



CODE OF CONDUCT FOR THE PROTECTION OF THE CHILD AND COMMUNITY PARTNERS - CARE AUSTRALIA

I have received and read the draft copy of CARE Australia's "Code of Conduct for the Protection of the Child and Community Partners"

(PRINT NAME)

(SIGNATURE)

(DATE)



**Care Australia
CODE OF CONDUCT
For the Protection of the Child and Community Partners**

INTRODUCTION

CARE's capacity to ensure the protection of and assistance to the children and community partners that we work with, depends on the ability of its staff to uphold and promote the highest standards of ethical and professional conduct. We, the staff members of CARE, are personally and collectively responsible for maintaining these standards. Managers have a particular responsibility to uphold these standards, to set a good example, and to create a working environment that supports and empowers staff.

It is recognised that CARE's work often puts its staff in positions of power in relation to its children and community partners that we work with. Staff have an obligation not to abuse this power.

This Code of Conduct is intended to serve as an illustrative guide for staff to make ethical decisions in their professional lives, and at times in their private lives.

While acknowledging that local laws and customs may differ from one country to another, the Code of Conduct is based on international legal standards.

The Code applies to all CARE staff members, who will be requested to sign it. Any breach of the Code of Conduct will be seen as a serious concern and may result in disciplinary action or dismissal, in accordance with CARE's disciplinary procedures. Persons holding a CARE consultant contract and interns will also receive the Code and be requested to confirm that they uphold its standards as far as applicable to their status.

All CARE staff are responsible for encouraging, advocating and promoting the dissemination of the Code of Conduct. They also have a role in implementing, monitoring and enforcing its standards. Staff are also urged to encourage partners to adhere to these standards and to join CARE staff in upholding them.

**COMMITMENT TO CARE CODE OF CONDUCT
For the protection of the Child and Community Partners**



As a staff member of CARE, I commit myself to:

1. *Treat all children and community partners fairly, and with respect and dignity.*

I will always seek to care for and protect the rights of children and community partners, and act in a manner that ensures that their best interests shall be the paramount consideration.

If my job involves direct work with children and community partners, I will meet with them regularly, in order to fully understand their experiences and needs, and to explain the role of CARE and the scope of its work.

2. *Uphold the integrity of CARE, by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard.*

I will demonstrate integrity, truthfulness, dedication and honesty in my actions. I will be patient, respectful and courteous to all persons with whom I deal in any capacity, including children and community partners, governments and donors.

I recognise that my personal conduct will reflect on CARE's reputation and may impact on community perceptions, therefore I will refrain from inappropriate behaviour that may be compromising or detrimental to CARE.

3. *Safeguard and make responsible use of the information and resources to which I have access by reason of my employment with CARE.*

I will exercise due care in all matters of official business, and not divulge any confidential information about a child, community partners, colleagues and other work-related matters in accordance with the staff regulations and rules and current guidelines.

I will protect, manage and utilise CARE human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at CARE's disposal for the benefit of the child and community partners.

4. *Prevent, oppose and combat all exploitation and abuse of the child and community partners.*

I undertake not to abuse the power and influence that I have by virtue of my position over the lives and well-being of the child and community partners.

I will never request any service or favour from a child or community partners in return for protection or assistance. I will never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with a child or community partners.

I recognise that there is an inherent conflict of interest and potential abuse of power in having sexual relations with members of communities with whom we are directly



working. Should I find myself in such a relationship with a community member that I consider non-exploitative and consensual, I will report this to my supervisor for appropriate guidance in the knowledge that this matter will be treated with due discretion. I understand that both my supervisor and I have available to us normal consultative and recourse mechanisms on these issues.

I will act responsibly when hiring or otherwise engaging a community member for private services (e.g housekeeping). I will report in writing on the nature and conditions of this employment to my supervisor.

5. Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of CARE.

I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, child labour, child pornography and trafficking of human beings and commodities.

As CARE is committed to the highest standards of protection and care for children, I am aware that I am expected not to engage in sexual activities with any person under the age of 18.

(Note: This, of course, does not apply to staff who, in accordance with laws and customs of their country of origin and/or host country, may have a consensual relationship and/or be married to someone under 18. International staff members, however, should not take advantage of local customs in this regard. Where doubt exists, staff are encouraged to consult with the HR Director).