

Code of Conduct

Introduction

The Holding Hands Under Ground (HHUG) Code of Conduct (Code) sets the standard of behaviour for all HHUG personnel representing or working on behalf of HHUG, including: board members, employees, volunteers, interns, visitors, accompanying dependant of personnel, contractors and partner organisations. These behavioural expectations are guided by HHUG's organisational values, policies and procedures. The Code of Conduct applies to all individuals engaged in or related to the delivery of HHUG's work in the Northern Rivers and across Australia, at all times, including outside of office hours when travelling to communities or locations where we work.

The Code outlines the standard of professional behaviour required by HHUG personnel in their interactions with all people of all ages, roles and backgrounds. The required professional behaviours support HHUG's ability to create safe and respectful relationships with communities and stakeholders, and to uphold the organisation's reputation. It is important to note that this is not intended to provide an exhaustive list of behaviours but a broad framework to guide your engagement while representing HHUG.

Responsibilities

HHUG personnel are responsible for abiding by the behavioural expectations outlined in this Code in their engagement with or whilst representing HHUG. If there are any breaches of this Code all personnel are required to report this to hr@hhug.org.au

Professional behaviour:

All HHUG personnel are expected to maintain a high standard of personal and professional behaviour.

Representatives of HHUG will:

- conduct themselves in a manner that is consistent with HHUG's values and always act in a respectful and professional manner towards all people
- comply with all relevant local legislations, including labour laws in relation to child labour
- be familiar with and abide by all the laws, customs, regulations and work requirements of the community
- display understanding and sensitivity of local customs and traditions as well as religious/cultural practices of the country and /or community in which they are working and representing HHUG
- treat all people engaged with HHUG with respect, regardless of their race, colour, gender, language, religion, age, political or other opinions, national, ethnic or social origin, sexuality, property, disability, birth or other status
- respect the backgrounds, experience, knowledge and responsibilities of all people contributing to HHUG's work

- not use language or behaviour towards people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- maintain honesty, accountability, confidentiality and transparency in all areas of their work and all financial dealings
- not accept gifts financial or otherwise, except for small cultural and customary gifts given in appreciation or mutual respect. If this occurs they will notify the relevant HHUG manager or HHUG contact
- avoid and promptly disclose any perceived, potential or actual conflict of interest
- not publicly comment on political, religious or cultural matters as a representative of HHUG without prior approval
- accept responsibility for their personal safety and security and will exercise reasonable caution in their work and inform their supervisor/coordinator/manager if they have any safety or health concerns or incidents
- work within the scope of their roles, responsibilities and discuss any variances with their manager
- ensure that when engaged with HHUG, HHUG knows where and how they can be contacted at relevant times, especially in the event of any security risk or emergency, and in these events will follow the instructions of their HHUG supervisor
- abide by HHUG policies and procedures, including HHUG's Child Protection Policy and Preventing Sexual Exploitation, Abuse & Harassment Policy
- act and take appropriate measures in their work to safeguard children, vulnerable people, the environment and communities HHUG works with
- maintain appropriate emotional boundaries with children, vulnerable people and community members and not seek contact outside the designated program for activities in person or through technology and other means
- not work under the influence of drugs or be in possession of illegal drugs while engaged in HHUG activities
- use all communication devices appropriately, and will not use any medium (including: computers, mobile phones, or video and digital cameras) to exploit or harass individuals or to access any pornography
- immediately disclose to relevant HHUG personnel all charges, convictions and other offenses, particularly those related to sexual exploitation, abuse or harassment of children or adults, including those under traditional law, which occurred before or occurs during my engagement with HHUG
- immediately report concerns or incidents to relevant HHUG personnel or following the HHUG PSEAH policy and/or Child Protection Policy reporting guidelines regarding sexual exploitation, abuse and harassment of children or adults or a possible breach of HHUG's policies or Code
- understand that HHUG prohibits transactional sex (the exchange of money, employment, good or services for sex, including sexual favours) while engaged in the delivery or related to HHUG programs or activities
- understand that HHUG prohibits fraternisation of staff (any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour) while engaged in the delivery of HHUG programs and activities
- ensure that in all photos, footage, images, and stories, people are properly clothed, images are appropriate, respectful, dignified, portray an honest representation of the context and facts and are

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culturally appropriate. Understand that photos, footage, and images must not be sexually suggestive, degrading, or submissive

- accept responsibility for personal health and wellbeing management during engagement with HHUG, and will complete all stipulated medical checks or questionnaires required in line with the ability to perform ones role, including disclosing any relevant known pre-existing health conditions, including mental health conditions
- notify the HHUG supervisor of any persistent health problems, medical assistance required or hospitalisation related to engagement with HHUG.

Version Control

HHUG will review and update this policy every three years, unless changes are required earlier, to ensure relevance and applicability.

	Updated By:	Reviewed By:	Approved By:	Next Review Date:
Person:	HHUG Director Ella Rose Goninan	HHUG Director Luke Jaaniste	HHUG Board	
Date:	07/07/2022	TBC	TBC	July 2025