

CODE OF CONDUCT

1. PURPOSE

The purpose of ADI's Code of Conduct (The Code) is to establish, maintain and continuously improve behaviours and culture in the workplace, to provide a guide on what is acceptable standards of conduct expected by ADI.

ADI is committed to providing a workplace culture based on respect, dignity, and equity.

ADI, its employees, volunteers, subcontractors, partner organisations and Board members must observe and uphold the standards of conduct outlined in this document.

The Code of Conduct is intended to provide an ethical framework to guide the Board, employees, volunteers, subcontractors and partner organisations in their decisions, actions, and behaviour at all times. The code upholds the values of integrity, honesty, and impartiality.

The Code is available on the ADI SharePoint for Board, employees, and volunteers to access in full. The Code is available on the ADI website for anyone to access.

Failure to comply with the requirements of this policy may lead to disciplinary action.

2. SCOPE

This policy applies to all Employees, Volunteers, Consultants, Contractors, Partner employees and visitors working in or visiting an ADI workplace.

An ADI workplace is any location where workers of ADI work, including buildings, online spaces, and vehicles owned or rented by ADI that are used for work purposes, and community venues when used for work purposes.

3. EXCLUSIONS

Nil

4. VISION, MISSION, VALUES.

Vision

A healthier Papua New Guinea

Mission

Demonstrating our commitment to upholding the universal right to health care by working with local partners to provide and strengthen health services in rural and remote communities.

Values

We collaborate with local partners to create sustainable health outcomes.
Our Programs are responsive, and people centred.
We work with respect and integrity.

5. STANDARDS OF CONDUCT

All Board members, Employees, Volunteers, Consultants, Contractors, Partner employees and visitors working in or visiting an ADI workplace must uphold the values of ADI through: -

1. Demonstrating honesty and integrity in their conduct.
2. Take responsibility and maintain transparency for their decisions, actions, and omissions.
3. Disclose and take appropriate measures to prevent any conflict of interest, whether real or apparent, related to their responsibilities.
4. Avoid engaging in any activity that could reasonably be expected to bring ADI, funding bodies or partner organisations into disrepute.
5. Foster open and honest communication.
6. Refrain from improper use of information, status, power, or authority to obtain personal or third-party benefits.
7. Uphold the integrity and positive reputation of ADI, funding bodies and partner organisations at all times.
8. Report any behaviour that violates the Code, as well as any allegations or potential incidents involving criminal activity, corruption, dishonesty, unlawful or unethical conduct or conflicts of interest.
9. Maintain professional conduct and relationships.
10. Complying with all ADI Policies and Procedures.
11. Complying with relevant Australian and PNG Legislation.

6. LEGISLATION

While legal structures between Papua New Guinea and Australia are different in relation to the protection of sexual and reproductive rights, this policy is based on Australian laws. All ADI offices and workplaces will be a safe place for members of the LGBTQI+ community and the protected attributes outlined in this policy apply across the whole organisation.

7. OBLIGATIONS AND RESPONSIBILITIES

All Board members, Employees, Volunteers, and Partner employees are required to agree to comply with the Code by reading and signing the agreement as part of the onboarding process. Refer to attachments 1,2,3.

All job descriptions include specific reference to compliance with the Code and this is a key performance indicator (KPI) for performance reviews.

Position	Responsibilities
Executive and Managers	The Executive team and managers must establish monitor and proactively maintain a working environment free from discrimination, harassment, and bullying. All executive officers and managers must model appropriate behaviour and monitor the workplace in which their employees (including volunteers, partners, and contractors) perform their role to ensure that acceptable standards of conduct are observed at all times.
National HR Manager (NHRM)	Provide confidential, general information and support to any employee including matters relating to discrimination, harassment, and bullying. The NHRM can help employees identify the issues in their situation, the outcome they want and the options available to achieve these.

	The NHRM cannot provide legal advice, nor judge what is or is not discrimination bullying or harassment, instead they provide general information that will help the employee decide how to handle their own situation.
All employees, volunteers, and partner employees	<p>It is the primary responsibility of employees to behave in a professional manner, treat each other with respect and dignity and support the organisation to maintain a safe work environment for all employees at all times.</p> <p>ADI and all its personnel and representatives:</p> <ul style="list-style-type: none"> • Must do everything in their control to ensure they do not conduct or partake in any activity that is or leads to discrimination, harassment, sexual harassment, bullying or abuse of authority. • Intervene to call out and/or stop incidents of bullying, discrimination, or harassment where it is safe to do so. • Immediately report to senior management any instances of observed or reported activities that include or lead to discrimination, harassment, sexual harassment, bullying or abuse of authority. • Ensure that staff, volunteers, partners, and donors are treated with respect and that no offences mentioned in this policy are committed against such stakeholders inside and outside of the workplace. • Understand that ADI implements a zero-tolerance policy on all forms of discrimination, harassment, sexual harassment, bullying or abuse of authority.

8. REPORTING AND RESOLUTION OF COMPLAINTS

Senior management will treat all concerns and complaints quickly, fairly, and seriously. Treatment of complaints or reports will be undertaken in line with the Complaints Handling and Whistle Blowing Policies. Any employee, volunteer, consultant, or contractor can raise concerns about bullying, discrimination, harassment or workplace culture to the National HR Manager or the CEO. Any incidents should be reported as per the procedures outlined in the Complaints Handling Policy. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

No employee will be penalised or disadvantaged as a result of raising legitimate concerns or complaints relating to discrimination, harassment, sexual harassment, bullying or abuse of authority. Where a complaint is substantiated, it may result in disciplinary action up to and including termination of employment. If unsubstantiated or found to be vexatious it may also result in disciplinary action against the complainant.

Reporting can be made through the email address complaints@adi.org.au.

Complaints can also be made via our website at <https://www.adi.org.au/feedback-complaints>

9. VICTIMISATION

Under Australian law, it is unlawful for a person to subject or to threaten to subject another person to any detriment because the other person, or someone associated with the other person, has made an allegation or complaint of discrimination, harassment, or bullying. ADI views such victimisation as intolerable across all offices and any behaviour deemed to be victimisation will result in disciplinary action.

10. ADDITIONAL SUPPORT

Support is available to Australian based employees through the Employee Assistance Program which provides free, confidential counselling and advice. This is a 'self-referral' program which means you are eligible to directly contact 'Associated Employee Assistance Providers' without the need to go through HR. 100% confidentiality is guaranteed, which means as an organisation ADI does not get any details of services rendered to individual team members. To make a booking go to their website. <https://employeeassistance.com.au/how-to-access-employee-counselling/>

PNG based employees should contact the National HR Manager who will assist to find any support services that might be available. This can be challenging in PNG.

11. RISK MANAGEMENT

Inappropriate behaviours in the workplace are a serious risk to employee physical and psychological safety. If not addressed these behaviours will create a toxic working environment. Bullying, discrimination and harassment and the workplace culture are monitored through the ADI Risk Management Framework.

12. TRAINING ON THE CODE

The Code is to be a core component of the induction of all new Board Members, Staff, and volunteers of ADI. It is also integrated into other training programs as required.

The Code is incorporated into the agreements with partner organisations and subcontractors.

Partner staff are provided with a copy of the code that relates to the standards they must uphold while conducting joint activities (attachment 3)

13. POLICY REVIEW

ADI is committed to ongoing improvement and out-of-cycle reviews of this policy may be deemed necessary if risk patterns are identified through ADI's Risk Management processes. This policy will be reviewed once every three years or when the Risk Management Framework has identified areas of high risk that require a policy change.

14. RELEVANT LEGISLATION

Jurisdiction	Legislation
Australia	Work Health and Safety Act 2011
PNG	Cyber Bullying found under Section 22 of Cyber Crime Code Act 2016 (No 35 of 2016)

ATTACHMENTS:

1. ADI STAFF, VOLUNTEERS, AND BOARD, CODE OF CONDUCT SIGNATURE FORM.
2. ADI SAFEGUARDING CODE OF CONDUCT SIGNATURE FORM
3. ADI PARTNER CODE OF CONDUCT AND SAFEGUARDING SIGNATURE FORM

OUR VISION, MISSION, VALUES AND CODE OF CONDUCT

Vision

A healthier Papua New Guinea

Mission

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Code of Conduct

1. I will uphold ADI values, mission and goals and conduct myself in line with these values, principles, and ethical charters of ADI.
2. I am committed to work honestly and in fairness to everybody involved, placing the interests of ADI before my own.
3. I will comply with ADI policies, procedures, and guidelines.
4. I will be honest and transparent in my dealings with ADI and will not take any advantage of my position.
5. I will be a responsible steward of resources under my control and be vigilant regarding fraud and corruption.
6. I will be responsible for ensuring that the workplace is safe, inclusive, and free from harm, bullying and exploitation and I don't pose any threat to my colleagues and beneficiaries who I come into contact with.
7. I will be responsible for protecting ADI's confidential information, record keeping and intellectual property. I will only disclose any relevant information that staff or beneficiaries are entitled to know about.
8. I will ensure I have a current knowledge of ADI activities and I will promote the interests of ADI accurately.
9. I will be open and accountable in my actions and decisions, including reporting of any misconduct or policy non-compliance.
10. I will treat all people respectfully, fairly, professionally and without prejudice.
11. I have read the Code of Conduct and Ethics available on the SharePoint and I agree to comply with all requirements.

Staff Name: _____	Designation: _____
Signature: _____	Date: _____
HR personnel Name: _____	
Signature: _____	Date: _____

ATT 2. ADI SAFEGUARDING CODE OF CONDUCT SIGNATURE FORM

As a representative of ADI, it is my **responsibility** to:

- Read and understand the Child Safeguarding Policy and PSEAH Policy including my roles and responsibilities which are available on the SharePoint.
- Ensure that I adhere to the Child Protection Professional Behaviour (Appendix 1 of Child Safeguarding Policy) at all times.
- Ensure that I behave in a manner that is culturally and ethically acceptable around children (18years and below) and vulnerable adults.
- Not engage in any form of transactional sex with primary stakeholders. I understand this to be any form of sexual activity in exchange for goods or services, money, employment, or preferred treatment.
- Not engage in any form of fraternisation with primary stakeholders. Any relationship that involves, or appears to involve, partially, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It could include sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private affection or private intimacy and the public expression of intimate relations.
- Ensure that I advocate on the prevention approaches/strategies, reporting and response processes and procedures to the communities we work with and our primary stakeholder including children and adults that I work with.
- Intervene or act where possible to prevent or stop any form of exploitation or abuse of children and vulnerable adults that I come into contact with.
- Report any child safeguarding and sexual exploitation abuse and harassment (SEAH) concerns or incidents that I am aware of and/or are reported to me, following the appropriate and agreed processes and procedures.
- Respond to any concerns of child safeguarding and SEAH if I am mandated to do so following the established processes and procedures.
- Ensure that when reporting and responding, I will take a child-centred approach to ensure I uphold the best interest of the child.
- Ensure that when reporting and responding, I will apply the 'Do No Harm' principle to ensure I cause no further harm to the survivor/victim.

If I breach this Code of Conduct, I acknowledge that I will:

- Be subjected to face the appropriate disciplinary actions, including termination or arrest, in line with the outcome of the investigation.
- Be required to co-operate with the mandated safeguard focal points and other authorities in any investigations throughout the entire process and provide all facts surrounding the case.

Name: _____	Designation: _____
Signature: _____	Date: _____

ATT 3: ADI PARTNER CODE OF CONDUCT SIGNATURE FORM

As a partner of ADI (partner, supplier, consultant, contractor, or a team member working on activities that are part of the ADI and PHA partnership) I agree to represent both organization in a professional and ethical manor and acknowledge that it is my responsibility to:

Ensure that I understand the Child Safeguarding and PSEAH policies including my roles and responsibilities.

- Ensure I adhere to the Child Protection Professional Behavior (Appendix 1)
- Behave in a manner that is culturally and ethically appropriate and acceptable by my colleagues and our Primary Stakeholders including but not limited to:
 - No purchase and consumption of alcohol whilst performing my duties during official hours and after hours.
 - Adhere to the ADI Smoke, Buai and Alcohol-Free Workplace Policy
 - Ensure that only authorised personnel will drive the vehicle used for performing my duties.
 - Dress appropriately and professionally during official hours.
 - Attend and fully participate in all mandatory patrol meetings including pre- and post-patrol debriefs, community activities, patrol duties as outlined in my terms of reference and any other duties as required by the team leader.
 - Avoid having sexual relationship of any nature with my colleagues or Primary Stakeholders while performing my duties.
 - I will not engage in any form of transactional sex with Primary Stakeholders. I understand this to be any form of sexual activity in exchange for goods or services, money, employment, or preferred treatment.
- Ensure that I prevent children and vulnerable adults from incidences of Child Safeguarding and Sexual Exploitation Abuse Harassment (SEAH) by applying appropriate preventive measures including advocacy and awareness in my line of duties.
- Ensure that I report any concerns and/or cases of child safeguarding or SEAH that I may be aware of or is reported to me through the appropriate reporting process and procedure.
- act professionally and behave in a manner that reflects positively on the PHA and ADI by carrying out my agreed responsibilities to the best of my ability, including:
 - participating in all planning, pre-departure, and post-activity meetings
 - follow my agreed job description to the best of my ability
 - be on time and work collaboratively and with my team members
 - if participating in activities that require travel, stay with the team at all times
 - abide by the ADI Vehicle Use Policy and Safety and Security Policy
 - dress appropriately and professionally
 - behave in a respectful manner with community members.

If I breach this code of conduct, I acknowledge that I will:

- be subjected to appropriate disciplinary actions relevant to the severity of my misconduct following agreed processes and procedures.
- face the appropriate disciplinary actions, including termination or arrest, with regards to cases of any Child Safeguarding or SEAH following the appropriate process and procedure.
- Be required to co-operate with the mandated safeguard focal points and other authorities in any investigations throughout the entire process and provide all facts surrounding safeguarding incidences.

Name: _____	Organisation: _____
Signature: _____	Date: _____

Appendix 1: Child Protection Professional Behaviours

Anyone representing Australian Doctors International (ADI) in activities that involves working or in contact with children is expected to adhere to the following behaviours while they are performing those duties:

- treat all children with respect.
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services
- wherever possible, ensure that another adult is present when working near children.
- not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger.
- not sleep close to unsupervised children unless absolutely necessary, in which case the responsible care giver's permission must be obtained, and ensure that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras, or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury.
- comply with all relevant Australian and PNG legislation, including labour laws in relation to child labour.
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurred during association with ADI.
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse. These behaviours are not intended to interfere with normal family interactions.

This is not an exhaustive or exclusive list.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- obtain written and signed, informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided.
- ensure photographs, films, videos, and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ensure images are honest representations of the context and the facts.
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

Appendix 2: Key terminologies

Terminology	Definition
Child-centred approach	Child-centered approach means keeping the child in focus when making decisions about their lives and working in partnership with them and their families. It is fundamental to safeguarding and promoting the welfare of all children.
Do No Harm Approach	The Do No Harm approach is the understanding of the impact of responses or interventions on existing potential risks and its interactions. In response to SEAH, concerns, DNH approach ensures that no further harm is perpetuated on the survivor or victim.
Primary Stakeholders	Primary stakeholders are ADI's staff, partner staff and members of the community that ADI implements its programs in.
PSEAH/SEAH	SEAH is the term used to refer to sexual exploitation, abuse, and sexual harassment. Although sexual exploitation, abuse and sexual harassment can happen anywhere in society, however used in this document the term refers to SEAH perpetrated by those working with and for ADI-on-ADI funded programs. SEAH always occurs in a work environment, or work-related environment, including in a program setting or work travel. PSEAH is Protection from Sexual Exploitation, Abuse and Sexual Harassment is the term which describes ADI's measures to address SEAH. The term PSEAH is also used to refer to measures taken to protect people from sexual exploitation and abuse by staff and programs.
Safeguarding	Safeguarding describes ADI's measures to address SEAH and other non-sexual harm and abuse on both children and vulnerable adults that ADI programs and activities interact with.
Survivor/victim	Survivors/victims are the vulnerable people, mostly women and children whom SEAH is perpetrated on.