

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: _____