



Code of Conduct

Introduction

All CARE employees and representatives¹, share core principles and expectations for the way we all behave – during and outside of work, and in our professional and personal online and in-person behaviours. We are proud that these bind us together, and that we all must follow them to work with CARE Australia.

This code sets out the standards of behaviour that are required of all employees and representatives. It explains CARE Australia's values, promotes ethical behaviour and sets expectations of our employees across all locations.

All CARE Australia employees and representatives will sign an acknowledgement that they have received a copy of the Code of Conduct, when they commence employment or an engagement.

¹ CARE employees and representatives includes all employees of every CARE Australia entity, and board members, volunteers, interns, visitors, and consultants. Standards of conduct are outlined in all third party contracts with reference to this Code of Conduct.

The CARE Australia Code of Conduct should be read in conjunction with the CARE Australia and CARE International Safeguarding Code of Conduct.

The Code of Conduct is not incorporated into employees' contracts and may be amended from time to time.

Values

The CARE Australia values underpin relationships and behaviour, and they establish 'the way we work' at CARE Australia. You are expected to embody these values at work:

Courage	Ambition	Respect	Equality
We are clear-eyed about the challenges and opportunities facing humanity; we make bold decisions and take calculated risks to respond to these knowing we have a healthy and productive workforce in a safe and fun work environment.	We are all leaders, thinking big and taking urgent action to improve the world; we challenge each other, have the confidence to try new things, and we move fast.	We know we must be the change we want to see, so we treat colleagues, partners and the public with respect, valuing and promoting different opinions and perspectives based on our diverse life experiences, working together so we all feel safe and powerful.	We know humanity's best chance for overcoming poverty and creating a world of hope, tolerance and social justice lies in equality; we advance equality in all our work and in our dealings with all people, especially gender equality. It all starts with equal.

Code of Conduct

As an employee or representative of CARE Australia I will:

Strive for excellence

1. I will be a champion of CARE Australia and uphold CARE Australia's values.
2. I will fulfil my duties and responsibilities to the best of my ability to contribute to CARE Australia's Vision and Mission².
3. I will promote and celebrate gender equality and diversity.³
4. I am committed to learning, improving, and working collaboratively with others.

Create a safe and supportive workplace

5. I will contribute to a safe, supportive, fair, inclusive, respectful, and healthy workplace.
6. I will actively work to prevent any form of discrimination, harassment, and abuse, from happening within CARE Australia, or as part of CARE Australia's work.
7. I will seek out different voices, experiences, and opinions, and ensure that diversity and inclusion guide my work.
8. I will ensure that all my workplace relations and behaviours are appropriate and professional.

Treat others with respect and dignity

9. I will ensure all my actions in CARE Australia's work with participants, communities, and partners, are safe, respectful, and follow the principle of 'Do No Harm'⁴.
10. I will protect participants, community members, and especially children, from abuse and exploitation in any form – I will not abuse or exploit, and where I suspect, observe, or hear about it, I will report it.
11. I am aware of the privileges I hold by working with CARE Australia, acknowledge the unequal power relations that this can create, and will not use it to advantage myself or cause harm to others.

² CARE Australia's [Vision, Mission, and Focus](#).

³ As defined in CARE Australia's Diversity, Equity and Inclusion Policy

⁴ See CARE's minimum standards for the ["Do No Harm" Program Quality Driver](#).

12. I will strive to understand differences between myself and those around me, and I will seek to remove obstacles for all to participate in CARE Australia's work.

Be trustworthy and accountable

13. I will conduct myself as a representative of CARE Australia with honesty and integrity.
14. I will comply with CARE Australia and CARE International policies and procedures and relevant government legislation and legal requirements⁵.
15. I will treat information confidentially and in accordance with privacy and data protection laws.
16. I will declare all real or perceived conflicts of interest to management, including those relating to close or personal relationships with other CARE Australia employees, representatives, or partner staff.
17. I will be a responsible ambassador for CARE Australia's brand.
18. I will be a steward of CARE Australia's assets and funds entrusted by our supporters and donors.
19. I will be accountable for my behaviour and conduct, and I will report any concerns or incidents of misconduct.
20. I will comply with any lawful and reasonable direction given by someone in CARE Australia who has the authority to give the direction.

Breach of the Code of Conduct

You have a responsibility to act within the standards and expectations set out in this Code of Conduct. Failure to comply with these standards and expectations may lead to disciplinary action up to and including termination of your employment.

Reporting a breach of the Code

Any person who has reasonable grounds to suspect that misconduct has occurred is required to report that suspicion to the relevant Country Director, Director, or Head of People & Culture. Where this is not appropriate, or where a person does not feel comfortable in doing so, or where

⁵ All CARE Australia and CARE International Policies are located in the Sharepoint [Policy Hub](#)

they have previously made a report and believe no action has been taken, reports may also be directed to the CEO. Alternatively, a person may report wrongdoings:

- via the CARE International Ethics Point system CARELine:
 - website at [CARE International Ethics Point](#)
 - the country specific phone numbers listed on the CARELine website.

Further information about reporting misconduct can be found in the CARE Australia Whistleblower Protection Policy.

I undertake to discharge my duties and always abide by this Code of Conduct, during and outside of work, thereby contributing positively to CARE Australia's Vision and Mission.

Name: _____

Signature: _____

Date: _____

Office/ location: _____

Acknowledged electronically for onboarding _____