
7. CODE OF CONDUCT

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Drafted by: Deputy Director	Responsible person: Deputy Director
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Additional Authority: Law and related organisational policies.

- Child Protection Policy
- Fraud Risk Management Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Equality and Diversity Policy
- Discrimination, Harassment and Bullying Policy
- Disciplinary Policy

Scope

This policy applies to all individuals associated with This Life. It also applies to the Board of Governance.

Responsible Party

It is the responsibility of the Deputy Director to ensure that all new employees are aware of this policy and that annual training about this code is conducted.

Policy

1. Introduction

A fair, collaborative, inclusive and respectful workplace is central to This Life living its mission and upholding its values. This Life embraces the concept of a respectful workplace and is committed to promoting an environment where employees respect each other regardless of their roles or levels of responsibilities, or the nature or extent of their contributions.

Everyone associated with This Life is responsible for a respectful workplace, behaving respectfully and for refraining from behaviours that violate applicable laws, regulations, This Life values, mission and policies.

Our Code of Conduct provides the framework of principles for respectful and ethical conduct. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

All employees, contractors, volunteers and interns:

- 1.1 Are responsible for their own behaviour
- 1.2 Will demonstrate fairness, courtesy, consideration and sensitivity in dealing with colleagues, clients and other stakeholders, ensuring their conduct reflects our commitment to a workplace that is inclusive and free from harassment and conforms at all times to the Discrimination, Bullying and Sexual Harassment Policy
- 1.3 Will form appropriate working relationships with others and recognise each person's right to hold views that may differ from their own
- 1.4 Will ensure their private conduct, including online and social media activities, maintains the integrity of This Life and the work that we do in the community
- 1.5 Perform their duties diligently with, honesty and integrity
- 1.6 Strive to improve the quality of our services through continuing professional development
- 1.7 Will not engage in any form of transactional sexual activity with primary stakeholders (such as in exchange for goods or services, money, employment or preferential treatment)

2. Conflict of Interest

- 2.1 Employees must avoid any conflict of interest, personal, financial or other, be it real or perceived.
- 2.2 Any interest which may constitute or appear to be a conflict of interest must be promptly disclosed to your immediate manager or above.

2.3 All conflicts or benefits of interest will be monitored via the conflict of interest policy.

3. Child Protection

Abide by and work inline with This Life's Child Protection Policy.

4. This Life Property

- 4.1 Be economical and avoid waste and extravagance in the use of This Life's resources, funds, equipment and facilities.
- 4.2 This Life property should not be used for personal benefit or convenience.
- 4.3 All This Life property and materials must be returned to This Life upon completion of employment with This Life.

5. Media and Public Relations

The Executive Director is responsible for all media comment unless otherwise arranged by them. All media inquiries are to be passed on to the Executive Director.

6. Internet Use

This Life provides the Internet for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed, such as pornography, gambling, or site with content that may bring TL into disrepute. The Executive Director or their delegate has the right to access the system to check if private use is excessive or inappropriate.

7. Payment of Bribes, Gifts and Entertainment

Under no circumstances offer or accept money and avoid the perception that any business transaction may be influenced by offering or accepting gifts.

8. Confidentiality

Private or confidential information obtained through employment is not to be disclosed to any other party outside of This Life as outlined in the Confidentiality Policy.

9. Dress Code

Neat casual dress is acceptable. Shoulders and knees are to be covered in keeping with Cambodian custom. This Life will provide Tshirts that can be worn for official business and community activities and can also be worn on a day to day basis.

10. Compliance

- 10.1 Employee's contractors, volunteers and interns must be aware of and adhere to organisation policies. It is the responsibility of the employee to make these stakeholders aware of the policies, and to ensure they are adhered to.
- 10.2 Those who violate the code or policies and procedures will be subject to disciplinary action, up to and including dismissal.
- 10.3 If an employee should know of, or become aware of, any breach of this Code of Conduct by another employee, they are under an obligation to notify the Deputy Director and/or Executive Director as soon as possible.
- 10.4 A complaint or disclosure about an alleged breach of the code should be in writing and contain details about the date, time and nature of the alleged breach and include any available supporting material.

11. Breaches of the Code

- 11.1 Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.
- 11.2 Any employee in breach of this policy may be subject to disciplinary action, including termination as outlined in the Disciplinary Policy.

Authorisation