



**EDUCATING
THE FUTURE**

**Educating The Future Australia Limited
Code of Conduct (CoC)**

Currency of Version

Version 2 (V2)
17/04/20

Preamble

As a not-for-profit organisation, Educating The Future (ETF) Australia relies on the support of volunteer members in improving the quality of life through the power of education. The success and effectiveness of ETF is entirely dependent on the efforts and commitment of its members. It is therefore important that there is a common understanding amongst all members as to the operations and culture of ETF.

It must be noted that all assets and income of the organisation shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

ETF is an Australian Charities and Not-For-Profits Commission (ACNC) registered organisation. ETF holds endorsement from the Australian Taxation Office as a Deductible Gift Recipient under Item 1. ETF operates as a Public Benevolent Institution.

Volunteer Services

Volunteer members provide volunteer services under the management, direction and supervision of ETF.

All members of ETF must sign the *Volunteer Agreement* prior to formal engagement with the organisation.

When providing your voluntary services to ETF, members must:

- a. Conform to and comply with all reasonable directions and instructions given to them by or on behalf of ETF.
- b. Comply with all applicable laws of the jurisdiction in which they are located.
- c. Observe and comply with the provisions set out in any written policy, practice or procedure which applies to volunteers, as may be published or circulated by ETF, in particular in relation to any work, health and safety protection.
- d. Endeavour to improve and promote the business of ETF, and to protect and further the interests of ETF.
- e. Acknowledge and implement ETF's vision, mission, values and organisational strategy.
- f. Protect the tangible and intangible property of ETF from damage and give notice immediately to ETF (or its authorised representatives) of any damage of such property which may come to their knowledge.

Stakeholder Engagement

ETF recognises the importance of primary stakeholder engagement for both Development and Non-Development Activities. . In supporting educational systems, it is critical that international support is accompanied by local influence. ETF commits to the engagement of contextual analysis and seeks to understand our stakeholders and beneficiaries in all aspects of our work.

ETF will provide ongoing opportunity to stakeholders and beneficiaries to be included in planning, design, and growth. ETF prohibits unlawful discrimination to those who register interest as a stakeholder and/or beneficiary in the areas we operate, including Timor-Leste.

Primary stakeholders in Timor-Leste are provided with telecommunication contact details for the Managing Director and relevant Directors, and/or Executive Staff. Given their scope of influence, their contact information may/may not be distributed to the entire team.

Equal Employment Opportunity

ETF respects, protects and promotes human rights for all. ETF strictly prohibits unlawful discrimination or harassment on the basis of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status. ETF members must adhere to and respect the laws protecting the rights of minority individuals. ETF provides equal opportunity to all those involved with the organisation.

ETF members realise their responsibility to protect primary stakeholders in Timor-Leste from being neglected their human rights. ETF members must continuously strive to protect the human rights of all parties involved, including the Local Communities we work in.

Please refer to the *Equal Employment Opportunity Policy* for more information.

Harassment, Bullying and Discrimination

ETF prohibits discrimination, harassment and bullying in any form: verbal, physical or emotional. If members believe they have been bullied or harassed by another member, ETF encourage the immediate lodgement of an incident report to a Team Leader or the Leadership Team. Similarly, team leaders who learn of any such incident must immediately report it to Human Resources, the Managing Director and/or Board of Directors.

Protection against Sexual Exploitation and Abuse

It is the responsibility of ETF members to prevent sexual exploitation and abuse, and to promptly report any incidents of sexual exploitation and abuse that they witness.

ETF members are required to read and familiarise themselves with *Educating The Future's Protection against Sexual Exploitation and Abuse Policy*.

Collaborative practices

ETF recognises the importance of collaboration between like minded organisations in achieving equity of living standards. Namely, there must be transparency, mutual respect, equity and accountability which is understood between ETF and its partners. In doing so, ETF maintains unwavering vision and mission statements, as to not mislead sponsors.

ETF ensures that due diligence is done prior to formal relationship agreements with other parties. The principles of a potential partner's Code of Conduct and all respective policies associated with the Code of Conduct are evaluated to maintain the values and dignity of ETF.

Responsible Stewardship of Resources

When authorising the use of ETF resources, the relevant member shall do so only in consultation with colleagues and in line with the relevant organisational policies. If unsure, they are required to consult the Leadership Team for clarification.

Please refer to the *Financial Delegations, Expense, and Financial Wrongdoing Policies*.

Fraud & Corruption Prevention

Members must never compromise integrity and honesty by committing fraud.

To commit fraud is to misuse company resources, and intentionally conceal, alter, falsify or omit information for personal benefit or the benefit of others. Fraud may be motivated by the opportunity to gain something of value (such as meeting a performance goal or obtaining a payment) or to avoid negative consequences (such as discipline).

Examples of fraud include but are not limited to:

- Misstating financial information in ETF's books and records
- Using ETF's funds for non-charity purposes
- Misrepresenting oneself to the public
- Promotion of falsified information to donors and stakeholders

Members should also avoid the appearance of fraud. For example, company funds should not be used without proper approval. Similarly, members must never enter into an agreement on behalf of ETF unless given the proper authorisation.

Members shall always act in accordance with Australian law and, when overseas, with the law and cultural considerations of Timor-Leste.

Please refer to the *Fraud Policy*.

Occupational Health & Safety

ETF is committed to safeguarding the health and safety of its volunteers and communities. Regardless of a member's position in ETF, safety is of paramount importance. In cases of uncertainty, consult the Occupational Health and Safety Policy, which is designed to help members work safely.

Members should always speak up and raise a concern if they:

- Are asked to do a task which may be considered unsafe
- Are asked to complete a task in a field which they are not confidently skilled or qualified.
- See another member performing a task of which they are not skilled or qualified to complete.
- Observe or are made aware of an unsafe condition or a potential danger

Safety is everyone's responsibility – all members of ETF must ensure that work be performed safely.

Communications

ETF commits to accurate communication with sponsors and stakeholders. ETF realises the impact that content in public information can have on the population's perception of non-for-profit organisations, and the transparency of ETF's processes. ETF adheres to protocols which prevent the misuse of public material by unauthorised members.

ETF ensures that public content is respectfully issued, and in no way degrades the position of the subjects in the content.

ETF appreciates feedback from the public. Organisational contact details are issued on the website, allowing people to provide complaints or positive commentary on ETF's activities. All feedback is recorded and ETF commits to the rectification of complaints, and recognition of praise. By maintaining a continued register of organisational feedback, ETF is able to implement preventative and adaptive measures.

Please refer to the *Social Media Policy*.

Conflict of Interest

In the event that members encounter competing loyalties (personal, friends or family) at the expense of our ETF stakeholders, a conflict of interest is present. All individuals within ETF should avoid conflicts of interest and circumstances that reasonably present the appearance of a conflict.

When considering a course of action, members must assess whether this action is motivated by personal or associate gain, or alternatively, is perceived as acting in the interests of oneself, one's friends or family, or an associated business, at the ultimate expense of ETF.

Below are 7 situations in which a conflict of interest may arise:

- Personal investments
- Outside employment, advisory roles, board seats, and starting an own business
- Business opportunities found through work
- Inventions
- Friends and relatives; co-workers and relationships
- Accepting gifts, entertainment and other business courtesies
- Use of ETF resources

In each of these situations, the rule is the same - if a conflict of interest is presented, the action must cease. It is important to understand that as circumstances change, a situation that previously did not present a conflict of interest may present one.

Where a conflict of interest arises between ETF's activities and the personal interests of an individual member, the relevant member must make the Leadership Team aware, and remove him/herself from participation in the area where the conflict arises.

Refer to the *Conflict of Interest Policy* for any further information.

In addition to the general duties outlined above, members must not use their association with ETF to gain a profit or advantage for themselves, or for the benefit of a third party whose interests do not align with those of ETF.

Professional Relationships

Members shall always treat colleagues with respect, in line with the relevant organisational policies. The same respect must also be extended when engaging with individuals and organisations external to ETF. As the nature of work actively involves engagement with Government and not-for-profit organisations, members must act in accordance with common etiquette.

Child Safeguarding and Protection

ETF volunteers should consider the safety, welfare and wellbeing of children and young people and, if their work involves contact with children and young people, comply with relevant policies and guidelines that apply to such work. ETF members are required to refer to *Educating The Future's Child Safeguarding and Protection Policy* to confirm their responsibility to ensure child safety.

In the event that ETF management do not substantiate the claims made by a member regarding a child protection matter, members are legally obliged to make a report to the Child Protection Helpline.

Protecting Confidential Information & Privacy

All members shall respect the confidentiality of information relating to government agreements, financial accounts, the personal details of colleagues and community partners, and any other matters which may arise. Members are encouraged to always seek advice/permission before sharing information publicly.

Refer to the *Confidentiality Policy* for further information.

Record Keeping

ETF volunteers have a responsibility to keep full and accurate records of its activities relating to overseas programs, meeting minutes and financial transactions. ETF's records are its corporate memory and provide evidence that the organisation has followed proper procedures and the law. Record keeping through electronic and paper-based systems must be kept up to date as part of good business practice and to also safeguard organisation privacy and ensure confidentiality.

Intellectual Property

The intellectual property of ETF is an invaluable asset that must be protected at all times. Intellectual property includes trademarks, brands, logos and copyrights. Members should never allow a third party to use any form of intellectual property without proper authorisation. Furthermore, ETF intellectual property should never be used in a degrading, defamatory or otherwise offensive manner which could impact organisation image.

Termination of Agreement

This agreement may be terminated by either a member/volunteer or ETF Leadership Team, including the Committee of Management. Termination will come into effect 15 days after you provide written notice to ETF, or 7 days after ETF provides written notice to you.

Miscellaneous

- a. This agreement is governed by the laws and conduct of our constitution.
- b. This agreement may be amended only in writing executed and recognised by both parties.
- c. This agreement is based on our organisation's values

Policies

In consideration as a member of the ETF, individuals are required to read and agree with the policies listed in the Policy Register, accessible via the organisations Information Storage System.