

# Code of Conduct

## Our Vision

A world in which sufficient competent and committed personnel are available and responding to humanitarian needs.

## Our Mission

To build resilience and relieve suffering in times of international humanitarian crisis.

## Our Values

We are guided by our values of:

Accountability We are accountable to disaster affected communities, our donors and partners.

Integrity We act with honesty, transparency and consistency.

Empathy We are motivated by compassion and respect.

Collaboration We honour our partnerships.

## Fundamental Principles

RedR Australia adheres to the following fundamental principles developed in line with RedR International:

|                   |   |
|-------------------|---|
| Objective         | RedR exists in order to provide suitably trained and experienced personnel to relief agencies in order to help them relieve people from the debilitating conditions that occur when disasters disrupt the normal pattern of life.   |
| Scope             | Each RedR organisation seeks to maintain a Register of experienced personnel from which operational agencies (governmental, non-governmental and international) can obtain the skills they require to improve their response in disaster relief. RedR does not act in an operational capacity.            |
| Impartiality      | RedR makes no discrimination as to nationality, race, religious belief, gender, class or political opinions. It endeavours to provide suitable personnel being guided solely by the needs of each situation.  |
| Neutrality        | In order to continue to enjoy the confidence of all, RedR does not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.  |
| Independence      | RedR is independent. The national organisations, whilst they may act in the humanitarian service of their governments and whilst they be associated with other organisations, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of RedR. |
| Voluntary Service | RedR acts voluntarily and is not prompted in any manner by desire for gain.   |
| Unity             | There can be only one RedR organisation in any one country. However, one RedR organisation may cover several countries.   |

# Code of Conduct

The work and reputation of RedR Australia (RedR) worldwide depends on the performance and behaviour of its personnel. RedR personnel are recruited on the basis of their competence, integrity and commitment to the work and values of RedR.

The RedR Code of Conduct outlines shared understanding and expectation of the manner and spirit in which we come together to achieve our mission.

All personnel will be provided with a copy of the Code of Conduct and/or can access it upon request or via our induction process. Periodically, personnel will be required to re-familiarise themselves with the Code of Conduct and/or resign the Code of Conduct.

## Who does this policy applies to?

- Humanitarian Register personnel
- Associate Trainers
- Interns / Work Placements
- Deployees
- Volunteers
- Board Members
- Staff
- Contractors / Consultants
- Partner organisations and funding agencies

## Definitions

The term “personnel” as used herein shall mean all those who are listed under ‘Who this policy applies to’ along with all personnel with whom we work.

The term “partner” as used herein shall include UN agencies, local implementing partners, local Non-Governmental Organisations, International Non-Governmental Organisations, tertiary institutions and all other parties with which we work.

## RedR Australia expects personnel to:

- Respect, implement, and promote the mission, values and principles of RedR as stated above.
- Conduct all duties with integrity and strive towards attaining a high standard of professional responsibility and achievement.
- Maintain an unimpeachable standard of integrity in all business relationships both inside and outside RedR.
- Respect each other in all settings including on deployment, training, and/or in the RedR office.
- Be familiar with and uphold the ethical principles and requirements of the various Codes of Conduct to which RedR is a signatory including the ACFID Code of Conduct.
- Be familiar with and uphold the ethical principles and requirements of our partners’ codes of conduct when seconded to that partner.
- Respect all people, taking into account the sensitivities of their customs, habits, and religious beliefs.
- Recognise the richness of a diverse workplace and value the unique skills and perspectives of all people, including those of different cultural and educational backgrounds.
- Contribute to removing barriers to gender equality
- Observe and adhere to RedR’s Child Protection Policy & Code of Conduct.
- Communicate in a respectful and courteous manner.
- Work in a professional manner and to the best of each of our abilities.
- Acknowledge, receive, and provide feedback in a constructive and respectful way.
- Act in a fair and transparent manner when making decisions.

# Code of Conduct

- Respect and maintain privacy and confidentiality of sensitive information.
- Report any breaches of the code, laws, or RedR policies to RedR representative and/or partner through established reporting systems.
- Contribute to an environment that is free of any form of discrimination, harassment and bullying.
- Observe health, safety and security requirements in the workplace. This includes all RedR safety and security policies and procedures that relate to the duties being carried out.
- All have responsibility for maintaining a safe and healthy environment by following protocols and reporting systems of injuries, unsafe conditions or behaviours.
- Respect the role and decisions of the RedR Board and management in guiding the work of RedR.

## Misconduct

All personnel shall refrain from any and all acts of misconduct. Breaches of the Code of Conduct may lead to disciplinary action or termination. The following section sets out the general categories of prohibited acts and includes examples of specific acts which RedR will consider as misconduct or gross misconduct depending on the severity of the act.

Generally any act of “abuse of power” will be considered gross misconduct.

### i. Abuse of power

RedR defines abuse of power as “The abuse or misuse of position or influence or failure to use proper discretion for personal benefit or to benefit another person. Abuse of power includes but is not limited to: favouritism<sup>1</sup>, nepotism<sup>2</sup>, cronyism<sup>3</sup>, corruption<sup>4</sup>, bribery and all forms of exploitation, including sexual.”

Acts which will be considered abuse of power include:

- Any act which could be considered harassment, discriminatory or racist.
- Use of position to commit RedR / Partner legally, financially or morally without authorisation.
- Stealing or misappropriation of funds, property or human resources from RedR.
- All forms of exploitation, abuse, neglect or violence.
- All forms of abuse and sexual activity with children as stipulated in RedR’s Child Protection Code of Conduct.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading, compromising or exploitative behaviour.
- Sexual relationships with those who look to RedR for protection or assistance.
- Not reporting concerns or suspicions regarding power abuse, for example sexual abuse or exploitation, by a fellow worker, whether or not in the same agency.

### ii. Violations of law, rules or regulations

- Breaches of applicable national or international law or the applicable status agreement.

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<sup>1</sup> This is a mechanism of power abuse implying “privatisation” and a highly biased distribution of common resources, no matter how these resources have been accumulated in the first place.

<sup>2</sup> Personnel who show preference to his or her own friends and family member, irrespective of their qualifications and without due process.

<sup>3</sup> Favouritism shown to friends and associates (as by appointing them to positions without regard for their qualifications) and not declaring conflict of interest.

<sup>4</sup> Corruption is about money and using organizational, public or private power to steal from those who have less power. Corruption is a complex concept that includes bribes, embezzlement, fraud, extortion or kickbacks

- Contraventions of the RedR rules, regulations, policies or other instructions issued by the relevant manager or RedR representative.
- Exercising any professional activity without valid certification(s).

### **iii. Security breaches**

- Failure to follow security regulations, including participating in safety protocol and/or failure to advise RedR of travel movements outside duty station during a deployment.
- Using or possessing, while on deployment, weapons or ammunition of any kind.

### **iv. Representation breaches**

- Making any public statements with regard to political, religious, ethnic or military situations.
- Providing evidence or information which may be known to staff by reason of their position, in any type of legal proceedings or to prosecuting authorities without prior authorisation of our UN standby partners or RedR<sup>5</sup>.
- Improper use of RedR or partner insignia.
- Publishing work, assignment related articles, or research in external publications without prior approval of RedR or partner.
- Acts, statements, or omissions which could discredit RedR's operations or reputation.
- Failure to pay due respect to customs, habits or religious beliefs and to dress in an appropriate manner;
- Accepting or exercising any public appointment or outside employment while on deployment, without the prior agreement of RedR.

### **v. Negligence or theft**

- Negligent treatment of RedR and/or partner's property.
- Theft of any kind.

### **vi. Slander or misrepresentation**

- Any intentional false and malicious statements, misrepresentation or false accusation of another staff member or third party.
- Making references to political and military situations in official or private communications, including conversations, telephone calls, radio messages, emails and letters, except for official in office communications or between themselves and the Head Office of RedR. These communications are to be strictly limited to what is necessary for the accomplishment of their task.

### **vii. Corrupt business practices**

- Failure to disclose or show full transparency of any potential conflict of interest with a supplier, any service provider or business partners (including close family relations, shareholder arrangements and the like).
- Acceptance of any gifts or favours which are more than "token gifts" (i.e., pens, trinkets, desk diaries).

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<sup>5</sup> In the event that Personnel are obliged by law to give evidence or information they must inform RedR Australia immediately

# Code of Conduct

## ACKNOWLEDGEMENT

I understand that this Code of Conduct forms an integral part of my employment contract or conditions of service with RedR Australia and agree to abide by its terms and conditions.

I acknowledge I have received, read and understood the RedR Vision, Mission, Values and Code of Conduct.

If I am uncertain about whether my actions or the actions of others are in accordance with this Code of Conduct, I will seek guidance and discuss with a RedR Australia representative.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_