



SafeHavens Organization

## Code of Conduct

**13th June 2024**

**Version 1**

## Document Properties

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### 1. Introduction and Purpose of Document

The purpose of this policy is to provide consistent principles and procedures to ensure that at all times SafeHavens Organization(SHs), run in a manner which ensures that they meet the highest standards of governance, management, financial control and public accountability. This document sets out the values and expectations of professional conduct for all Board members, employees, contractors, volunteers, project partners and project visitors.

### 2. Standards and guidelines:

- a. [Association of Fundraising Professionals](#)
- b. Utah [Standard of Ethics for Nonprofits](#)
- c. [UN Convention on the Rights of the Child](#)

### 3. Rights, Protection and Inclusion

SHs notes and acknowledges that human rights are for everyone, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status and is committed to according due respect and dignity to all people with whom it works in all its activities and communications. Further, SHs commits to the inclusion and representation of those who are vulnerable and those who are affected by the intersecting drivers of marginalization and exclusion.

SHs promotes the participation of children in development and humanitarian initiatives which target them. We enable children's views to influence initiative design through consultation, contextual analysis of their needs and rights and identification of opportunities for their participation.

#### 4. Safeguarding of Children

Prioritizing the best interest of children is at the heart of SHs purpose. The SHs Child Protection Policy sets out the procedures for ensuring the safety and wellbeing of all children for which it exercises a duty of care and to minimising the risk of child abuse.

- All Board members, staff, contractors, volunteers, carers and project visitors will be required to be familiar with the SHs Child Protection Policy.
- All staff, volunteers, carers and project visitors working with children will be required to understand and sign the *Code of Conduct for Working with Children (or similar)* as set out under the Child Protection Policy and the consequences for not doing so.
- Ethical Financial Behaviour -- SHs will not knowingly or willingly participate in any wrongdoing, corruption, bribery or any other financial impropriety. If any such activity becomes evident among any member of the Board, staff, contractors, volunteers or partners, immediate corrective action will be taken.
- A statement setting out SHs's expectations regarding ethical financial behavior will be included as part of the induction process for Board members, staff, contractors and volunteers.
- Board members, staff, contractors and volunteers will be made aware of the *Conflict of Interest Policy* and procedures as part of the induction process. Where a conflict of interest is identified, the procedures will be adhered to.
- Board members, staff, contractors and volunteers will be made aware of the procedures for confidentially reporting on situations which indicate the possibility of financial impropriety as part of the induction process.
- In the event of a report of financial impropriety being made it will be referred to the Board for prompt investigation and action.
- SHs will ensure that there are risk management processes in place to minimize the risk of misappropriation or inappropriate use of funds resources and/or donations
- SHs will ensure that funds and resources are disbursed in accordance with relevant Australian laws, and United States laws, including counter terrorism and money laundering laws.
- Funds and resources raised and disbursed by SHs will not be used to knowingly promote any religious adherence, support any political party or promote a candidate or organization affiliated with a political party.
- Standards, processes and guidelines are set out in a separate *Financial Management Policy*.
- SHs will carry out checks of individuals and organizations receiving funds against the National [Criminal Database](#) list of terrorist organizations.

## 5. Ethical Public Communication

SHs will use its best endeavors to ensure that any communication with either its supporters or the general public is accurate with respect to its content, is respectful of culture, history, religion and values of the primary stakeholders and in no way denigrates or gives misleading information about other NGO's.

All public communications made on behalf of SHs through any media (with the exception of regular social media posts -- see below for specific social media guidelines) will need the approval of the CEO and where necessary (in the event of a major incident), the approval of the Board Chair.

The CEO and Board Chair are the key spokespersons authorized to speak to the media on behalf of SHs. In all communications, both traditional and digital, it should be made absolutely clear whether the views put forward regarding any issue relating to SHs are those of the organization or of an individual. At all times consideration should be given as to how the correspondence may affect SHs's reputation.

The Annual Report will be prepared in accordance with the highest standards that comply with the annual report guidelines of SHs as set out by the CEO and Board. The annual report financials must align with requirements from the IRS and the Financial policy of SHs. The Annual Report will be published and shared publicly on the SHs website and with all SHs supporters and donors via newsletters and social media.

SHs will also keep all Members, supporters and the broader community informed of its activities via: donor reports, the news section of the website, newsletters, quarterly Member communications, flyers and brochures, social media and the Annual Report.

## 6. Ethical Fundraising

SHs will ensure that organizational fundraising, fundraising done on its behalf by individual supporters or contracted fundraising organizations complies with the relevant [AFP standards](#). SHs will adhere to federal and state laws and regulations affecting fundraising activities in the United States. The SHs *Fundraising Policy* sets out the procedures followed to ensure best practice in its fundraising endeavors.

Fundraising documentation will also clearly state the purpose for which funds are being raised, how money collected will be used, how money collected in excess of the required amount will be spent, and any other information as required by appropriate Federal and State Legislation.



## Code of Conduct

As a SHs (Employee/Volunteer/Consultant/Partner/Director/Ambassador), I agree to:

- Uphold the standards articulated in this Code.
- Abide by the laws, regulations and employment rules of the country of placement and employer.
- Maintain a professional standard of behavior at all times.
- Adhere to and sign the SHs Child Protection Code of Conduct.
- Agree to provision of a police check or state equivalent if required.
- Uphold the basic human rights of all people and recognise that human rights are for everyone, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.
- Avoid involvement in party or sectarian politics, and any public comment on political or religious matters when representing SHs.
- Refrain from any wrongdoing or conduct that may bring SHs, its programs or the Government of The United States into disrepute.
- Perform duties in the best interests of SHs and the communities in which it works.
- Conduct all work in an accurate and timely manner.
- Act in a manner that respects the dignity, values, history, religion and culture of the people of the country, consistent with the principles of basic Human Rights.
- Uphold a commitment to behaviour free from bullying, discrimination, sexual harassment, sexual exploitation or sexual and physical abuse.
- Take adequate precautions to ensure personal safety and security including:
  - abiding by the security advice given by SHs when traveling overseas; and
  - immediately advising SHs of any health, safety or security threats.
- Avoid all comment to the media during any period of controversy, crisis, health or security threat, including during or after an evacuation.

To agree to the above mentioned clauses, please sign and return this document to SHs.

Signature \_\_\_\_\_ Date \_\_\_\_\_