



## CODE OF CONDUCT POLICY

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### NO ROADS EXPEDITIONS FOUNDATION (AUST) LIMITED

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#### MISSION STATEMENT

*To work in a spirit of collaboration and undertake projects in remote areas that improve the lives of disadvantaged people by building community capacity*

#### INTRODUCTION:

No Roads Expeditions Foundation (Aust) Limited (NREFA) is an Australian development organisation implementing programs in Papua New Guinea and other overseas locations aimed at helping to improve the lives and futures of communities.

NREFA's Board of Directors, employees, interns, volunteers and representatives should at all times maintain the highest standards of integrity and conduct that is consistent with our core values. Our core values are:

1. **Integrity:** The resources at our disposal are not our own. We ensure that we act with the utmost integrity in all scenarios, in our aid and development work in remote areas of developing nations, and in our fundraising, marketing and administration in Australia.
2. **Perseverance:** We understand and respect the challenging environment of working in aid and development in remote areas of developing nations. We are committed to improving the lives and futures of our neighbours and with patience, perseverance and creativity do everything in our power to deliver on that commitment.
3. **Compassion:** We work alongside communities, seek a thorough understanding of their needs, and respond with programs and projects in partnership with people. We do this with empathy and compassion.
4. **Ingenuity:** Whether it is our aid and development work in remote areas of developing nations, or our marketing and fundraising activities in Australia, we always strive to be as resourceful and transparent as possible. We overcome hurdles and work towards solutions with optimism and ingenuity.
5. **Mateship:** Our mission is based on the strong bond forged between Australia and Papua New Guinea during World War Two. The people of Papua New Guinea are our nearest neighbours and our friends. Our supporters entrust us to honour this friendship in the same spirit of the mateship that was at work during the Kokoda Campaign.

#### SCOPE:

This policy applies to the following:

1. All personnel and associates of No Roads Expeditions Foundation (Aust) Limited:
  - Permanent, part-time and casual staff

- Individual contractors and consultants
- Volunteers
- Board members
- Partners with a formal / contractual relationship with NREF
- Interns
- Work experience students

#### **CONFIDENTIALITY:**

NREFA is committed to maintaining the highest degree of integrity in all our dealings with potential, current and past partners, donors and stakeholders, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the foundation's services concerned.

#### **ETHICS:**

NREFA will always conduct business honestly and honourably, and expect our partners and stakeholders to do the same. Our approach to work in Australia & overseas and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our partners and stakeholders.

#### **DUTY OF CARE:**

NREFA's approach will always conform to relevant law, and we believe that all businesses and organisations, including ours, should avoid causing any adverse effect on the human rights of people in the organisations we deal with, the local and wider environments, and the wellbeing of society at large. NREFA has a Duty of Care in place for all employees and volunteers and provides a workplace free from unlawful discrimination and harassment. NREFA always strives to be fair and objective in our approach and actions and we are never influenced in our decisions, actions or recommendations by issues of gender, race, heritage, orientation, age or personal disability. Everyone at NREFA has an equal employment opportunity to work in a safe environment and as such, NREFA works with advisor and security agencies to constantly monitor the safety and logistics of operations overseas.

#### **INTELLECTUAL PROPERTY:**

NREFA retains the ownership of all intellectual property that either employees or volunteers create unless agreed otherwise in advance with our partners, employees, volunteers and stakeholders. In return we respect the moral and intellectual copyright vested in our partners and stakeholder's intellectual property.

#### **PROFESSIONAL CONDUCT:**

NREFA conducts all activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our stakeholders.

#### **SUMMARY:**

It is the responsibility of NREFA's board of directors, employees, interns, volunteers & representatives to:

- Behave honestly and with integrity in the course of working with NREFA;
- Act with care and diligence in the course of working with NREFA;

- When working with NREFA, treat everyone with respect and courtesy, and without harassment;
- Comply with any lawful and reasonable direction given by someone in NREFA who has the authority to give direction;
- Maintain appropriate confidentiality;
- Disclose, and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with working with NREFA;
- Use NREFA resources in a proper manner;
- Do not provide false or misleading information in response to a request for information that is made for official purposes in connection with the director's employee's or volunteer's work with NREFA;
- Not make improper use of:
  - Inside information, or
  - The director's, employee's, interns, volunteer's or representatives duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee and volunteer or for any other person;
- At all times behave in a way that upholds NREFA values and the integrity and good reputation of the NREFA;
- While on mission overseas, at all time behave in a way that upholds the good reputation of Australia and NREFA and act in accordance with the Code of Conduct
- Comply with any other relevant NREFA policies and procedures.
- Ensure that Intellectual Property is not distributed without the consent of NREFA
- Report any breaches of the Code of Conduct to the Chairperson of NREFA

**Statement by all No Roads Expeditions Foundation (Aust) Ltd Personnel & Representatives:**

I confirm that I have read and understood the No Roads Expeditions Foundation (Aust) Limited's Code of Conduct. I have had the opportunity to ask questions in relation to the understanding and application of the Code of Conduct.

**I agree to comply with the Code of Conduct.**

I understand that a breach of the Code of Conduct may provide grounds for my appointment, employment or volunteer deployment with No Roads Expeditions Foundation (Aust) Limited to be terminated. I also understand that a breach of the Code of Conduct could result in criminal prosecution.

I understand that it is my responsibility, as a person engaged by No Roads Expeditions Foundation (Aust) Limited to use common sense and avoid actions or behaviors that are abusive or exploitative of this code and all NREFA policies including but not limited to the Child Protection, Gender Equity, Disability, Anti-Discrimination, Alcohol & Drugs, Privacy & Security and Counter Terrorism Policies, or could be construed as such.

I authorise No Roads Expeditions Foundation (Aust) Limited to undertake any necessary inquiries, including criminal record checks and reference checks as part of my appointment, recruitment or engagement process. Finally, I confirm my willingness to participate in relevant training sessions provided by No Roads Expeditions Foundation (Aust) Limited including but not limited to:

- Child Protection
- Gender Equality
- Equal Opportunity

- Work Health Safety

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