach.

## **References and Associated Documents**

### *Cabrini Policies and Procedures*

Cabrini Health Child Safe organisational Framework

Cabrini Outreach International Development Governance and Quality Management Framework

Cabrini Outreach International Development Safeguarding of Children Policy

Cabrini Outreach Guidelines for Obtaining or Using and Image

Cabrini Outreach Financial Wrongdoing Policy

### *Legislation, Standards and References*

United Nations Convention of the Rights of Children

ACFID Quality Assurance Framework  
ACFID Code of Conduct Guidelines for the Development of a Child Protection Policy

<b>Executive Sponsor</b>	Group Director Mission and Cabrini Outreach	
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**ATTACHMENT 1**

**DECLARATION OF ACCEPTANCE OF THE CODE OF CONDUCT**

I, \_\_\_\_\_ declare that:

**I will:**

1. Conduct myself in a manner that is consistent with Cabrini Outreach values, policies, procedures and guidelines;
2. Behave respectfully and not discriminate against any person (adult or child) on the basis of their race, opinions, lifestyle, gender, sexual orientation, socio-economic background, culture, religion or beliefs and other markers of identity, reflecting Cabrini Outreach's commitment to a workplace that is inclusive;
3. Provide a welcoming, inclusive and safe environment for all children and young people;
4. Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them;
5. Comply with the Cabrini Outreach International Development Child Safeguarding Policy and immediately report any concerns of child abuse or breach of the policy or this Code of Conduct according to the guidelines outlined in the Child Safeguarding Policy;
6. Self-assess my behaviours, actions, language and relationships with children, comply with all relevant Australian and overseas child protection legislation including labour laws in relation to child labour, and consult with my line manager or the Child Protection Advisor if I have any questions regarding child protection and how it relates to my work/relationship with Cabrini Outreach;
7. When photographing or filming a person (adult or child), or using a person's images for work-related purposes:
  - a. Obtain informed and documented consent of the person or, in the case of a child, his/her parents or guardians before photography/filming;
  - b. Ensure photographs, films, videos and DVDs present the people in a dignified and respectful manner and are honest representations of the context and facts;
  - c. Ensure file labels, meta data or text descriptions do not reveal identifying information about the person when sending images electronically or publishing images in any form;
  - d. Take care to ensure the local traditions or restrictions for reproducing personal images are adhered to before photographing or filming is undertaken.
8. Use Cabrini Outreach resources (including premises, goods, money, reputation, image, etc.) with respect and care and in the interests of the organisation and the populations it seeks to assist;
9. Encourage and promote the safety, health and wellbeing of myself and others in the workplace, inclusive of colleagues, patients and members of the local population;
10. Show respect for cultural diversity in all communications and interactions with colleagues, patients or members of the local population;

11. Be respectful of the national laws in the country in which I am working, in so far that these do not contradict the principles of Cabrini Outreach;
12. Be familiar with Cabrini Outreach policies, protocols and guidelines that affect my role and comply with my duty to act with integrity and the highest ethical standards including complying with the reporting obligation with regard to suspected misconduct or breach of the Code of Conduct.

**I will not:**

2. Abuse anyone physically (i.e. physical violence, sexual aggression or other forms of physical abuse) or psychologically (e.g. bullying, abuse of power, harassment, discrimination or favouritism), reflecting Cabrini Outreach's commitment to a workplace that is free from harassment;
3. Place myself in positions where there is a risk of allegations being made. This includes, whenever possible, having another adult present when working with or near children;
4. Develop relationships with a children that are inappropriate or may be deemed exploitative or abusive including:
  - a. Not engaging in behaviour that is intended to shame, humiliate, belittle, degrade or exploit children;
  - b. Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, discriminatory, demeaning or culturally inappropriate; or,
  - c. Engage in sexual relations with children.
5. Act in a way that shows unfair or differential treatment of a child or show favouritism through the provision of gifts or inappropriate attention;
6. Seek to make contact or spend time with any child or young person outside the program times;
7. Hire minors for domestic or other labour;
8. Use any computers, mobile phones, video and digital cameras, or social media inappropriately, nor use them for the purpose of exploiting or harassing children;
9. Accept or condone, under any circumstances, behaviour that is illegal, unsafe, abusive or exploits the vulnerability of others, in the broadest possible sense (sexual, economic, social, etc.). This includes exchange of goods, benefits or services for acts of a sexual nature, including the use of sex workers' services while on a service program;
10. Take advantage of my position for personal gain.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_