

# Code of conduct and Ethic

Policy Number: **ACB-CCE012026**

Effective date	Next review date	Version
2 Jan 2026	15 June 2027	Version 1 ▾

## 1. Purpose

The purpose of this Code of Conduct is to set out the standards of behaviour expected of all individuals associated with the **Australian Charity for Burundi (ACB)**. As an organisation dedicated to empowering communities in Burundi, our conduct must reflect the dignity, safety, and respect we promise to those we serve.

## 2. Scope

This policy applies to:

- **Board Members and Leadership**
- **Staff and Volunteers** (located in Australia and Burundi)
- **Contractors and Partner Organisations** implementing projects supported by ACB.

## 3. Guiding Values

Our conduct is grounded in the ACB's three core values:

1. **Compassion:** We act with deep empathy. Our interactions are never transactional but focus on the human worth of every individual.
2. **Community:** We build relationships based on trust. We respect local customs in Burundi and the diverse community of supporters in Australia.
3. **Collective Effort:** We work as a united team. We value transparency and accountability because we know we achieve more together.

## 4. Standards of Professional Conduct

### A. Safeguarding and Protection of Vulnerable People

Given our work with deprived rural communities, the safety of beneficiaries is paramount.

- **Child Protection:** Zero tolerance for any abuse, exploitation, or inappropriate interaction with children.
- **Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH):** ACB representatives must never use their position or resources to exploit vulnerable individuals.
- **Dignity in Media:** All beneficiaries must be treated with dignity. Photos and stories must only be collected with informed consent and must not stereotype or degrade the subjects.

### B. Financial Integrity and Anti-Corruption

As a charity funded by public donations, we hold ourselves to the highest fiscal standards.

- **Fraud and Bribery:** We have zero tolerance for fraud, bribery, or kickbacks. Funds must be used solely for their intended charitable purpose.
- **Resource Use:** ACB assets (funds, equipment, data) must be used responsibly and efficiently to maximise impact for beneficiaries.
- **Record Keeping:** Accurate records of all expenditure must be maintained to ensure transparency for donors and the Australian Charities and Not-for-profits Commission (ACNC).

### C. Respect and Inclusion

- **Non-Discrimination:** We treat everyone fairly regardless of race, gender, religion, disability, or clan/ethnic background.
- **Cultural Sensitivity:** When working in Burundi, representatives must respect local laws, customs, and culture, provided they do not conflict with fundamental human rights or this Code.

### D. Conflicts of Interest

- All personnel must avoid situations where their personal interests conflict with the interests of ACB.

- Any potential conflict (e.g., hiring a family member, business deals with friends) must be disclosed immediately to the Board/Management.

## E. Professional Behaviour

- **Alcohol and Substances:** Personnel must not be under the influence of alcohol or illicit drugs while performing official duties or interacting with beneficiaries.
- **Social Media:** Personnel must not post content that damages ACB's reputation or breaches the privacy/dignity of beneficiaries.

# 5. Breaches and Reporting

## Duty to Report

Anyone who suspects a breach of this Code (including financial misconduct or safeguarding concerns) has a duty to report it.

### Reporting Channels

Reports can be made confidentially to:

- **Email:** info@acb.org.au
- **Phone:** +61 435 974 827

## Whistleblower Protection

ACB is committed to protecting individuals who report misconduct in good faith. No person will face retaliation, harassment, or discrimination for reporting a suspected breach.

## Consequences

Breaches of this Code may result in disciplinary action, up to and including:

- Termination of employment or volunteer status.
- Removal from the Board.
- Severance of partnership agreements.
- **Legal Action:** Serious legal breaches will be reported to relevant authorities (e.g., ACNC, Australian Federal Police, or Burundi local authorities).

# 6. Commitment & Acknowledgement

I acknowledge that I have read and understood the **ACB Code of Conduct**. I agree to uphold the standards, vision, and values of ACB.

**Name (Print):** \_\_\_\_\_

**Role (e.g., Volunteer/Board):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_