



help the mother  
help the child...

# CODE OF CONDUCT

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## CONTENTS

1. Introduction .....	3
2. Purpose .....	3
3. Objective .....	3
4. Our Values.....	3
5. Quality Principles and Commitments .....	3
6. Standards of Conduct for Board Members .....	5
7. Supporting Documents .....	5

## 1. Introduction

CINI Australia is a not-for-profit organisation registered as a charity in Australia. The objective of CINI Australia is to relieve suffering and poverty and to advance the health, nutrition, education and protection of women, adolescents and children in need in India. CINI Australia enables Australians to contribute to sustainable development programs in India that increase individual and community capacity, skills, and dignity.

## 2. Purpose

This Code of Conduct documents the standards of conduct to which every member of CINI Australia must adhere. The purpose is to enhance the transparency, accountability and effectiveness of CINI Australia for all stakeholders.

## 3. Objective

The objective of this code of conduct is to enable CINI Australia to be recognised as a trustworthy, reliable and effective organisation that meets or exceeds best practice standards.

## 4. Our Values

The following values of CINI Australia represent the foundations of the code of conduct:

1. **Integrity** - we act with honesty and are guided by ethical and moral principles in all we do.
2. **Transparency** - we openly share information about our organisation and our work to all our stakeholders and to the public.
3. **Effectiveness** - we strive to deliver outcomes that bring about positive change in the lives of people living in poverty.
4. **Cooperation** - we work with and alongside others in a spirit of mutuality, respecting diversity and difference in the pursuit of common goals.
5. **Equity** - we are committed to overcoming prejudices and disadvantage and promoting fair and just access to resources and opportunities.
6. **Respect** - we recognise the value and diversity of every person and are committed to treating others with due regard to their rights, dignity and integrity.
7. **Accountability** - we take responsibility for our actions and are accountable to all our stakeholders, and in particular primary stakeholders, for our performance and integrity.

## 5. Quality Principles and Commitments

1. **Rights, Protection and Inclusion:** we respect and protect human rights and we advance inclusion.
  - (a) We respect and respond to the needs, rights and inclusion of those who are vulnerable and those who are affected by marginalisation and exclusion.
  - (b) We support people affected by crisis.
  - (c) We advance the safeguarding of children.

- (d) We advance the safeguarding of those who are vulnerable to sexual exploitation and abuse.
- 2. **Participation, Empowerment and Local Ownership:** we enable sustainable change through the empowerment of local people and systems.
  - (a) We promote the participation and empowerment of primary stakeholders.
  - (b) We promote gender equality and equity.
  - (c) We promote the empowerment of people with disabilities.
  - (d) We promote the participation of children.
- 3. **Sustainable Change:** we contribute to the realisation of sustainable development.
  - (a) We seek durable and lasting improvements in the circumstances and capacities of primary stakeholders.
  - (b) We contribute to systemic change.
  - (c) We promote environmental stewardship and sustainability.
- 4. **Quality and Effectiveness:** we are informed by evidence, planning, assessment and learning.
  - (a) We articulate clear strategic goals for our work.
  - (b) We analyse and understand the contexts in which we work.
  - (c) We invest in quality assessment of our work.
  - (d) We reflect on, share and apply results in lessons with stakeholders.
- 5. **Collaboration:** our activities are optimised through effective coordination, collaboration and partnership.
  - (a) We respect and understand those with whom we collaborate.
  - (b) We have a shared understanding of respective contributions, expectations, responsibilities and accountabilities of all parties.
  - (c) We invest in the effectiveness of our collaborations and partnerships.
- 6. **Communication:** we communicate truthfully and ethically.
  - (a) We are truthful in all of our communications.
  - (b) We collect and use information ethically.
- 7. **Governance:** we are governed in an accountable, transparent and responsible way.
  - (a) We are not-for-profit and formed for a defined public benefit.
  - (b) We meet our legal and compliance obligations.
  - (c) We are accountable to our stakeholders.
  - (d) We have responsible and independent governance mechanisms.
- 8. **Resource management:** we acquire, manage and report on resources ethically and responsibly.
  - (a) We source our resources ethically.
  - (b) We ensure that funds and resources entrusted to us are properly controlled and managed.
  - (c) We report on the acquisition and use of our resources.
- 9. **People and Culture:** we manage and support people fairly and effectively.
  - (a) We have the human resource capacity and capability to deliver our work.
  - (b) We protect, value and support our people.
  - (c) We manage our people effectively and fairly.
  - (d) We enable our people to conduct themselves professionally and according to our values.

## 6. Standards of Conduct for Board Members

All Board members of CINI Australia must comply with the following standards of conduct:

1. Board members must act honestly, in good faith and in the best interests of CINI Australia.
2. Board members have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. Board members should use the powers of office for a proper purpose, in the best interests of CINI Australia as a whole.
4. Board members must recognise that the primary responsibility is to CINI Australia as a whole but may, where appropriate, have regard for the interests of other stakeholders.
5. Board members should not make improper use of information acquired as a director.
6. Board members should not take improper advantage of the position of director.
7. Board members should properly manage any conflict with the interests of CINI Australia.
8. Board members have an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board of Directors.
9. Confidential information received by a Board member in the course of the exercise of directorial duties remains the property of CINI Australia, from which it was obtained, and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by CINI Australia, or the person from whom the information is provided, or is required by law.
10. Board members should not engage in conduct likely to bring discredit upon CINI Australia.
11. Board members have an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this code.

## 7. Supporting Documents

The following documents provide further information in support of this code of conduct:

1. CINI Australia Child Protection Policy and Procedures.
  2. CINI Australia Overseas Travel Policy and Checklist.
  3. CINI Australia Overseas Travel Code of Conduct.
  4. CINI Child Safeguarding Policy.
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