

Policy Number: **OS06**

Policy Area: **Organisational Integrity and Standards**
Policy Title: **GMP Code of Conduct**



Related Documents: GMP Constitution
Related Policies: G02 GMP Board Charter
B01 Role of GMP Directors
G05 Boundary Policy
OS02 Complaints
OS04 Sexual Misconduct
OS05 Child Protection
OS06.1 Board and Staff Code of Conduct – Simplified
OS06.2 Conflict of Interest Register
OS8.1 Incident Report Form
B01.3 Service-Advice-Contacts by Board Members
HR12 Prevention of Harassment and Discrimination

Preamble

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The Christian ethos underlies all the core values of Global Mission Partners. These values drive GMP's commitment to high standards in all of its activities. These standards include personal, ethical, operational and governance dimensions.

GMP is committed to meeting and if possible exceeding any externally applied legal or compliance expectations.

GMP is committed to the safeguarding of children and vulnerable individuals.

This Code of Conduct encourages transparency and accountability and provides GMP personnel with consistent guidelines for an acceptable standard of professional conduct.

Scope

This Code applies to all staff and volunteers of GMP. Volunteers include members of the GMP Board, reference groups, and all who have been given and accepted a GMP job description. The Code applies whenever a person remains associated with GMP. The Code will be part of a contract with a consultant or contractor.

Conduct of Personnel

1. Personal Behaviour

I will:

1. Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
2. Perform my duties impartially to serve the common good and in the best interests of GMP, uninfluenced by fear or favour;
3. Act in good faith (i.e. honestly, for the proper purpose, and without exceeding my powers);
4. Behave with courtesy to all, avoiding all behaviour which is bullying, harassing or discriminatory;
5. Respect the rights of individuals and groups, and their right to be different;
6. Make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of my official or professional duties, which may cause GMP or any reasonable person unwarranted offence or embarrassment.

2. Cultural Sensitivity

I recognise the cultural diversity of GMP's partners and the many faces of Christianity throughout the world.

I will:

1. Develop and maintain a learning and serving attitude towards our partners;
2. Respect the local leadership;
3. Communicate patiently, in clear English, avoiding jargon and slang.
4. Appreciate without criticism the forms of worship and faith expression of our partners.

3. Honesty and Integrity

I will:

1. Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
2. Act transparently in all work-related financial transactions;
3. Create a safe work environment so people feel valued and respected.
4. Ensure that financial and other resources are used solely for the intended purpose;
5. Create a work environment where communities and staff can safely and confidentially raise and report all serious concerns including suspected fraud and corruption;
6. Immediately report any serious concern about dishonesty;
7. Conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relations to finance, management and governance;
8. Be scrupulously honest in the use of GMP resources, using them effectively and economically in the course of my duties;

I will not:

1. Steal, misuse or misappropriate funds or property or permit others to do so;
2. Engage in document or cheque forgery, money laundering, taking of commissions or influencing of tender processes for improper benefit or theft;
3. Knowingly support individuals or entities involved in illegal activities;
4. Deliberately destroy, falsify, alter or conceal evidence material to an investigation or make false statements to investigators in order to materially influence or impede investigations into corrupt, fraudulent, coercive or collusive allegations;
5. Accept or offer bribes;
6. Accept a personal benefit for a workplace decision;
7. Abuse or misuse power;
8. Obtain anything by force, threats or undue demands;
9. Favour one person or group at the expense of others.
10. Use GMP resources for private purposes, other than when supplied as part of a contract of employment, unless properly authorised to do so and appropriate payments are made, as determined by the Executive Officer.

4. Conflict and Disclosure of Interest

I will:

1. ensure that there is no actual (or perceived) conflict between my personal interests and the impartial fulfilment of my duties;
2. lodge written notice and excuse myself from any discussion where the matter affects any property or other substantial asset in which I have an interest of any kind, other than as a part of a community of interest;
3. make disclosure and disqualify myself from dealing with relatives or close friends in conferring office or other benefits;
4. disclose any pecuniary interest in any matter that impacts upon the operations and decision making of GMP;
5. If attending a Board meeting or giving advice to the Board, disclose any interest in any matter under discussion that would give rise to a reasonable belief that my impartiality would be adversely affected. I will do this immediately before the matter is discussed or at the time the advice is given.

I will not:

1. take advantage of my position to improperly influence others in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body;
2. engage in private work with, or for, any person or body with an interest in a proposed or current contract with GMP, without first making disclosure to the Executive Officer;
3. take part in partisan activities that could cast doubt on my neutrality and impartiality in acting in my professional capacity.

5. Intellectual Property

I understand that the title to Intellectual Property created in the context of my employment/volunteering or serving with GMP will be assigned to GMP upon its creation unless otherwise agreed by separate contract. I will only make personal copies of such

property with clear and specific permission to do so and on conclusion of employment ensure that all such property is handed over and not deleted.

6. Performance of Duties

While on duty, I will:

1. give my time and attention to GMP business and ensure that my work is carried out efficiently, economically and effectively and that it reflects favourably both on myself and on GMP;
2. give effect to the lawful policies and administrative practices of GMP, whether or not I agree with, or approve of them;
3. ensure that my communications (personal, verbal and written) involving GMP activities are accurate, polite and professional.

7. Protective Care

I recognise my duty of care to the public, to do good to others and ensure that any potential harm is minimised.

I will uphold the interests of all, including those at risk in the community with respect to services provided.

The safeguarding of children

I will:

1. Treat all children (a child is a person under the age of 18 years) with respect, taking notice of their reactions to tone of voice and manner;
2. Ensure I am never left alone with a child or young person of either gender, no matter what their age. Conduct counselling within sight of other team members;
3. Maintain strict segregation of sleeping quarters when staying overnight; Rooms/areas will be supervised by a person of the same gender as the children or young people in them. Under no circumstances will I share accommodation with only one child or young person.
4. Use social media, computers, mobile phones and cameras appropriately, and never to exploit or harass children or to access child exploitation material;
5. Comply with all relevant Australian and local legislation including labour laws in relation to child labour;

I will not:

1. Engage in behaviour that gives the impression of favouritism or encourages 'special' relationships with individual children or young people.
2. Engage in sexual behaviour of any kind towards children, including suggestive language or behaviour.
3. Give or promise private gifts to individual children
4. Provide a child with alcohol, cigarettes or illegal drugs.
5. Exchange social media contact information with a child.
6. Employ children for domestic or other labour which is inappropriate for their developmental stage, or which interferes with their time for education and recreation, or which places them at significant risk of injury.
7. Administer any form of corporal punishment, even in fun. I will use physical restraint only as appropriate to protect children or young people from harm. (e.g., reasonable restraint to stop a fight; to stop bullying; to avoid an accident.)

8. Initiate close physical contact with children or young people. There will be occasions where displays of affection are natural and I will not shun children if they initiate and demonstrate their need for comfort, bearing in mind the age of the child and the circumstances. For example with 12-18 year-olds I will employ a 'side-hug' technique.
9. Engage in rough physical games with children.

I commit to being part of preventing sexual abuse, exploitation and harassment and I will:

1. Treat all colleagues, partners and local people with dignity and respect;
2. Pay attention to verbal and non-verbal responses to my comments and actions ;
3. During short visits overseas (3 months or less) refrain from any activity that could be construed as romantic or sexual interest towards a local person;
4. If working overseas for longer periods, disclose to the GMP Executive Officer any close, exclusive or romantic relationship developing with partner personnel or other local person;
5. Report any incidents or allegations of sexual abuse, exploitation or harassment, or breaches of the four clauses below.

I will not at any time:

1. Engage in sexual relationships or fraternization (exclusive intimate relationships) with project beneficiaries
2. Engage in sexual relationships with GMP colleagues or partner personnel (unless married to them)
3. Engage in any form of transactional sex;
4. Engage in any sexual activity with any person under 18 years.

General Safeguarding Conduct

I will:

I. Behaviour and Language

1. Be sensitive to those from different cultures and traditions including those living with disability.
2. Not use language or behaviour that is inappropriate, harassing, abusive, demeaning or culturally inappropriate.
3. Not use alcohol or any substance in a way that affects my ability to perform my responsibilities, or affects the reputation of GMP or partners, or provides an unhealthy example for children.
4. Not wear provocative or revealing attire

II. First Aid

1. Consider safety issues and minimise risks as a part of the preparation of any programme.
2. Cooperate with the designated lead First- Aider and not administer First Aid in private. If possible, only treat patients of my own gender.
3. If an injury requires private assistance, work with another First-Aider and document the treatment.

4. Inform parents/guardians of any injury and medical assistance sought/given where a child is involved.

III. Activities and games

1. Use only material (e.g., videos, pictures, songs, plays) consistent with the values of this code.
2. Ensure an environment of respect towards the privacy of others during the activities that require undressing, dressing or changing clothes.
3. Set an example by protecting my own privacy in these situations.
4. Not condone or take part in nude swimming or other nude activities.
5. Not condone or take part in exploitation of gender, physical or intellectual differences.

IV. Physical Contact

Touch people only in appropriate and culturally sensitive ways. Relatively 'safe touch' areas are elbow, shoulder, hand or upper back.

V. Travel in private vehicles

Transport people only if I have a full licence (not provisional). In the case of children I will obtain permission from children's parent/guardian and endeavour to have at least one additional passenger when transporting a child.

VI. Media

1. Endeavour to comply with local traditions regarding taking and reproducing personal images.
2. Follow GMP's Public Communication Policy when collecting material for GMP's use in communication with the public.
3. Ensure any media presents people in a respectful way and does not demean or sexualise the person.
4. Indicate the intended use of the photo and obtain informed consent before publishing any image. Where the subject is a child, obtain informed consent from child and parent/guardian. Where a child is of mature understanding and no parent/guardian is available, the child's informed consent is sufficient.

VII. Reporting

1. Immediately inform GMP if I am charged with, arrested for or convicted of criminal offences relating to child exploitation or abuse or any other matter.
2. Promptly report any of the following:
 - a) Any observation of behaviour that breaches this Code of Conduct.
 - b) Any disclosure or allegation from a child, community member, staff or other of abuse, exploitation or harassment.
 - c) Any disclosure regarding the safety or discrimination of a child.
 - d) Any accident or injury to a child involved in a GMP-supported activity
 - e) Any organisational or programmatic issues, plans or strategies that may lead to child protection concerns.
3. Use *Incident Report Form (OS8.1)* for any accident or alleged incident of abuse, exploitation or breach of this Code of Conduct. In Australia I will submit the form to the Executive Officer, while overseas to the Country Director of the partner agency and the Team Leader.

4. Use *Incident Report Form (OS8.1)* for any organisational issues that may lead to child protection concerns, submitting it to the Executive Director.

8. Reputational Protection

I recognise my responsibility to protect the reputation of GMP by my words and actions.

I will:

1. Act with professional courtesy at all times
2. Express respect when speaking about colleagues, partners and other NGOs.
3. Follow GMP's Social Media Policy

I will not:

1. Denigrate GMP or any GMP staff member or volunteer either in person or on social media.
2. Denigrate any GMP partner, their staff or volunteers either in person or on social media.
3. Denigrate any other NGO, their staff or volunteers either in person or on social media.

9. Transparency and Confidentiality

I recognise that staff and volunteers have a right of access to the information necessary for them to perform their duties. In addition, the public has the right to expect from GMP the highest standards of personal and organisational conduct.

I will:

1. Provide colleagues, and partners with all the information they need to do their work;
2. Courteously answer all requests for information;
3. Provide the public with approved contact details for complaints and queries;
4. Share general information about GMP, its vision, goals and activities;
5. Protect the personal details of colleagues, donors, partners and beneficiaries in accordance with the GMP Privacy Policy.

I will not :

1. Contact partners or beneficiaries for any non-GMP purpose
2. Share confidential information with any person outside GMP
3. use confidential information to gain advantage for myself or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation

10. Breaches of this Code

I recognise my responsibility not only to personally uphold the Code of Conduct, but to encourage its use and to report breaches.

I will:

1. Remind colleagues of the provisions of the Code.
2. Promptly report all breaches of this Code of Conduct particularly relating to Section 3 Honesty and Integrity and Section 7 Protective Care

11. Commitment

I agree to abide by this Code of Conduct. I understand that any breach of the Code of Conduct will be cause for disciplinary action up to and including dismissal. Where the breach also breaks a law, the police/relevant government unit will be informed. I also understand that making knowingly false accusations against others will result in disciplinary action.

Name:

Signature:

Date: