

CODE OF CONDUCT

Child Safeguarding and Protection from Sexual Exploitation and Abuse

Preamble

This Code of Conduct is part of UNICEF Australia's broader Child Safeguarding (CS) and Protection from Sexual Exploitation and Abuse (PSEA) strategy. It recognises and intends to address the power imbalances that can exist between staff/associates and project participants/stakeholders, children and adults, and men and women, especially in development and humanitarian contexts.

In addition, the Code of Conduct aims to: (1) safeguard all children against *all forms* of abuse and exploitation, with particular focus on children who are involved in UA or UA-supported programs; and (2) safeguard against *sexual* abuse and exploitation all adults and young people who are associated or involved in UA or UA-supported work.

This Code of Conduct also intends to provide a level of safeguard to UA staff and associates by avoiding situations that could be misinterpreted or misleading or place them at risk of harm and abuse.

Expected Behaviour

As a UNICEF Australia staff or associate; as a staff or associate of a partner or contractor working on UA-supported programs or activities; or as a visitor to a UA or UA-supported program or activity,

I WILL:

- Conduct myself in a manner that is consistent with the values of UNICEF Australia; the Convention on the Rights of the Child (CRC); the UN Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW); and all other UN Conventions and protocols.
- Treat all stakeholders I interact with (including children, vulnerable populations, UA Young Ambassadors and young people) with respect regardless of their race, indigeneity, colour, caste, gender, sexual orientation, age, language, religion, opinions, nationality, ethnicity, social origin, displacement, property, disability or other status.
- Not use language or behaviour towards any stakeholders I interact with (including children, women, vulnerable populations, UA Young Ambassadors and young people) that is inappropriate, harassing, abusive, sexually provocative, humiliating, demeaning or culturally insensitive.
- Not engage in or facilitate any form of sexual activity, including paying for sexual services or acts, with children or project participants/stakeholders, regardless if they provide consent.
- Not physically punish or intentionally harm a child in any manner.
- Not use any form of drugs or illegal substances when in the workplace or in any work-related context; or offer, procure, provide or encourage a child to use or consume any of these substances and/or alcohol in any circumstance. I will only consume alcohol responsibly in the workplace during functions or events, where children are not present or involved, or where they are supervised by their caregiver.
- Follow relevant local, state and national laws, customs and traditions of countries I work in or visit. In cases where the laws, customs or traditions contravene the CRC or CEDAW, the later shall prevail.
- Keep confidential all information that I am party to regarding child safeguarding or sexual abuse cases, only disclosing or discussing information with those responsible for investigating incidents or other parties as designated by them and according to the Incident Reporting Procedures.
- Disclose any child abuse or sexual abuse related convictions, investigations, allegations, work-related warnings or other disciplinary actions that I am or have been subject to outside my role as a UA staff or associate; staff and associate of a partner or contractor; or visitor to UA or UA-supported programs.

Furthermore, recognising that my role as a UA staff, associate, partner or contractor, potentially holds a level of privilege and power over children and project participants/stakeholders with whom we work,

I WILL:

- Not visit at home alone any child or adult project participant/stakeholders, UA Young Ambassador or any young person involved in UA or UA-supported work; or invite them unaccompanied into my home or accommodation, unless they are at immediate risk of injury or harm (including when visiting UNICEF programs outside of Australia).
- Ensure, whenever possible, that another adult is present when working in proximity of, or engaging with a child or adult project participant/stakeholders, or a UA Young Ambassador or young person involved in UA or UA-supported work (including when visiting UNICEF programs outside Australia).
- Not use mobile/communication devices, social media or other means to contact or communicate with a child or adult project participant/stakeholders, or a UA Young Ambassador or young person involved in UA or UA-supported work for purposes beyond my work duties; and when contacting/communicating with any of them as part of my work duties, I will endeavour not to do so on a one-on-one or private basis.

If circumstances do not make this possible, I will either: (a) CC my supervisor, one of UA's Child Safeguarding/PSEA Focal Points or UA's child safeguarding email childsafe@unicef.org.au (if communication occurs by email or text message); (b) include my supervisor or one of UA's Child Safeguarding/PSEA Focal Points in a chat group or share the thread (if communication occurs through a social media platform); or (c) inform my supervisor of the interaction/communication (if it occurs by phone, skype call, in person or if point b above is not possible).

If a child or adult project participant/stakeholder, or a UA Young Ambassador or young person initiates contact or seeks to have interaction beyond work-related matters with a UA staff or associate, or staff of a partner organisation, the communication will be immediately diverted to the means detailed in points (a), (b) and (c) above, and an explanation provided to the child, adult project participant/stakeholder, UA Young Ambassador or young person as to why the interaction cannot continue.

If my role requires regular and on-going contact with children or young people, this interaction will be assessed and monitored by my supervisor as part of the regular performance management process.

- Not use social media to solicit or befriend a child, UA Young Ambassador or young person involved in UA or UA-supported work, and not place images of those children or young people on personal social media sites (or social media sites of my company, if I am a visitor or partner to UNICEF programs) unless informed consent is obtained (including from caregivers/guardians in the case of children).
- Not hold, kiss, cuddle, fondle or touch children, UA Young Ambassadors, young people or any project participant/stakeholder involved in UA or UA-supported work in an inappropriate way, and try to avoid physical interaction as much as possible (in order to avoid possible misinterpretations and misleading situations).
- Not abuse my position to withhold professional assistance or services, or give preferential treatment, gifts or payment of any kind to any child or adult project participant/stakeholder, including UA Young Ambassadors and young people involved in UA or UA-supported work, in order to exchange or solicit any form of advantage or sexual favour from them (including outside Australia when visiting UNICEF programs).
- Not engage in transactional sex (even in contexts where sex work is legal) or fraternise¹ while engaged in UA business.
- Not provide gifts of any sort (including money or in-kind) to children, parents/caregivers or any other individual associated to UA or UA-supported work (including outside Australia when visiting UNICEF field programs), unless providing gifts or materials is part of a UNICEF or UNICEF Australia program activity.
- When visiting a UA-supported or UNICEF program, not interfere or (attempt to) partake in the implementation or delivery of program activities or conduct any activities or services usually conducted by service providers or project staff (for example, accessing logs or documents in clinics or schools; handling medical or other equipment; counselling or advising project participants; delivering materials; etc.)
- Ensure children, young people and adults who are involved in research or consultations with UA participate in these activities voluntarily, are well informed of the process and have provided informed consent.

¹ Fraternisation: refer to definitions in UA's PSEA Policy.

- Report any suspicion, allegation or witness of abuse against any child or adult project participant/stakeholder, UA Young Ambassador or young person involved in UA or UA-supported work, or other breaches of the Child Safeguarding Policy, PSEA Policy or CS/PSEA Code of Conduct by UA staff and associates; staff and associates of partners and contractors; and visitors to UA or UA-supported programs (including outside Australia), in line with the CS/PSEA Incident Reporting Procedures.

When photographing, filming or using the images of any child or adult project participant/stakeholder, UA Young Ambassadors or young people involved in UA or UA-supported work,

I WILL:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- Obtain *informed consent* using UA’s Informed Consent Form (in the case of a child, from him/her and his/her guardian or caregiver) before taking the photo or film, ensuring that they understand how the images will be used and possible repercussions.
- Ensure that images and associated information are honest representations of the context and facts, and are strictly relevant to the work of UA.
- Ensure photographs, films, videos and DVDs present the subject in a dignified and respectful manner and not in a vulnerable or submissive manner. They should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about any individual when sending images electronically or publishing images in any form.
- Where possible, use UA cameras or video recording devices (avoiding use of personal devices).
- When using images or footage provided (or made available) by UNICEF or another external party, confirm that an appropriate consent process has been followed.

Additionally, I will comply at all times with UA’s Procedures and Guidance Notes on:

- *Taking and Using and Images;*
- *Online and Social Media Activities;*
- *Informed Consent for Taking and Using Images and Content;* and

I, _____, acknowledge that I have read and understand UA’s Child Safeguarding/PSEA Code of Conduct, and will comply with all its provisions at all times. I understand that if I breach this Code of Conduct, this will be considered as an act of misconduct, possibly resulting in disciplinary measures, including dismissal and reporting to relevant authorities.

Title and Organisation	Signature	Date
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- UA staff member
- UA Young Ambassador
- UA Associate (consultants, interns, volunteers, secondees, Board members, photographers, journalists and any other person associated or working under contract with UA in any capacity)
- UA Implementing Partner
- Visitor to UA or UNICEF programs
- UA corporate partner