

Code of Conduct

Version MP01

AMNESTY
INTERNATIONAL



Policy detail

Policy owner:	People + Culture
Last updated:	1 July 2021
Related policy/procedure:	Confidentiality + Privacy Policy and Procedure Equal Opportunity Policy Grievance Policy and Procedure Internal Conflict Resolution Policy IT Policy Performance Management Policy and Procedure Representing Amnesty Policy Sexual Harassment Policy and Procedure Social Media Guidelines Whistleblower Policy Working From Home Policy and Procedure
Document replaces:	After-Hours Work-Related Functions

Amnesty International Australia (AIA) is committed to a high level of integrity and ethical standards across the entire organisation. There are serious consequences for individuals and the organisation where violations of laws have occurred. The organisation's policies and procedures and the Code are designed to help achieve compliance.

Code of Conduct Application

All employees, contractors, members, volunteers, activists and interns must comply and conduct themselves in accordance with this Code, as well as any relevant legislation that applies to AIA and its operations. This Code applies to all AIA approved workplaces (including home based workplaces) and any AIA run events and functions. This Code also applies to Board Members.

Compliance with this Code & Upholding Our Values

It is expected that we will behave in a manner that is consistent with our organisational Values. This means that AIA expects all representatives of AIA to:

- Treat everyone with whom they interact with professionalism, respect and courtesy and maintain the organisations good reputation;
- Refrain from bullying, harassing, racist behaviour or discriminating against others.

- Perform their role to the best of their abilities, and be aligned to the organisation's vision and values;
- Not make any untruthful or disparaging remarks about AIA or others with whom they interact;
- Provide others with equal opportunity and respect;
- Not participate in any activities that put themselves or others at risk;
- Learn about and follow all relevant AIA policies and procedures and all relevant laws that are applicable to your role, and follow any changes or updates to these policies and procedures and relevant laws, including when working from home;
- Act with integrity and fairness when dealing with both internal and external suppliers, contractors and other parties;
- Not knowingly participate in any illegal or unethical activity that would conflict with AIA's organisational interests;
- Disclose any conflict or potential conflict of interests;
- Report any actual, potential or suspected breaches of this Code, and encourage others to do the same.

This applies to all work- and work-related social situations both within normal working hours and after hours and includes any activity online or on social media.

All breaches of this Code will be investigated and any individual found to have breached this Code may face disciplinary action up to and including termination of employment/engagement with AIA.

Diversity and Inclusion

AIA is on a journey to become a more inclusive, diverse, representative, culturally competent and anti-racist movement. We aspire to be a truly diverse, inclusive and safe movement so that we can be more effective in defending human rights.

We are committed to ensuring that our people feel respected, valued, heard and seen. Everyone engaged with AIA has an obligation to ensure that they embody and implement the principles set out in our Diversity, Inclusion and Wellbeing Plan including creating

- a strong diversity, inclusion and wellbeing organisational infrastructure
- a diverse, inclusive, representative and culturally competent movement
- a safe and healthy movement that prioritises mental health and wellbeing

Discrimination, Racism, Bullying, Harassment and Victimisation

It is AIA's aim to provide a workplace that is free from all forms of discrimination, racism, bullying, harassment and victimisation and where everyone feels valued for their unique contribution. It is expected that we will treat others with respect and dignity at all times and welcome different perspectives into our organisation.

No individual should be subject to discrimination on the basis of (not limited to)

- age,
- gender identity,
- race, ethnicity, country of origin,
- parent and/or carer status,
- immigration status,
- sexual orientation,
- religious beliefs,
- relationship status,
- pregnancy,
- breastfeeding,
- physical abilities and
- physical appearance.

AIA does not tolerate any inappropriate workplace behaviour that risks the health and safety of others. This includes discrimination, racism, bullying, harassment, sexual harassment and victimisation as well as any form/s of physical or psychological violence or harm, including micro-aggressions. AIA will investigate any allegations of inappropriate workplace behaviour in a prompt and culturally appropriate manner and will take appropriate corrective action. AIA does not tolerate any retaliatory behaviour against individuals who raise a complaint of discrimination, racism, bullying, harassment, sexual harassment or victimisation in the workplace.

Employees should refer to AIA's Equal Opportunity Policy and Sexual Harassment Policy for more information.

Health, Safety & Wellbeing

The health, safety and welfare of AIA employees, contractors, volunteers, members and activists at AIA offices and events, as well as visitors to AIA's premises, is of the utmost importance to AIA.

AIA aims to create and maintain a safe and healthy work environment complying with all relevant Work/Occupational Health and Safety (WHS) Acts ("WHS Acts") and Regulations in all States and Territories in which AIA operates.

It is expected that individuals will not participate in any activities that put themselves or others at risk. This relates to both physical and psychological health, safety and wellbeing. AIA also expects that any breaches to health, safety & wellbeing are addressed immediately and reported as appropriate. Employees and Board Members are also expected to complete all compulsory training that outlines their obligations and reporting responsibilities. All incidents will be investigated promptly and corrective action taken. Individuals found to have breached health, safety & wellbeing compliance may face disciplinary action up to and including termination of employment/engagement.

AIA provides all employees and volunteers/activists with access to the Employee Assistance Program to support with managing health and wellbeing. This service provides confidential

counselling 24/7 and can be accessed either by phone (1300 361 008) or face-to-face. For further information, employees should refer to the Workplace Health + Safety Policy.

Confidentiality and Privacy

AIA is committed to protecting and maintaining the privacy of all employees, contractors, interns, volunteers, members, donors and individuals and companies with which we deal, and to maintain the confidentiality of the personal, business and sensitive information we hold about them. AIA is bound by various pieces of legislation relating to privacy, some of which impose specific obligations when it comes to handling information.

AIA will not tolerate any unauthorised disclosure or use of proprietary or confidential information. This applies when working for/with AIA and also when the employment/relationship with AIA ends. Employees and volunteers should refer to AIA's Confidentiality + Privacy Policy outlines what is considered confidential information and what our obligations are regarding privacy.

Intellectual Property

All of the organisation's information, copyrights and trademarks are to be used in a manner that will safeguard them as assets of the organisation. Additionally, there must not be any misappropriation or infringement of information, trademarks or copyrighted works of others.

Organisations Property

Protection and proper use of AIA property is vital to our organisation. AIA property should not be used for personal benefit or any other improper purpose. This includes accessing any inappropriate websites, conducting other business activities using AIA sites and/or equipment, selling, loaning or giving away AIA property, unless otherwise authorised to do so.

Any theft, misappropriation or fraud will not be tolerated and may result in disciplinary action up to and including termination of employment/engagement and where appropriate a referral to police.

Employees should refer to the IT Policy for more information.

Conflict of Interest

A conflict of interest is where you are in a position to make or influence a decision within the organisation which may benefit you or a related third party such as a partner, relative, business or associate. It is important that you avoid any situations that may involve a conflict, or the appearance of a conflict of interest. It is expected that all employees, contractors, members volunteers, activists, interns and Board members will act in the best interest of the organisation at all times and to the exclusion of personal advantage. All actual, perceived or potential conflicts of interest must be disclosed to AIA immediately.

Anti-Bribery and Gifts

AIA is committed to ensuring our working relationships are maintained by high standards of ethics and integrity. Offering, giving, soliciting or receiving any form of bribe or incentive payment is prohibited and is especially strict when suppliers are involved. It is never acceptable to give or receive a personal gift in cash or cash equivalent. If you do receive a personal gift resulting from your work with AIA, you must disclose this to your manager/supervisor/AIA representative immediately.

Representing Amnesty - Media Platforms

Only authorised AIA representatives are permitted to engage and respond to enquiries from lawyers and the media. This includes social and digital media platforms.

If engaging in social media activities as a non-authorised representative, reasonable and appropriate actions should be taken by individuals to ensure that audiences are clear on the intended distinction between private and public communications. This may include the need to use disclosures or disclaimers to ensure clarity that a view is the personal view of the individual.

Further information is available in the Representing Amnesty Policy and Social Media Guidelines.

Political and Community Activities and Contributions

AIA believes in contributing to society and we support participation in community activities, however care must be taken in relation to political activities.

AIA funds, assets or resources are not to be used to make any political contributions in Australia or any other country. No such contributions are allowed for candidates for elections.

If participating in political activities, such as on a voluntary personal basis in your own time or supporting a candidate or party with your own funds, you must make it clear that you are not, and do not act as a representative of AIA in any of your personal voluntary political activities. You must also not use your AIA position or standing to promote either yourself or any political party.

You will not be reimbursed by AIA for any personal political contributions, nor will you be favoured or prejudiced in any condition of employment/engagement as a result of making or failing to make any such political contribution.

Should a conflict of interest arise or, if due to your profile in the community there is a perceived association of your political interests with AIA, either you should raise this with AIA immediately or AIA will discuss this with you, with the view that you remove the conflict of interest immediately. Failure to do so may result in disciplinary action up to and including termination of your employment/engagement.

If you intend to run for political office whilst employed by AIA, you must consult with your line manager and the People & Culture team prior to engaging in any activity.

Other Employment & External Duties

AIA is independent of any government, political ideology, economic interest or religion. It does not support or oppose any government or political system.

In order to ensure that AIA's independence and impartiality is not compromised, employees will need to advise the People & Culture Team if you want to/or are undertaking paid or unpaid employment with another organisation. Consideration will be given as to whether there is:-

- Conflict with AIA's organisational interests including our mission, vision and values;
- Compromise of AIA's independence and impartiality;
- Impact on the productivity and efficiency of the individual, the individuals team and/or the organisation;
- Prejudice that may impact the individuals ability to carry out their responsibilities for AIA, including placing them in a situation where a conflict of interest with their AIA responsibilities arises;
- Potential for a negative effect on the individuals health and wellbeing.

In some circumstances the National Director may need to be consulted.

Whistleblower protection

AIA is committed to ensuring that individuals are not disadvantaged or discriminated against for reporting unacceptable behaviour in good faith. For further information, refer to the Whistleblower Policy.

Reporting unacceptable workplace behaviour

If you believe that someone has behaved inappropriately in the workplace (or at a work-related event) or has breached or may potentially be in breach of this Code, policies and/or relevant laws, AIA encourages you to raise your concerns with your manager/supervisor/AIA representative. If the concern involves your manager/supervisor/AIA representative, and you would prefer not to speak with them, employees should contact the People + Culture team, and all other individuals should contact the AIA Complaints Officer (AIA Legal Counsel). All reports will be handled in a sensitive and impartial manner as outlined in Grievance Policy for employees and the Internal Conflict Resolution Policy for volunteers, members and activists.

AIA encourages internal resolution of grievances. However, after you have made your manager aware of your grievance, you may take your case to the relevant authority, which may include the Police, Fair Work Commission, Human Rights Commission and other equal opportunity agencies in your state or territory.

AIA will not tolerate any retaliatory action or victimisation taken against individuals who raise a complaint. If however, a false complaint is made, an individual may be subject to disciplinary action, up to and including termination of their employment/engagement.

Consequences of unacceptable workplace behaviour

Behaviour that is considered inconsistent with this Code, policies and/or relevant laws will be investigated. Depending on the findings of any investigation, appropriate actions will be taken which may range from coaching to termination of employment/engagement without notice. Action taken will be as outlined in Performance Management Policy for employees and the Internal Conflict Resolution Policy for volunteers, members and activists.

AIA considers the following examples of unacceptable workplace behaviour (not limited to) are likely to result in termination of employment/engagement:-

- Serious bullying, racist behaviour, harassment, sexual harassment, victimisation or discrimination;
- Serious safety breaches, including physical or psychological violence or threats of violence;
- Serious breaches of AIA policies, procedures and/or relevant laws;
- Defrauding AIA;
- Wilful damage of AIA's property.

For further information regarding this Code and your obligations in relation to this Code, please discuss with your manager/supervisor/AIA representative or the People + Culture team.