

# **Union Aid Abroad – APHEDA**

## **Code of Conduct - Rights and Responsibilities**

### **Scope**

This Code of Conduct applies to all personnel (employees, Committee of Management members, volunteers, consultants, contractors) and visitors to projects.

### **Preamble**

All employees who work at Union Aid Abroad – APHEDA, as well as volunteers, consultants, contractors and visitors to projects, come to their position with certain rights and responsibilities.

This Policy should be read in conjunction with the policies on Equity and Employment, Recruitment and Selection, and Volunteers.

### **Rights of all**

- All people have the right to be treated with respect and dignity:

All people, not only those we work with at Union Aid Abroad - APHEDA, but also our partners with whom we work, have the right to respect, politeness, consideration, and dignity. All people are valuable and should be treated with openness and honour.

- All people have the right to appeal to any member of the Committee of Management if they feel they have been treated unfairly:

If any person feels they have been treated unfairly by the Executive Officer or a superior, they have every right to approach any member of the Committee of Management, and seek redress.

### **Rights of employees**

Rights of employees in the workplace are detailed in the collective agreement and relevant local legislations. They include:

- All employees have the right to join a union and to negotiate a collective agreement:

The Universal Declaration of Human Rights states that all people have the right to join a union, and ILO Convention 98 states that all workers have the right to bargain collectively.

- All employees have the right to non-discrimination in the workplace:

As expressed in the policies on Equity & Employment and Recruitment & Selection, Union Aid Abroad - APHEDA as an employer is committed to, and seeks through its organisational structure and management practices, to implement the right of all people to equal employment opportunity irrespective of race, sex, physical impairment, intellectual impairment, sexuality, religious belief, political conviction, social status or family responsibility.

- All personnel have the right to a safe and healthy workplace:

The right to a safe and healthy workplace goes to the heart of our most fundamental human right – the right to existence. As a trade union-based development organisation, Union Aid Abroad – APHEDA places the highest emphasis on a safe and healthy workplace.

- All employees have the right to a family-friendly workplace.

Union Aid Abroad – APHEDA will make every attempt to assist personnel who have responsibilities for children or aged or sick close relatives to have as flexible as possible work hours, with maternity leave and the use of personal leave for family requirements as expressed in the collective agreement.

## **Responsibilities of personnel and visitors to projects**

Fundamental to the operation of Union Aid Abroad - APHEDA, is respect for the dignity and basic human rights of people within Australia and throughout the world. Every person who represents Union Aid Abroad - APHEDA is expected to reflect these values in their professional conduct, regardless of who they are dealing with, or where they are working.

While technical expertise is important in successfully carrying out tasks, appropriate behaviour and sound judgement are crucial for building and maintaining the relationships through which the Organisation can achieve its mission for building a better world.

An organisational Code of Conduct cannot address all the possible challenges which individual people may face but provides a guide with which all personnel and visitors to projects should acquaint themselves. We all must strive to continually improve the way we conduct ourselves in the course of our work or whilst visiting Union Aid Abroad – APHEDA projects.

### **Personnel and visitors to projects of Union Aid Abroad – APHEDA are expected to:**

- behave honestly and with integrity
- practice care and diligence
- treat all people with respect, courtesy and dignity, and without coercion or harassment of any kind
- refrain from, and actively prevent and oppose, any form of sexual exploitation and abuse, and be aware of the particular vulnerability of children and women to such abuse
- respect the rights, privacy and culture of others
- maintain appropriate confidentiality about dealings with the organisation's stakeholders, including partner organisations.
- maintain the highest standards of probity and honesty in all financial matters, observe all the organisation's financial controls and procedures, and immediately report any suspected or actual breach in this area.
- maintain appropriate confidentiality about the organisation's data, programs, volunteer files and other information gained through their employment
- comply with applicable Australian laws, and the laws of any other country in which they work
- comply with any lawful and reasonable direction given by someone in the Organisation who has authority to give the direction
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent)
- ensure that information they provide in the course of their work is not false or misleading
- use inside information, resources, status, power or authority properly, and not in order to gain, or seek to gain, a benefit or advantage for themselves or others

- at all times behave in a way that upholds the integrity and good reputation of Union Aid Abroad - APHEDA

In summary, personnel and visitors to projects should act, and be seen to act, honestly, fairly and professionally in the interests of Union Aid Abroad - APHEDA, while in the course of their work both in Australia and overseas.

All personnel are encouraged to continually strive to meet these standards so that together and individually, we may demonstrate the organisation's values through our own conduct.

Union Aid Abroad – APHEDA is a signatory to the Australian Council for International Development (ACFID) Code of Conduct which defines organisational standards of governance, management, financial control and reporting. This document is available on the ACFID website and should also be adhered to by personnel of Union Aid Abroad – APHEDA.

Where a person is in doubt as to the applicability and scope of the provisions of this Code of Conduct, or as to the appropriate course of action to be adopted in any given circumstance, the matter must be discussed with the appropriate senior manager or the Executive Officer.

For any suspected or actual breaches of the Code of Conduct, the Grievance Handling procedures or Complaints Policy will apply.

**I understand and accept my rights and responsibilities under the Union Aid Abroad-APHEDA: Code of Conduct, and commit myself to its full implementation.**

**Name:**

**Signature:**

**Date:**