

Workplace Code of Conduct



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Pacific Assist believes all human beings of all nationalities, cultures, backgrounds, and gender are of infinite worth. We believe that all people should be treated with respect and dignity and feel and be safe as they go about their daily life. Pacific Assist does not tolerate discrimination, harassment, sexual harassment, bullying, exploitation, victimisation, or vilification. Any misconduct related to inappropriate language, inappropriate interactions, bullying, emotional, physical or sexual abuse, and/or racism will be investigated thoroughly and reported to appropriate authorities in accordance with relevant local legislation in the place of work.

In addition, we expect all Pacific Assist representatives to exercise personal responsibility and integrity and to act in compliance with Australian law, and the laws of nations where we pursue our charitable purposes. Appropriate disciplinary action will be taken against anyone whose conduct breaches this code.

All representatives of Pacific Assist, including the Board of Directors, employees, service providers, partners, contractors and volunteers are expected to act in accordance with the Code of Conduct below.

I WILL:

- **UNDERSTAND** and comply with all relevant Australian and local legislation;
- **AGREE** and uphold this Code of Conduct;
- **TREAT** all peers equally and with dignity and respect regardless of differences of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- **ABIDE** by Pacific Assist's Child Safety & Wellbeing Code of Conduct
- **SET** clear, appropriate standards of behaviour at work and manage those standards by leading by example;
- **MONITOR** the workplace for inappropriate behaviour and immediately report concerns or allegations of inappropriate workplace behaviour in accordance with Pacific Assist procedures;
- **ATTEND** training workshops provided by Pacific Assist that reinforce acceptable values and practices;
- **REQUEST** unacceptable or offensive behaviour to cease, respecting that different people may have different levels of tolerance and acceptance of certain behaviour;

- **WHEN** asked by a peer, cease inappropriate behaviour or remove offensive materials;
 - **IN** all business conducted as a representative of Pacific Assist, act with integrity and honesty and place the organisation's interests over my own interests or those of any other person or persons;
 - **OBSERVE** the provisions of Pacific Assist's constitution, policies, and rules, including any policies on conflict of interest;
 - **ENTHUSIASTICALLY** and competently carry out the duties specified by my contract of employment;
 - **CO-OPERATE** with Pacific Assist in any investigation of a breach of this Policy; and
 - **COMPLY** with local laws, codes of conduct, or other regulations in the particular country or region I am located or am travelling to for official duties.
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I WILL NOT:

- **USE** language or behaviour that is inappropriate, harassing, abusive, racist, sexually provocative, demeaning or culturally inappropriate;
- **DISTRIBUTE** sexually explicit or offensive material via electronic means such as email/text;
- **DISPLAY** sexually explicit or offensive materials such as pictures, posters, screen savers or computer graphics;
- **DISCRIMINATE**, harass, sexually harass, sexually abuse, bully, exploit, victimise, or vilify another person or persons, including children and others who are vulnerable and marginalised;
- **MAKE** false claims against colleagues;
- **VICTIMISE** any representative who makes a complaint;
- **ACT** as to bring Pacific Assist or its mission into disrepute;
- **OFFER**, promise or receive – or engage another party to offer, promise or receive – anything of value (cash, loan, gift, hospitality, personal/ family/ social/ sporting/ cultural/ sexual favour or other advantage) for the purpose of inducing or rewarding a discretionary favourable action or the exercise of influence, including transactional sex (any form of sexual activity in exchange for goods or services, money, employment or preferential treatment);
- **PROVIDE** benefits to a third party where it is expected or likely that some or all of that benefit will be provided or offered to another person in order to influence a public official.
- **UNDERTAKE** any activity that seeks to bribe, corrupt or otherwise improperly influence a public official in any country to act in a way that differs from that official's proper duty, obligations and standards of conduct; and

- **SEEK** to bribe, corrupt or otherwise improperly influence a public official in any country.

If I think this Code of Conduct has been breached by another person representing Pacific Assist, I will:

- promptly report any concerns to Pacific Assist’s Project Manager;
- follow Pacific Assist’s policies and procedures for receiving and responding to complaints and concerns; and
- comply with legislative requirements on reporting if relevant, and with Pacific Assist’s policy and procedures for internal and external reporting.

I agree to abide by this Workplace Code of Conduct during my engagement as a Pacific Assist employee, contractor, volunteer, service provider, or Board Director.

I understand that breaches of this Workplace Code of Conduct may be a criminal offence and may lead to disciplinary and/or legal action against me.

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Signature

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Full Name

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Date



Deductible Gift Recipient