

# CODE OF CONDUCT (STAFF & VOLUNTEERS)



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Approved by	The Board of Directors	Date for review	19 <sup>th</sup> January 2024

## INTENT

LiteHaus International seeks to ensure all staff and volunteers are working effectively together to achieve our mission in a way which demonstrates our integrity and commitment to our values. This Code of Conduct outlines the values, principles and standards expected of staff to enable the advancement of the organisation and the realisation of its strategic vision.

## SCOPE

This Code applies to all staff, in-country personnel on contract, and volunteers (herein personnel) of LiteHaus International. Directors of LiteHaus International are bound by the provisions of *LiteHaus International – Code of Conduct (Directors)*. This Code is applicable across all countries in which LiteHaus International operates.

## VALUES

LiteHaus International's organisational values inform and underpin everything we do. What we value most includes:

- **Community, family and fun** – the 'LiteHaus family' believes in the power of community and fun and welcomes all who hope to create a fairer, more inclusive world.
- **Integrity** – to deliver impact, we rely on partnerships which are built on trust. Accordingly, we value integrity, and guarantee our own in return.
- **Inclusiveness** – The digital divide excludes people from opportunity. We advocate for and value inclusiveness. Our work breaks down barriers to inclusion.
- **Education** – We value and believe in the transformational power of education and we are on a mission to place that power in the fingertips of future leaders.
- **Vision & Innovation** – We value visionary thinking and believe in innovative action. This is how change is made and impact is generated.
- **Sustainability** – We are committed to sustainability across our programs. We are actively creating sustainable IT asset disposal mechanisms to reduce e-waste.

## **CONDUCT**

All personnel are expected to:

- Behave honestly and with integrity and act with care and diligence in the course of their employment or association with LiteHaus International;
- Foster, promote and contribute to a work environment that is fair, inclusive, equitable and free from any form of harassment or discrimination;
- Behave in a way that upholds and actively promotes the values of LiteHaus International and the integrity and good reputation of LiteHaus International;
- Comply with any lawful and reasonable direction given by someone at LiteHaus International who has the authority to give the direction;
- Take every reasonable step to avoid any conflict of interest (real or apparent) in connection with their employment or association with LiteHaus International and, where one exists, disclose it;
- Adhere to LiteHaus International's policies and procedures and proactively seek ways for continual improvement.

## **PROTECTION FROM SEXUAL HARASSMENT, EXPLOITATION AND ABUSE AND CHILD ABUSE**

Sexual misconduct and child abuse are not acceptable and all personnel must comply with the following policies:

- *LiteHaus International – Child Protection Policy;*
- *LiteHaus International – Children & Youth Participation Policy;*
- *LiteHaus International – Workplace Harassment, Discrimination and Bullying Guidelines;*
- *LiteHaus International – Work Health & Safety Guidelines;*
- *LiteHaus International – Equal Employment Opportunity Policy.*

The Australian Government's Department of Foreign Affairs and Trade has clear requirements in relation to protection from sexual exploitation and abuse, and child protection with which LiteHaus International complies, including:

- All personnel must not engage in any relationship, in the course of conducting business, where rank or position is used improperly to initiate sexual activity, including consenting sexual activity. As such, personnel must not engage in sexual behaviour or relationships with beneficiaries.
- Where personnel are non-nationals of the country where they are working at any time, any relation of an intimate nature that could be perceived to be of a sexual nature should be discussed with their relevant line manager.
- Should personnel engage in sexual behaviour or relationship with another colleague, this must be declared to the relevant line manager, or in the case of a volunteer, their primary point of contact, who may refer the parties to the Chief

Executive Officer.

## **CONFLICTS OF INTEREST**

Personnel must not engage in any activity which could be deemed to be in conflict with LiteHaus International's interests. Personnel are required to be objective and impartial, and be seen to be so. A conflict of interest can involve:

- pecuniary interests i.e. financial gain or other material benefits
- non-pecuniary interests i.e. favours, personal relationships and associations.
- the interests of members of family or relatives (where these interests are known) or the interests of associates or friends.

Conflict may arise in a situation where an employee or volunteer uses their position to negotiate terms that are personally advantageous. A conflict may arise if an personnel performance can be influenced by conflicting loyalties. Personal gain, direct or indirect benefits to friends, family, etc, at the expense of LiteHaus International must be avoided.

Personnel must exercise the powers and responsibilities of their position solely for the benefit of LiteHaus International and beneficiaries of LiteHaus International's programs.

If personnel believe that there may be any existing or potential conflict (perceived or actual) in relation to their employment with LiteHaus International, they must inform their line manager or the Chief Executive Officer.

## **OUTSIDE EMPLOYMENT**

Personnel may wish to engage in other employment or activities for which remuneration may or may not be received. When seeking approval to do so, the following principles will apply:

- the work concerned does not involve a conflict of interest or a perceived conflict of interest;
- the work concerned does not infringe on their responsibilities to LiteHaus International or prevent them from attending to all facets of their duties;
- the work does not interfere with their regular work;
- their official capacity as a LiteHaus International employee or volunteer is not used in connection with other employment; and
- the nature of the work would not bring LiteHaus International into disrepute.

The operation of private businesses, or possession of an Australian Business Number, is included in the category of outside employment. LiteHaus International actively supports involvement in community activities through charitable, social or sporting

bodies where conflict of interest is not involved. Submissions requesting approval for engagement in outside employment must include details of the nature of the employment and the amount of time involved and be submitted to the Chief Executive Officer through personnel's line manager. Delegation for approval lies with the Chief Executive Officer. In the case of the Chief Executive Officer, delegation for approval lies with the Board of Directors.

Casual employees and volunteers would normally not be required to seek approval for outside employment, as it is accepted that the irregular and intermittent nature of their employment would result in, or require, that they have other employment.

## **STANDARDS OF BEHAVIOUR & REPRESENTATION**

LiteHaus International has a legitimate interest in personnel's private activities because these activities may bring discredit upon LiteHaus International in its relationships with Stakeholders including (but not limited to) the people it exists to support, governments, donors or the general public. Personnel should be vigilant in using sound and good judgement outside of work. In determining whether their activity or conduct is outside the provision of the Code, due regard will be taken of the following factors:

- The nature and circumstances of the activity; or
- Their position, duties, and responsibilities; or,
- The consequences of the activity on their ability to fulfil their duties and responsibilities; or
- The effects of the activity or its consequences on relationships of LiteHaus International with the people it exists to support, governments, donors or the general public.

Examples of unacceptable behaviour/activities include behaviour which:

- Negatively affects personnel's own or another's performance or has the potential to do so; or
- Is fraudulent or unethical; or,
- Negatively impacts the reputation of LiteHaus International; or,
- Could result in personnel being charged and/or convicted of a criminal offence which, in the opinion of LiteHaus International, brings into question their continued suitability to remain as an employee; or
- Otherwise breaches the obligations created under the Code.

Personnel have an obligation to disclose any activity, conduct or the existence of any allegation, charge or offence that could possibly call their fitness for continued employment into question. Failure to disclose behaviour/activities which are

considered unacceptable may result in disciplinary action being taken against personnel including the potential termination of their employment.

### **USE OF COMPANY RESOURCES**

LiteHaus International resources may include money or money-like resources (such as allowances, credit cards and cab charges), tangible goods (such as furniture or computer equipment), intangible goods (such as software), or services derived from those tangible or intangible goods (such as e-mail or internet). These resources are made available to personnel for fulfilling their work responsibilities.

While LiteHaus International accepts modest private use of a limited number of resources, personnel must exercise judgment and caution, and comply with relevant legislation and organisational policies, in their use of any CARE resources. Personnel must:

- show reasonable care and only use CARE Australia property, resources, or funds for authorised purposes; and
- treat CARE Australia property with due care and ensure it is secured against damage, theft and misuse.

### **USE OF TECHNOLOGY**

The content of any e-mail sent or received using CARE Australia's systems and equipment are the property of CARE Australia. CARE Australia reserves the right to access employee accounts. Personnel must not download material that is inappropriate including using the internet or email to access or distribute material which would be regarded as being offensive or constituting the use of these for menace or harassment. Accessing pornography using LiteHaus International equipment or when personnel are on duty is strictly forbidden and will lead to disciplinary action including possible termination of employment or association.

Copyright law is to be observed at all times in copying or distributing any material.

Responsible use of social media regarding content, engagement and commentary is expected. Refer to sections on *Public Comment* and *Social Media* in this Code.

### **PUBLIC COMMENT**

Personnel have the same rights of free speech and independence in the conduct of their private affairs as other members of the public. However, personnel also have a duty not to compromise LiteHaus International by publicly criticising (particularly via social media) the organisation, its business activities or its staff.

LiteHaus International has nominated spokespersons who are authorised to communicate with the media. Unless specifically authorised, personnel should not communicate to the media any information concerning LiteHaus International or its business activities. If personnel receive a media inquiry they should refer the journalist to the Chief Executive Officer or regional lead, who will then work with the journalist to answer their enquiry.

## **SOCIAL MEDIA**

In participating in social media in their own time, personnel are covered by the same broad principles as other employees who comment in a private capacity on public issues. Personnel are encouraged to share posts about their work with LiteHaus International are reminded of the following points:

- Personnel should maintain behaviour reflecting good ambassadorship of LiteHaus International. Behaviour and comments online reflect on the organisation, so personnel must not engage in behaviour online that would not be acceptable in the workplace.
- If personal profiles identify employees or volunteers as having a position within LiteHaus International, personnel are asked to carefully avoid making comments that could be interpreted as an official statement on behalf of LiteHaus International.

A person who could be identified as a LiteHaus International employee or representative and who posts derogatory comments of LiteHaus International's work or employees, or offensive, racist or obscene material even in their own time and using their own resources, is likely to be in breach of this Code of Conduct.

## **BREACH OF THE CODE OF CONDUCT**

Personnel have a responsibility to act consistently with the standards and expectations set out in the Code. Failure to comply with these standards and expectations may lead to disciplinary action which could include termination of their employment.

Any person who has reasonable grounds to suspect that misconduct has occurred is required to report that suspicion to their line manager or Chief Executive Officer. Where this is not appropriate, or where a person does not feel comfortable in doing so, or where they have previously made a report and believe no action has been taken, reports may also be directed to any member of the Board of Directors, or to [incidentreporting@litehausinternational.org](mailto:incidentreporting@litehausinternational.org)

## **RELATED DOCUMENTS**

- LiteHaus International – Child Protection Policy & Code of Conduct;
- LiteHaus International – Children & Youth Participation Policy;

- LiteHaus International – Workplace Harassment, Discrimination and Bullying Guidelines;
- LiteHaus International – Work Health & Safety Guidelines;
- LiteHaus International – Equal Employment Opportunity Policy.