



Code of Conduct

1. Introduction

There are 25.4 million refugees worldwide. Restarting life in a new country is always going to be a daunting experience. First Hike Project Inc. (FHP) is an Australian not for profit organisation that exists to provide a safe, cost-free and fully catered hiking and camping trip to newly arrived refugees. It is designed to welcome participants and equip them with a new-found understanding of what lies beyond the suburbs, helping them to feel more at home in Australia.

2. Purpose

To ensure all board members, staff, volunteers, contractors, visitors, donors and sponsors of FHP behave appropriately and practice standards of professional and personal conduct that are consistent with FHP's values and uphold the public reputation of the organisation.

3. Scope

This Code of Conduct (**Code**) applies to all board members, staff, volunteers, contractors, visitors, donors and sponsors (**Personnel**).

4. Policy Statement

FHP Personnel are united by our values, vision and purpose. This Code is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace on behalf of FHP and in situations where we are recognised as a representative of FHP. It represents our culture we strive to have and provides a shared understanding and expectation of the way we conduct ourselves as individuals, towards each other, our members, donors, partners and other supporters.

5. Non-discrimination Statement

FHP does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, visitors, donors and sponsors.

6. Responsibilities

FHP Personnel:

- Be aware of and comply with the Code
- Report behaviour that may be contrary to the Code and required standards of behaviour
- Role model the required behaviours and standards identified in the Code

7. Policy application

Personal and professional behaviour

All Personnel are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the work of FHP.

As engaged by FHP, our personal and professional conduct must strive to create a harmonious, safe and productive workplace which models our organisational values. As FHP Personnel, it is incumbent upon us to:

- uphold the highest standards of honesty and integrity in the conduct of duties
- respect the dignity of participants, the public, our members, donors, partners and other supporters by treating them with courtesy, honesty and sensitivity to their rights
- treat others fairly and with respect
- exercise our best judgment in the interests of FHP
- make decisions ethically, fairly and without bias using the best factual information available
- comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority
- comply with all FHP policies and procedures relevant to the person's position
- act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other staff member or volunteer and report such conduct or activities to the appropriate level of management

8. Child protection

FHP activities involves direct work and contact with children. FHP is committed to keeping children safe from harm and abuse. FHP supports the rights of children and will act without hesitation to ensure a child safe environment is maintained at all times.

FHP HAS A ZERO TOLERANCE APPROACH TO CHILD ABUSE.

All FHP Personnel all have a responsibility to keep children safe and as such are required to:

- never abuse or exploit a child
- never behave in a manner that may put a child at risk
- always treat children with respect to their rights, integrity and dignity
- report any child protection or abuse concerns in accordance with this Code
- comply with FHP's Safeguarding Children & Young People Policy and Child and Young Person Protection Code of Conduct
- abide by FHP's Safeguarding Children Practice & Behaviour Guidelines

9. Use of information

All FHP Personnel must:

- protect confidential information
- only access confidential information when it is required for work purposes
- not use confidential information for any unofficial or non-work purposes
- only release confidential information if authorised to do so

Personnel are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, information shall not be released unless:

- required to do so by law
- appropriate authority has been granted to release the information
- the information is officially available to the public and is released in accordance with FHP procedures

10. Use of FHP resources

FHP equipment, funds and other resources are to be used:

- effectively, economically and carefully
- for the benefit of FHP

Minimal use of telephones, computers or similar equipment for private purposes is acceptable in accordance with established policy.

11. Breach of the Code

Where it is established that Personnel has breached the Code, they may be subject to disciplinary action, up to and including termination of employment or contract.

12. Resources

Complaints and Complaints Handling Policy
Disciplinary Action & Dismissal Policy & Procedures
Privacy Policy
Safeguarding Children & Young People Policy
Safeguarding Children & Young People Practice & Behaviour Guidelines
Team Member Handbook
Whistleblower Policy

13. Review

This Code is reviewed on an annual basis.

Code of Conduct Acknowledgment

By signing below, I acknowledge and agree to the following:

- I have read the Code of Conduct and agree to abide by the policy contained herein.
- I understand that failure to abide by the principles outlined in the Code of Conduct may result in disciplinary action.

Name:	
Signature:	
Date:	

Name:	
Signature of parent/guardian (if under 18 years)	
Date:	