
**AfP Code of Conduct
including prevention of
Sexual Exploitation and
Abuse, all forms of
harassment, fraud and
corruption, security breaches,
unethical business practices
and other abuses of power.**

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1. Introduction

This policy relates to combatting unethical behaviour which jeopardises realisation of our Vision, Mission and Values. Without countering corruption, fraud, and other abuses of power our programmatic assistance would be in danger of not achieving desired outcomes, including reaching the most vulnerable¹. Further, sexual exploitation by aid workers within the communities in which they work represents a 'catastrophic failure of protection',² while being under-reported³. Such misconduct requires focused efforts to ensure exploitation and other abuses of power do not occur in Act for Peace-supported programs.

Act for Peace (AfP) recognises that a culture of ethical behaviour and accountability are essential to meet the organisation's commitment to building safety, justice and dignity in communities threatened by conflict and disaster. Promoting the highest professional and ethical standards among our staff ensures both the appropriateness of AfP's work, and the effectiveness of its programs. As an ecumenical organisation that is part of the National Council of Churches in Australia and focused on implementing partners across the world, AfP staff must embody and promote a culture that both protects and empowers individuals through transparent and accountable processes.

As a member of the ACT Alliance, working with the ACT Secretariat, ACT members, ACT National Forums, AfP has designed its Code of Conduct Policy to be both compliant with ACT policies and complementary in reinforcing a set of common standards and approach in order to maximise synergies among common partners .

This is one of two mandatory code of conduct policies within the organisation, the other being the Child Protection Policy.

The Code of Conduct shall be signed by all AfP staff. AfP staff members are responsible for ensuring compliance with the Code.

2. Rationale

AfP is committed to ensuring the safety and wellbeing of all of its staff, partners and program participants, including programs supported by AfP in partnership with other organisations. AfP takes this duty of care seriously and aims to provide the safest possible environment for program participants.

¹ Transparency International 'Poverty, Aid and Corruption' (2007), Transparency International Policy Paper.

² Inter-Agency Standing Committee Task Force on Protection from Sexual Exploitation and Abuse (2012) 'Sexual Exploitation and Abuse by UN, NGO and INGO Personnel: a self-assessment' <http://odihpn.org/magazine/sexual-exploitation-and-abuse-by-un-ngo-and-ingo-personnel-a-self-assessment/>

³ Save the Children. (2008) No one to turn to: the under-reporting of child sexual exploitation and abuse by aid workers and peace-keepers.

This Code of Conduct confirms AfP's commitment to uphold and promote the highest ethical and professional standards in all of its work.

3. Scope and Purpose

The primary purpose of the Code of Conduct is to promote greater accountability among AfP staff, to make ethical decisions in their professional and private lives and to outline clear complaints and disciplinary procedures and mandatory reporting obligations.

The secondary purpose of this policy is to ensure we act as a model for our other partners and members of the Alliance and additional people with whom we work in our humanitarian and development programmes. It seeks to protect staff as well as every woman, man, girl and boy with whom we work from abuse by individuals or groups from within our partners organisations. The Code is intended to serve as a guide for AfP and partner staff.

The AfP Code of Conduct applies to all AfP staff (fulltime, casual and temporary AfP personnel, contractors and volunteers) and AfP governing body members. All AfP personnel, contractors, volunteers and governing body members are personally and collectively responsible for upholding and promoting the highest ethical and professional standards in all humanitarian, development and advocacy work.

The AfP Code of Conduct outlines the key responsibilities of all AfP staff in relation to respect for the safety, dignity and rights of the people with whom they work both in Australia and overseas. It is designed to assist staff to better understand the obligations placed upon their conduct, as to prevent sexual exploitation and abuse, all forms of harassment, fraud and corruption, security breaches, unethical business practices as well as other abuses of power.

AfP partners are bound (by virtue of their AfP Partnership Agreements) to abide by AfP policies as contained in the Partnership Agreement and/or Grant Agreement, which includes this Code of Conduct. In cases where partners have Codes of Conduct that are equal to or exceed this Code, program staff should jointly discuss and agree on which document should be signed by its organisation's staff.

It is compulsory for each and every AfP staff member (permanent and part time) and all AfP volunteers, consultants and members of the governing body to sign a declaration to certify that they have read, understood and agree to abide by AfP's Code of Conduct for Sexual Exploitation and Abuse, all forms of harassment, fraud and corruption, security breaches, unethical business practices and other abuses of power and the AfP Child Protection Policy and that they accept the consequences, up to and including termination,⁴ of any violation of any of the provisions contained either in the Code of Conduct or the Child Protection Policy in accordance with AfP-NCCA disciplinary policies and procedures.

AfP staff are encouraged to promote both the spirit and principles of the Code of Conduct among their partner organisations and monitor partner efforts to ensure compliance. The management of every AfP partner organisation has a responsibility to ensure that their staff understand and comply with the Code of Conduct.

4. Applicable Humanitarian Standards and Guidance

AfP recognises its responsibilities as a recipient of DFAT funding and having a Head Agreement with DFAT, and our obligations to mitigate fraud, corruption and abuse of power.⁵ The AfP Code of Conduct has been reviewed to ensure compliance with, ACFID Code of Conduct,⁶ the ACT Alliance Code of Conduct on Sexual Exploitation and Abuse, Corruption and Fraud and Abuse of Power (2011),⁷ ⁸ Accountability Frameworks in the UN (2011)⁹, the Commonwealth Fraud Control Framework (2014)¹⁰, the UN Secretary General's Bulletin of 2003 (PSEA).

⁴ Refer to Operations Manual for details of disciplinary action.

⁵ Head Agreement Between Commonwealth of Australia (AusAID) and National Council of Churches Australia in Relation to NGO Periodic Funding. Agreement number: 37914,

⁶ ACFID, www.acfid.asn.au/code-of-conduct

⁷ The ACT Code of Conduct was first approved by the ACT International Executive Committee on 10.12.2002. This revised Code of Conduct takes into account the change of name to ACT Alliance and the broader mandate of the ACT Alliance: www.act-intl.org/manual.php
www.humanitarianinfo.org/iasc/pageloader.aspx?page=content-products-products&sel=14

⁹ www.unjju.org/en/reports-notes/JIU%20Products/JIU_REP_2011_5_English.pdf

AfP endeavors at all times to uphold frameworks of accountability and quality, and the standards, guidance and indicators designed to ensure best practice in humanitarian response. These include *the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations in Disaster Relief*¹¹, the *Core Humanitarian Standard on Quality and Accountability*¹², wherein ‘Communities and people affected by crisis can expect that the organisations assisting them are managing resources effectively, efficiently and ethically’, the Core Humanitarian Standards and Sphere Humanitarian Standards.

5. AfP Policy Objectives

The core objective of this Code of Conduct is for AfP staff to uphold and promote the highest ethical and professional standards in the conduct of their work; protecting vulnerable populations in a safe environment free from abuse, exploitation, harassment, fraud and corruption. Through a culture of accountability, we will be able to increase our impact in achieving safety, justice and dignity in communities threatened by conflict and disaster and in doing so, will enhance the overall effectiveness of our programs and critically, ensure we are working with our staff and partners in a safe and protective environment, free from abuse or exploitation

6. AfP’s Approach and Focus Areas

6.1 Approach

In preventing sexual exploitation and abuse, all forms of harassment, fraud and corruption, security breaches, unethical business practices and other abuses of power, it is expected that all AfP staff shall at all times:

- Respect and promote human rights¹³ and fundamental freedoms without discrimination.
- Treat all communities with whom AfP works (including crisis-affected populations, internally displaced people, refugees and host communities), fairly and with respect, courtesy, dignity and according to International Laws and Standards¹⁴.
- Promote the implementation of the AfP Code of Conduct by contributing towards the creation and maintenance of an environment that prevents sexual exploitation and abuse, all forms of harassment, fraud and corruption, security breaches, unethical business practices and other abuses of power.
- Report any knowledge, concerns or substantial suspicions of breaches of the Code to her/his line manager and/or senior management of the AfP member organisation (or following procedures established by the organisation’s complaints mechanisms), who is expected to take prompt investigative action within the timeframes outlined in the incidence reporting schedule)

Incident type	Time Frame to Report to AfP
Child Protection	Within 24 hours of suspicion or allegation of child protection issue
Fraudulent Activity	Within 24 hours of detection
Conflict of Interest	Within 24 hours of detection
Privacy Breach	Within 24 hours of detection
Suspected Terrorist Activity	Within 24 hours of suspicion or allegation of activity

¹⁰ Attorney’s General Department,

www.ag.gov.au/CrimeAndCorruption/FraudControl/Documents/CommonwealthFraudControlFramework2014-NotAccessible.pdf

¹¹ *The Code of Conduct* states that “the right to receive humanitarian assistance...is a fundamental humanitarian principles which should be enjoyed by all citizens of all countries”. It also recognises “the crucial role played by women in disaster-prone communities” and aims to ensure “that this role is supported, not diminished, by aid programs.”

¹² <http://www.corehumanitarianstandard.org/files/files/Core%20Humanitarian%20Standard%20-%20English.pdf>

¹³ As set out, for example, in the Universal Declaration of Human Rights, 1948, see: <http://www.un.org/en/documents/udhr/index.shtml>

¹⁴ Standards include for example the **Code of Conduct** for The International **Red Cross** and Red Crescent Movement and NGOs in Disaster Relief (<http://www.ifrc.org/Docs/idrl/I259EN.pdf>) and the *Sphere Standards 2011 version* (<http://www.sphereproject.org/>)

- Be aware that failure to disclose or knowingly withhold information about any reports, concerns or substantial suspicions of breaches of this Code of Conduct constitutes grounds for disciplinary measures.
- Be protected by AfP's commitment to providing a safe environment through which they can voice a concern, without fear of reprisal or unfair treatment as articulated in the AfP Complaints Policy.
- Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in the provision of goods and services in the execution of their job.
- Cooperate when requested with any investigation into alleged breaches related to this Code.

6.1 Focus Areas

(a) Risk Management

AfP recognizes that there are a number of potential risks associated with our support for overseas programs. In recognizing these risks, staff and others will proactively assess and manage risks that may lead to a breach of the Code of Conduct.

- All AfP staff will sign and comply with the Code of Conduct and all partners receiving funding from AfP will sign a Partnership Agreement, which outlines their responsibilities.¹⁵
- The management in each AfP partner organisation or ACT member should establish proper systems for investigating, recording and dealing with misconduct. A complaints policy and mechanism should be in place where complaints are investigated promptly, while maintaining discretion and confidentiality and protecting the rights of all individuals involved.
- AFP Program Coordinators will monitor compliance and progress towards compliance.

(b) Sexual Exploitation and Abuse¹⁶

Sexual exploitation and abuse (SEA) is a form of Gender-Based Violence (GBV). AfP recognises that SEA can occur in any development or humanitarian setting. In humanitarian crises, however, the dependency of affected populations on humanitarian agencies for their basic needs creates an additional ethical responsibility and duty of care on the part of all AfP staff.

To protect AfP stakeholders in all situations, AfP staff, contractors, volunteers and governing body members shall while on duty and off duty:

- Understand that SEA by staff involved in development and humanitarian work constitute acts of gross misconduct and are therefore grounds for termination of employment.¹⁷
- Never engage in any sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Sexual activity with children is prohibited. Mistaken belief in the age of a child is not a defence (see AfP Child Protection Policy).
- Never exploit the vulnerability of any target group in the context of development and humanitarian work, especially women and children, or allow any person/s to be put into compromising situations.
- Know that the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Never abuse a position to withhold any form of assistance, or give preferential treatment; in order to solicit sexual favours, gifts, payments of any kind, or advantage.
- In countries where AfP staff, contractors and volunteers undertake long-term development work, an employee who engages in a long-term consensual sexual relationship with a member of the community which is benefiting from an AfP programme, and/or with another employee, is encouraged to inform his or her manager about the relationship to prevent the perception of a conflict of interest.
- Any suspicion of breaches of the code should be reported to the line manager within the required timeframe

AfP promotes the integration of a gender-sensitive perspective into efforts to effectively prevent and respond to sexual abuse and exploitation.

¹⁵ In the event that a partnership Agreement is not the preferred means of formalising a working relationship, another framework (such as an MOU) may be used but these documents require the same standards of compliance with our Code of Conduct.

¹⁶ See revised 2011 ACT PSEA Guidelines or www.un.org/en/pseatastaskforce/tools_response.shtml for more resources.

¹⁷ In countries where it is a legal obligation to report allegations of child abuse or sexual assault to the national police, the AFP member management should take into consideration whether, how and when to inform national authorities. The survivor's view shall be sought, as people who report abuse may be at risk from the police in some countries.

(c) Harassment

AfP staff, contractors, volunteers and governing body members shall never commit any form of harassment that results in physical, sexual or psychological harm or suffering to individuals, especially women and children. AfP does not tolerate any form of workplace violation such as harassment (including sexual, gender and racial harassment), bullying and discrimination, that is, any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual.

Therefore, all AfP Staff shall:

- Treat everyone with dignity and respect. Speak with civility and kindness, listen carefully, and consider others' wellbeing.¹⁸
- Never commit any form of harassment that causes physical, sexual, psychological or emotional harm or suffering to individuals.
- Never engage in any behaviour, deliberate or otherwise, that makes the recipient feel persecuted, vulnerable and powerless.
- Understand what constitutes harassment, recognise early signs of sexual, gender and racial harassment (among others) and take swift action to prevent and resolve.
- Understand what constitutes bullying, empower staff that are affected by it, develop strategies for reducing and stopping it, and take necessary disciplinary action against those found to have committed an AfP or form of harassment.
- Violent, harassing or discriminatory behaviour of any kind directed toward another person in the workplace or in affected communities is unacceptable and shall not be tolerated, and will be dealt with as per the complaints and disciplinary procedures policy.

(d) Fraud and corruption

Fraud involves dishonestly obtaining a benefit, or causing a loss, by deception or other means. Examples of fraud include:

- Misappropriation of funds
- Altering documents
- Falsifying signatures
- Misuse of Commonwealth assets
- Providing false information to the Commonwealth
- Unauthorised disclosure of confidential information
- Theft of aid program funds or assets.¹⁹

Fraud is a criminal offence (under Chapter 7 of the Criminal Code). Accordingly, AfP has a zero-tolerance approach to fraud and corruption. AfP staff shall never take advantage of their position when working with communities, partners or other AFP stakeholders.

Therefore, AfP staff shall at all times:

- Promote a culture of honesty and openness among AfP staff and management.
- Be transparent in all work-related financial transactions.
- Never steal, misuse or misappropriate funds or property, ensuring that financial and other resources are used solely for the intended purposes. This applies also to any other income generated such as any interest received/earned on the funds.
- Never engage in 'non-arms length transactions'²⁰ document or check forgery, money laundering, taking of commissions and influencing tender process for improper benefit or theft.
- Create a work environment where communities and staff can safely and confidentially raise and report all serious concerns about suspected fraud and corruption.
- Never knowingly support individuals or entities involved in illegal activities.

¹⁸ This includes communities with whom AFP works

¹⁹ DFAT, Fraud Policy Statement, <http://dfat.gov.au/about-us/publications/Pages/fraud-policy-statement.aspx>

²⁰ The arm's length principle (ALP) is the condition or the fact that the parties to a transaction are independent and on an equal footing. Such a transaction is known as an "arm's-length transaction".

- Never deliberately destroy, falsify, alter or conceal evidence material to an investigation or make false statements to investigators in order to materially influence or impede investigations into corrupt, fraudulent, coercive or collusive allegations.
- Conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relation to finances, management and governance, where relevant.
- Report any detected, suspected or attempted fraudulent activity immediately to DFAT.
- Never disburse donated funds or resources to a third party (including affiliates or partner agencies) for humanitarian aid and development activities unless satisfied that:
 - a. The activity is consistent with AfP's strategy, objects, purpose and values;
 - b. AfP has the capacity to apply the funds or resources in accordance with the promise to the donor, with this Code, with the signatory organisations' strategy, objects and purpose and with the specific instructions of the signatory organisation;
 - c. The funds or resources will be disbursed in accordance with relevant laws including taxation, counter terrorism financing and anti-money laundering legislation; and
 - d. Appropriate control and risk management mechanisms are in place to mitigate the risk of misappropriation or improper use of the funds or resources once disbursed.

(e) Unethical business practices

AfP promotes moral and ethical business practices. Therefore all AfP staff shall:

- Always follow transparent, accountable and honest practices when receiving cash donations from the public earmarked for humanitarian or development purposes.
- Never use or accept a bribe in the form of money, goods and or services to secure a contract for services when dealing with suppliers in any development or humanitarian work both in Australia and overseas.
- Never take part in activities that generate personal, organisational or collective profit such as buying or selling when such activities may affect or appear to affect AfP's credibility or integrity.
- Never share in the profits or budget leftovers as kickbacks, cuts or discounts for personal or organizational benefits.
- Never accept any gifts or other favours that may influence the performance of staff functions or duties. Gifts are defined as, but not limited to: services, travel, entertainment, material goods, among others. In order to respect national and local traditions and conventional hospitality, minor token gifts such as pens, calendars, desk diaries, traditional items with low monetary value (such a woven cloths, baskets), memorial plaques etc. can be accepted.
- Never use illegal labour, child labour and forced labour in any work area.
- Always pay State taxes, comply with national business law and international standards.
- Always strive for the highest health, safety and environmental standards in all programme work.
- Ensure, where possible, that goods purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- Never use or distribute known unsafe products or supplies in any setting.

(f) Conflict of Interest²¹

- AfP requires members of the governing body, paid staff, and volunteers to disclose any real or perceived conflict of interest or any affiliation they have with an actual or potential supplier of goods and services, recipient of grant funds or organisation with competing or conflicting objectives.
- Staff to absent themselves from discussion, as appropriate, and abstain from voting or otherwise participating in the decision making on any issue in which they have a conflict of interest.
- Staff are to disclose any material gifts or offers of gifts for their personal use. This policy prohibits staff from accepting valuable or otherwise inappropriate gifts.
- Staff are to declare any known or potential conflicts of interest to their employer (e.g. direct relationship with service providers or suppliers of goods for AfP programmes, etc.)²²

²¹ ACFID Code of Conduct https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID-Code-of-Conduct-vOCT14.pdf

²² ACT Code of Conduct <http://actalliance.org/documents/act-alliance-code-of-conduct/>

(g) Non-discrimination²³

- AfP staff will actively promote human rights and avoid discrimination in a way that supports the organisation's identity, philosophy and values and meets the statutory obligations of any anti-discrimination legislation.
- AfP staff will adhere to gender equity policies and disability guidelines in place that aim to produce equitable outcomes between women and men, and people with a disability, in all activities of the organisation, including: a. Engagement of volunteers and staff; b. Engagement of partner agencies; c. Senior management and governance and d. engagement of contractors

(h) Security breaches

AfP places the security and safety of all staff and those with whom we work as a top priority and will strive to do all that it reasonably can to ensure that staff are secure as they go about their work. Security is an individual as well as an organisational responsibility, therefore all AfP staff shall:

- Adhere to the AfP Staff Safety and Security Manual.
- Never use or possess weapons or ammunition of any kind while on duty.

7. AfP Complaints and Disciplinary Procedures

Violation of this Code of Conduct will not be tolerated and may, in accordance with relevant legislation, lead to internal disciplinary actions, dismissal or even criminal prosecution.

Complaints, handling of complaints, investigation of complaints and disciplinary measures will be handled under AfP's Complaints Policy and the related Complaints Handling Procedure. Each member of AfP's staff has a responsibility to handle and respond to any allegations of misconduct they receive from their stakeholders about AfP personnel, contractors, volunteers and governing body members in line with their organisational policies and related disciplinary measures.

Those who wish to lodge a complaint about an alleged breach of the Code by a member of AfP staff should lodge their complaint with her/his line manager (or designated complaints focal point) as soon as possible after s/he becomes aware of the concern.

Any AfP staff member purposely making false accusations on any action by another AfP staff which is in breach of the Code of Conduct will be subject to disciplinary action at the discretion of the employer.

8. Reporting, review and relevance to other AfP guidelines and policies

This policy should be reviewed every three years. This policy supports and should be read in conjunction with the AfP Child Protection Policy, Risk Management Policy and Gender Policy. Operational guidance for implementing the policy is contained in the AfP Operations Manual.

8. Conclusion

The present Code of Conduct represents AfP's current overall organisational commitment to ensuring that Sexual Exploitation and Abuse, all forms of harassment, fraud and corruption, security breaches, unethical business practices and other abuses of power do not occur. This Code of Conduct will promote greater accountability among and between the staff of our partners and members of the Alliance and the people with whom we work in our humanitarian and development programmes and serve as a guide for AfP and partner staff to make ethical decisions in their professional and private lives.

²³ ACFID Code of Conduct https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID-Code-of-Conduct-vOCT14.pdf

Annex 1. AfP Objectives and Indicator Table

OBJECTIVES	ACTIVITIES	INDICATORS
<ul style="list-style-type: none"> ▪ AfP staff adhere to the highest ethical and professional standards in the conduct of their work; protecting vulnerable populations in a safe environment free from abuse, exploitation, harassment, fraud or corruption. 	<ul style="list-style-type: none"> ▪ AfP staff actively promote a positive working environment, free of discrimination, harassment or discrimination. ▪ Staff report any behaviour that contravenes this Code of Conduct. ▪ Staff avoid potential conflict of interests and, where these inadvertently arise, report and respond accordingly. 	<ul style="list-style-type: none"> ▪ All AfP staff are briefed on, understand and comply with the Code of Conduct and sign to acknowledge. ▪ AfP has an active complaints and disciplinary mechanism in place to enable reporting of personnel behaviour contrary to the Code.

Annex 2: Glossary

Abuse of power: Abuse of power includes any abusive behaviour (physical, psychological, sexual or emotional) by a person in a position of authority and trust against someone in a position of vulnerability and/or dependency.

Act for Peace: The international aid agency of the NCCA.

Bullying is aggression expressed psychologically and emotionally rather than physically. The term is used to describe a repeated pattern of negative intrusive violational behaviour against one or more targets and comprises constant trivial fault-finding criticism, refusal to value and acknowledge, undermining, discrediting and a host of other behaviours.²⁴

Complainant: The person making the complaint, including the alleged survivor of the sexual exploitation and abuse or another person who becomes aware of the wrongdoing.

Corruption is the “offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any person”

Discrimination: Discrimination means exclusion of, treatment of, or action against an individual based on social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.

Duty of Care: Duty of Care is a common law concept that refers to the responsibility of the organisation and individual to provide children with an adequate level of protection against harm. It is the duty of the organisation and its individuals to protect children from all reasonably foreseeable risk of or real injury.

Fraud is an intentional distortion, deceit, trickery, and perversion of truth or breach of confidence, relating to an organization’s financial, material, or human resources, assets, services and/or transactions, generally for the purpose of personal gain or benefit. Fraud is a criminal deception or the use of false representations to gain an unjust advantage.

²⁴ Adapted from <http://www.bullyonline.org/workbully/mobbing.htm> - website of the National UK Workplace bullying advice line

Gender based violence (GBV): “Any harm that is perpetrated against a person's will; that has a negative impact on the physical or psychological health, development, and identity of the person; and that is the result of gendered power inequities that exploit distinctions between males and females, among males and among females. Although not exclusive to women and girls, GBV principally affects them across all cultures. Violence may be physical, sexual, psychological, economic, or sociocultural”.²⁵ Gender-based violence may manifest in numerous ways: domestic violence, battering, rape and marital rape, female genital mutilation, torture, trafficking, and forced prostitution, dowry-related violence, marriage and in certain cases, violence perpetrated or condoned by the state.

Neglect: Neglect is the persistent failure or the deliberate denial of basic necessities or access to them such as clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development are placed at risk.

Others: Within reference to this policy ‘others’ include volunteers in Australia, and volunteers, trustees and partners overseas.

Partner: For the purposes of this policy, Partner refers to any organisation or person that the NCCA partners with to deliver program services. AfP partners are formally engaged through the signing of a Partnership Agreement.

Physical abuse: Physical abuse occurs when a person purposefully injures or threatens to injure a child or young person. This may take any form of physical treatment including but not limited to slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take any form including but not limited to bruises, cuts, burns or fractures.

Protection: Protection includes ensuring that individual basic human rights, welfare and physical security are recognised, safeguarded and protected in accordance with international standards.

Sexual abuse: Sexual abuse is actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.²⁶

Sexual exploitation: Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, sexually or politically from the sexual exploitation of another (UN SG Bulletin, 9 October 2003). In these situations, the potential victim believes she/he has no other choice than to comply; this is not consent and it is exploitation. Exploitation is using one's position of authority, influence or control over resources, to pressure, force or manipulate someone to do something against their will or unknowingly, by threatening them with negative repercussions such as withholding project assistance, not approving an employee's work support requests, threatening to make false claims about an employee in public, etc.²⁷

Sexual harassment: Sexual harassment means any unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature, whether verbal, written or visual, by any person to another individual within the scope of work. Sexual harassment may be directed at members of the same or opposite sex and includes harassment based on sexual orientation. Sexual harassment can occur between any one or more individuals, employee or beneficiary, regardless of their work relationship.²⁸

Staff: Staff refers to full time, part time, or casual persons working in Australia or overseas, and those engaged on short term contracts such as but not limited to: consultants, researchers, photographers etc., working in Australia or overseas.

Survivor or victim – the person who is, or has been, sexually exploited or abused. This term implies strength, resilience and the capacity to survive (BSO/HAP).

²⁵ Ward, Jeanne. (2002). *If Not Now, When? Addressing Gender-Based Violence in Refugee, Internally Displaced and Post-Conflict Settings*. New York: The Reproductive Health in Conflict Consortium.

²⁶ ACT Code of Conduct for the Prevention of Sexual Exploitation and Abuse, Corruption and Fraud and Abuse of Power (Feb 2011).

²⁷ ACT Code of Conduct for the Prevention of Sexual Exploitation and Abuse, Corruption and Fraud and Abuse of Power (Feb 2011).

²⁸ ACT International Code of Conduct on Sexual Exploitation, Abuse of Power and Corruption for Staff Members of the ACT International Alliance. 10.12.02.

Workplace violence: Any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work. These behaviours would originate from customers, co-workers at any level of the organization. This definition would include all forms of harassment, bullying, intimidation, physical threats/assaults, robbery and other intrusive behaviours (ILO).

Annex 3. Resource and Reference list

- ACT Alliance Code of Conduct <http://actalliance.org/documents/act-alliance-code-of-conduct/>
- ACT Alliance Child Safeguarding Guidance <http://actalliance.org/wp-content/uploads/2015/09/Child-Safeguarding-Guidance-Document.pdf>
- ACFID Code of Conduct https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID-Code-of-Conduct-vOCT14.pdf
- Attorney's General Department, <https://www.ag.gov.au/CrimeAndCorruption/FraudControl/Documents/CommonwealthFraudControlFramework2014-NotAccessible.pdf>
- DFAT Fraud Control and Anti-Corruption <http://dfat.gov.au/about-us/publications/Documents/fraud-control-fact-sheet.pdf>
- Inter-Agency Standing Committee Gender Handbook in Humanitarian Action <https://www.humanitarianresponse.info/system/files/documents/files/Gender%20Handbook.pdf>
- International Red Cross and Red Crescent Movement Code of Conduct in Disaster Relief <http://www.ifrc.org/Docs/idrl/I259EN.pdf>
- UN Sexual Exploitation and Abuse Policy, <https://cdu.unlb.org/Policy/SexualExploitationandAbusePolicy.aspx>