

Code of Conduct

Introduction

The aim of the Code of Conduct ('the Code') is to ensure that Cambodian Kids Can ("CKC") complies with relevant legislations and meets best practice standards for all employee and volunteer involvement. This Code of Conduct provides guidelines for behaviour (both personal and professional), ethics and business conduct required of all representatives of CKC.

Who does the Code apply to?

The Code applies to CKC Representatives. Representatives include:

- Volunteers,
- Contractors; and
- Paid employees of CKC, including full-time, part-time and casual employees.

You are expected to be familiar with the responsibilities of a Representative and your role, and to perform this role to the best of your ability and in your fullest capacity.

Core values

The following values guide CKC's work and should be always adhered to:

- Integrity
- Accountability
- Transparency
- Respect
- Effectiveness
- Equity
- Cooperation

Act with integrity and honesty

You have an obligation to be fair and honest in your dealings with individuals and organisations. As such, you must not:

- Influence any person in an inappropriate way to try and obtain any advantages or favours,
- Place yourself under any financial or other obligation that may impact the performance of your duties as a Representative, and
- Request or accept any gifts or benefits which might, either directly or indirectly, compromise or influence you in your role.

Perform your role to the best of your ability

You must perform your role with CKC to the best of your ability. This means that you must:

- Only engage in conduct which is professional, which has regard to CKC's interests and policies, and which does not bring CKC into disrepute,
- Work in a way that ensures your own safety and the safety of others,
- Be proactive in protecting and furthering the best interests of CKC and its beneficiaries, and
- Comply with all applicable laws.

Compliance with policies

You need to be aware of and comply with all of CKC policies. If you are unable to access these policies, please ask your volunteer coordinator or a member of the Board for a copy.

There is also mandatory induction training that is required upon commencement of your role as a Representative.

Use of confidential information

You may be given access to confidential information about CKC, its Representatives and external relationships CKC has with other organisations or persons. You will abide by CKC's confidentiality policies as outlined in the Deed of Confidentiality. This obligation continues to apply after you leave CKC.

Additional guidelines for in-country volunteers

Additional guidelines apply to Representatives when they participate in a trip to one or more of CKC's programs in Cambodia. Refer to Appendix 1.

Consequences of breaching the Code

CKC expects its Representatives to act consistently with the Code. Failure to comply with the Code may lead to disciplinary action including a warning or termination of your role. Any disciplinary action will be managed in line with the principles of fairness, equity, and transparency.

Appendix 1: Additional guidelines for in-country volunteers

The following applies to Representatives who are participating in a trip to CKC's programs in Cambodia. As a Representative of CKC, your behaviour impacts on the perception of CKC and its programs in Cambodia. For that reason, all Representatives are expected to maintain the highest standards of integrity and behaviour when engaging with CKC's programs.

1. Laws of the Host Country

- You will abide by all the laws, regulations, and workplace requirements in Cambodia
- You will not engage in any political activity and will refrain from public comment and /or demonstrations on political, cultural, and religious matters.
- You will observe all laws and respect the symbols of nationalism and religious practices and customs of Cambodia.

2. Cultural Sensitivity

- You will seek, develop and display understanding and sensitivity of local customs, including those relating to personal behaviour and dress.
- You will respect customs that protect local cultural property.
- You will not use your position as a program participant to request advantages or favours (including sexual favours).
- You will refuse any financial or material gifts, or promises of such gifts or other advantages, except for small cultural and customary gifts given in appreciation or mutual respect.

3. Working with CKC's Cambodian programs and program staff

- You will undertake your volunteer assignment and professional duties diligently and to the best of your ability in line with appropriate professional standards.
- You will not accept any supplementary payment from a government or any other source, even when intended to cover the performance of any additional duties or activities, while on a volunteer assignment funded through the program, without CKC's approval.
- You will not engage in any unpaid part-time work in addition to your volunteer assignment without prior approval from your partner organisation and CKC.
- You will advise CKC at the earliest opportunity of any issue that may affect the outcome of your volunteer assignment.
- You accept that if you do not meet, in good faith, your obligations and the terms of your volunteer assignment, you may be liable to refund to CKC all expenses incurred because of your participation in the program.
- You understand that you have professional obligations to always treat all program personnel with courtesy and respect.

4. Assignment Reporting and Monitoring

- Should any issue arise, that may affect your personal well-being or the outcome of your volunteer assignment, you agree to bring this to the immediate attention of your partner organisation and CKC.

5. Appropriate Personal Behaviour

- You will refrain from engaging in any behaviour which is likely to bring into disrepute the program or CKC.
- You will refrain from engaging in any fraudulent or dishonest activity or behaviour.
- You will refrain from possessing or using any drug that is illegal either in Australia or the host country, and you will abide by any Cambodian regulations in relation to alcohol and drugs of any description.
- You will avoid any form of behaviour that may be considered discriminatory, including based on nationality, ethnicity, gender, political affiliation, culture, religious belief or activity, age, race, sexual orientation, and mental or physical disability or impairment.
- You will refrain from engaging in any behaviour which is likely to adversely affect your ability to perform your duties or the ability to achieve the objectives of your volunteer assignment.
- You will note that sexual behaviour and the use of alcohol and other substances are areas of sensitivity, where conduct may more easily be seen as offensive or be misinterpreted, and where particular attention to appropriate personal behaviour in the local context is required.
- You will not engage in sexual activity with a child under any circumstance. Even in a country where the age of majority or the age of consent is lower than 18 years.

6. Child Protection

- You acknowledge and accept that CKC abides by laws regarding child exploitation, child pornography and the abuse of children.
- You will abide by the policies of CKC to protect the rights of children in all aspects of your volunteer assignment, including the CKC Child Protection Policy.
- You will immediately report to CKC any concern, suspicion or allegation of child abuse or exploitation, or breach of the CKC Child Protection Policy.
- You acknowledge and accept that protection of children is in all cases the overriding consideration.

7. Sexual Exploitation and Abuse

- You will abide by the policies of CKC always relating to the prevention of sexual exploitation and abuse. You will comply with all relevant Australian and Cambodian laws.
- You will not sexually exploit or abuse or sexually harass a child or adult.
- You will not have sex with sex workers when working or volunteering overseas, even when it is legal in the country.
- You will not procure sex for others or use a third party to do so.
- You will not use your position of trust and authority to request any service or sexual favour from beneficiaries of the program, adults, children, or others in the communities in which the program works, in return for protection or assistance, or coerce a person to engage in sexual intercourse or any sexual activity.
- You will not withhold or threaten to withhold money, food, employment, goods, services or assistance from beneficiaries of the program, adults, children or others in the communities in which the program works in order to procure sex or sexual favours.

- You will not engage in or solicit transactional sex (i.e., giving money, gifts, or other services in exchange for sexual favours).
- You will immediately report to CKC any concern, suspicion or allegation of sexual exploitation or breach of relevant policies.

8. Health and Well-being

- You will accept responsibility for maintaining your health and well-being.
- You will exercise all reasonable caution when undertaking any activities that may result in harm or injury to you or others.

9. Safety and Security

- You will follow any reasonable instruction by CKC relating to security, and you understand this may include sharing your contact details with fellow volunteers and program personnel.
- You will ensure that CKC knows where you can be contacted at all times, especially in the event of any security risk or emergency.

Declaration of Acceptance of the Cambodian Kids Can Code of Conduct

By signing this declaration, I confirm and accept that:

- my conduct as a representative of CKC is governed by the standards defined in this Code of Conduct
- my failure to comply with the standards of the Code of Conduct may result in termination of my role

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Name in full (please print)

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Signature

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Date