

Code of Conduct

**Australian Foundation for Fostering Learning in the Philippines Inc.
(The Foundation)**

Approved by the Board: 29-9-2022

1. Overview

- 1.1. The purpose of this code of conduct (**Code**) is to:
 - 1.1.1. outline our philosophy and corporate values.
 - 1.1.2. provide examples of how to deal in conflict-of-interest situations to protect and promote the interests of the members and the Foundation.
- 1.2. The Code is a framework for conducting business and is applicable to all Foundation volunteers.

2. Essential Ethical Foundations

- 2.1. As volunteers owe duties to the members and the organisation , to their volunteers , and to many other parties, conflicts between these duties can arise. By upholding the following attributes, conflict between duties is avoided and compliance with all other conduct requirements are met:
 - 2.1.1. **honesty** and **trust** are the most essential foundations to ethical business. This will affect every part of daily business.
 - 2.1.2. **professionalism** and **respect** must be demonstrated in all aspects of conduct. Professionalism deals with time management and meeting deadlines. It also assumes a non-confrontational and respectful manner is showed to all people.
 - 2.1.3. our volunteers must have a **dedication to the policies and procedures** for the Code to be effective. One way that this can be demonstrated is encouragement between volunteers to uphold the values of the Foundation.
 - 2.1.4. volunteers of the Foundation **must not use Foundation property for personal use**. Not only does this reduce member value but does not meet the essential foundations of honesty and trust.
 - 2.1.5. within the course of business our volunteers may be exposed to **confidential or sensitive information** and **trade secrets**. In many cases it is illegal to disclose such information, but at all times disclosure of this information conflicts with the underpinning characteristic of trust. Any disclosure, including inadvertent disclosure should be discussed with the Chair of the Board (**Chair**) promptly. Potential conflicts of interest must also be addressed with Chair. Volunteers must not reveal or make use of any information they have come in contact with because of their involvement with the organisation.
 - 2.1.6. no volunteer may do anything that is likely to adversely affect the regulation or interests of the Foundation.
 - 2.1.7. every volunteer has the **duty to obey the laws** of countries in which the Foundation operates.

3. Diversity in Business

- 3.1. The Board seeks to maintain an excellent corporate culture and has a strong commitment to all types of diversity in business.
- 3.2. Cultural awareness must be practiced at all times. This is especially the case when dealing with other cultures.

4. Conflicts of interest

- 4.1. A conflict of interest generally arises when an individual's personal or commercial interests potentially, actually or are perceived to conflict with the interests of the Foundation or your duties and responsibilities to the Foundation.
- 4.2. In these situations, the individual's ability to make impartial business decisions could be compromised or appear to be compromised.
- 4.3. Volunteers are required to make every effort to avoid conflict of interest situations and avoid being placed in compromising situations. However, where a conflict of interest does occur, or may occur, the conflict should be disclosed immediately to the Chair. The Foundation will then outline to the individual how the conflict of interests is to be dealt with, either through management or through ceasing the activity causing the conflict.

5. Accepting Gifts and Entertainment

- 5.1. In some cultures it may be customary to give and receive gifts. The organisation considers that the giving and receiving of gifts is acceptable subject to reasonableness.
- 5.2. Something of excessive value or something that might give the impression of favouritism should be politely declined. Entertainment is required in the spirit of business, therefore business lunches and dinners are acceptable, provided they are not on a regular basis.
- 5.3. We may only accept and give token gifts and modest hospitality and professional courtesies. We must not accept a gift or courtesy that could either lead to, or be perceived as, a conflict of interest.
- 5.4. If you receive a gift, you must disclose the gift to the Chair.

6. Bribes

- 6.1. We do not offer or accept bribes.

7. Issues in the Workplace

- 7.1. The Foundation supports a **No Blame Culture**. Regardless of the issue, the organisation must take a problem solving attitude when errors present themselves. Establishing and maintaining a no blame culture allows volunteers to discharge the duty of honesty more easily.
- 7.2. All volunteers must ensure that a **Bully-Free Environment** is upheld at all times. Volunteers must not engage in any vindictive or hurtful behaviour. This relates to the essential foundation of professionalism in the workplace.
- 7.3. Any conduct that a volunteer feels is inappropriate must be brought to the Chair promptly. It is paramount in these situations that the Chair and or the Board uphold their duty to resolve the issue and act in a professional manner.

8. Media Policy

- 8.1. The Foundation's authorised spokesperson is the Chair. The Chair may delegate this. If you are not authorised to make statements on the Foundation's behalf, you must politely **decline to make any representations**. This includes answering any question or making any statement to the media or any other body, unless required by law.

9. Social and Environment Awareness

- 9.1. The Foundation is committed to conducting its operations in an **environmentally responsible manner**. When analysing the activities, or proposed activities, the organisation

must undertake an environmental assessment. Decision makers must search the market and always consider the most environmentally friendly alternative.

- 9.2.** The Foundation maintains social responsibility by ensuring ***high quality products and services***. The principles of fair dealing, fair trading and good faith are fundamental considerations in the conduct of our business.

10. Other Issues

- 10.1.** The Foundation will monitor compliance with this Code. Any notification from internal and external sources of noncompliance will be investigated. This requires volunteers to report any behaviour that falls short of the standards identified in this Code to the Board. Any person reporting such incidents can remain anonymous and the matter will be dealt with confidentially.

- 10.2.** This Code will be made publicly accessible via the Foundation's website.

11. Review of Policy

- 11.1.** The Code will be reviewed by the Board no later than 30 September each year.