



1. Title

MITGF Code of Conduct.

2. Introduction

MIT Group Foundation Ltd (MITGF) is a not-for-profit, non-governmental organisation and a registered Australian Charity with the Australian Charities and Not-for-profits Commission (ACNC). MITGF undertakes activities that fall within the scope of its objects including relief and development activities in developing countries.

3. Purpose of the Code

The purpose of this Code of Conduct is to act as a statement of MITGF principles and values, and to outline the standards of responsible, professional and ethical behaviour expected of all MITGF Board members, staff and volunteers.

4. Scope of the Code

This Code of Conduct applies to Board members, and MITGF staff and volunteers.

5. Code Statement

The MITGF Code of Conduct reflects our core values and principles, the culture that we strive for and a shared commitment to the high standard of behaviour in carrying out our work.

When responding to humanitarian emergencies, MITGF will be guided by the principles of humanity, impartiality, independence and neutrality as embodied in the 9 commitments in the Core Humanitarian Standard on Quality and Accountability (See MITGF Human Rights and Core Humanitarian Standard Statement).

MITGF is also committed to the safety and wellbeing of all children and to the protection of children from harm, abuse and exploitation, and adopts the child protection code of conduct developed by DFAT (See MITGF Child Protection Policy).

All Board members, staff and volunteers of MITGF should perform their duties diligently, impartially and professionally to the best of their ability. They are expected to adopt and commit to the following high standard of behaviour:

Integrity

Demonstrate integrity in their dealings with colleagues, beneficiaries, other stakeholders of MITGF and members of the wider community, by:

- being honest, open and transparent in their dealings;
- using their powers responsibly;
- demonstrating impartiality by making decisions and providing advice on merit and without bias or self-interest;
- reporting improper conduct;
- avoiding any real or apparent conflicts of interest;
- striving to earn and sustain trust of a high level;
- complying with all relevant laws (both Australian laws and any local in country laws);
- complying with all MITGF's rules, policies and procedures. In particular, these include the following policies relating to the protection of children and prevention of sexual harassment, exploitation and abuse:
 - Child Protection Policy
 - Equal Opportunity Policy
- maintaining confidentiality of official information;
- avoiding any activity that could potentially compromise the performance of their professional duties; and
- carrying out their work safely and avoiding conduct that puts themselves or others at risk.

Respect

Demonstrate respect for colleagues, beneficiaries, other stakeholders of MITGF and members of the wider community, by:

- treating them fairly and objectively with courtesy and sensitivity;
- ensuring freedom from discrimination, harassment and bullying;
- valuing and acknowledging their views to improve outcomes on an ongoing basis;
- provide all necessary and appropriate assistance when requested or required; and
- valuing and promoting diversity as an important element of demonstrating respect.

Collaboration

In their working relationship with colleagues, they should:

- contribute to a safe, encouraging and supportive work environment;
- be responsible for their own behaviour;
- recognise and value staff diversity, abilities and contributions;
- create a fair and inclusive working environment where unlawful discrimination, bullying, harassment and victimisation in any form are considered totally unacceptable;
- reinforce equity, diversity and social inclusion;
- value input from their colleagues;
- use appropriate forums for constructive debate on professional matters;
- share expertise and knowledge;
- provide support for each other; and

- treat each other with courtesy and respect.

Confidentiality

Manage MITGF information in such a manner that its confidentiality will be maintained. Staff have a duty not to misuse or abuse confidential information of MITGF and must ensure such information is not directly or indirectly passed to a third party or that it is used in non-MITGF communications or dealings.

Protect and respect the privacy and confidentiality of MITGF, its members, staff, volunteers, donors and beneficiaries and any stakeholder which MITGF works with.

Maintain confidentiality after leaving MITGF.

Conflict of interest

Avoid any actual or potential conflicts of interest and act in the best interests of MITGF. It is the responsibility of each person to disclose actual or potential conflicts of interest to MITGF and stand down in any decision-making process where they may be compromised.

A conflict can be actual, potential or perceived. It may relate to circumstances where the person is or could be directly influenced, or where it is perceived the person might be influenced, due to their conflicting private interests. Conflict of interest can be financial or personal. They must not misuse the influence of their position to pursue personal, sexual or financial relationships with other staff, volunteers or members of the community.

6. Breach of the Code

Breach of the Code of Conduct may lead to disciplinary action taken, including formal warnings, performance management or termination of engagement, depending on the nature and severity of the breach.

Acknowledgements:

- *MIT Staff Code of Conduct Policy*