

CODE OF CONDUCT

All representatives of UNICEF Australia (UA), including its Board of Directors, staff, consultants, interns and volunteers, whether in a paid or unpaid capacity, should at all times maintain the highest standards of integrity and conduct, consistent with our Values:

1. **CHILD FOCUS** – We remember why we are here.
2. **ACCOUNTABILITY** – We are accountable for our impact and actions on others.
3. **INTEGRITY** – We do the right thing even when no one is watching.
4. **INNOVATION** – We love initiatives and new ideas.
5. **COLLABORATION** – We work together for children.
6. **TRUST** – We deliver on our promises.

The UA Code of Conduct requires that anyone who acts on behalf of UA in any capacity adhere to the following:

1. Behave honestly and with integrity in all dealings.
2. Be a positive representative of the Convention on the Rights of the Child in all our dealings.
3. Act with care and diligence in the conduct of our responsibilities and duties.
4. Treat everyone with respect and courtesy, and without harassment.
5. Comply with all applicable Australian laws (federal and state).
6. Comply with any lawful and reasonable direction given by anyone who has authority to give such a direction.
7. Disclose, and take reasonable steps to avoid, any conflict of interest (actual, potential, or perceived) in line with UA's Ethics Policy and Confidentiality Agreement and not make use of:
 - a. Confidential information, or
 - b. The employee's or director's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or director or any other person.
8. At all times behave in a way that upholds the UA's core values and the integrity and good reputation of UA
9. While representing UA domestically or overseas, always behave in a way that upholds the good reputation of UA, and
10. Comply with the Codes of Conduct to which UA is a signatory including Australian Council for International Development & Australian Direct Marketing Institute.

I have read, understand and agree to abide by the Unicef Australia Code of Conduct:

Name: _____

Date: _____ Signature: _____

Review

Review of this code will occur every	3 years
Approval Level Required of amendments to this code by	Board
Code Owner	Director of People and Technology
Required on Website?	Yes

VERSION LOG

Note: *Where amendments are only approved by ELT and not in line with Approval Level noted in the table above because the nature of the amendment is minor, the existing Next Review Due Date must be retained to ensure review occurs by the appropriate Approval Level.

Version	Author/s	Approved By*	Approval Date	Next Review Due	Comments
V1	People and Culture	Board	August 2020	August 2023	