



# TABITHA FOUNDATION AUSTRALIA

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## TFA Code of Conduct – Dec 2008

The Tabitha Foundation Australia (TFA) Code of Conduct sets out the standards of individual behaviour required of all people participating overseas through Tabitha programs. All Tabitha volunteers are required to sign and abide by the Code of Conduct during their assignment.

The code is designed to ensure that all volunteers are aware of their obligations and responsibilities as part of a program funded through public monies and community donation.

By accepting the intent of the code and through complying with its provisions, Tabitha volunteers acknowledge their status as representatives of the Australian people within local communities overseas. Failure to comply with the code may lead to the withdrawal of a person from a Tabitha project.

Compliance with the code also helps to ensure:

- Maintenance of the excellent reputation enjoyed by Australia's volunteers;
- Continuing public confidence within Australia of the integrity and efficacy of Tabitha volunteering programs;
- That the assignment is effectively completed in line with the objectives of Tabitha; and
- Tabitha's compliance with AusAid obligations

This policy applies to all Tabitha volunteers. In the case of house building trips, the designated team leader is responsible for obtaining a signed declaration for all team members.

Volunteers who have been convicted of any criminal offences relating to child abuse, child sex tourism or for accessing or possessing child pornography will not be accepted as volunteers for Tabitha projects.

## Standards of the Tabitha Volunteer Code of Conduct

In signing the *Declaration* attached to this copy of the Code, you are acknowledging the following standards:

### Tabitha Program

- To abide by all reasonable requests and directives given by Tabitha Cambodia staff.
- To treat all volunteers, staff and Tabitha program participants with respect.

### Laws of Host Country

- To abide by all the laws and regulations of Cambodia.
- To avoid involvement in party politics and refrain from public comment and /or demonstrations on political, cultural and religious matters, in particular I will be mindful of the risks of terrorism and ensure that I do not participate in any activities that may have links, directly or indirectly with any terrorism-related individuals, groups or activities.
- To respect the symbols of nationalism and religious practices.
- To not promote or attempt to convert any participants or persons in Cambodia to a particular religion or system of beliefs.

### Drug possession or use

I acknowledge that unauthorised possession or use of narcotic or hallucinogenic drugs is illegal in all countries and that possession or use of illegal drugs may result in immediate removal from the project.

### Security Risks & Emergencies

- I will register and update my personal details with the Australian Diplomatic Mission
- I will monitor and take account of the regular travel advisories issued by the Department of Foreign Affairs and Trade.
- I will exercise all reasonable caution when undertaking any activities that may result in harm or injury to myself or others.
- I will follow any reasonable instruction by Tabitha (or its agent) with regard to Tabitha's security plan.

### Health and Losses

- I will accept responsibility for my own health management during my assignment.
- I will be responsible for my own health and travel insurance during my assignment.

### Reputation and Representation

- I will refrain from any conduct or wrong-doing which may bring Tabitha or the Commonwealth of Australia into disrepute.
- I will not participate in any fraudulent activity such as dishonestly obtaining a benefit by deception or any other means that would advantage myself or any other person(s).
- I will not issue public statements in any way related to the activities or interests of the Australian Government or the host country without the prior explicit approval of Tabitha, who will seek permission from AusAID.

### Child Protection

- I acknowledge and accept that Tabitha adheres to statutory laws in Australia and foreign countries regarding child exploitation, child sex tourism, child pornography and the abuse of children.
- I will adhere to the Tabitha Child Protection Policy and all other laws of Australia or

Cambodia with respect to child protection to protect the rights of children in all aspects of my assignment.

- I acknowledge and accept the guiding principle that protection of the child is in all cases the over-riding consideration.

**Donations and Grants in Aid**

- I will ensure that donations or grants in aid shall be used as promised or implied in fundraising appeals, or as requested by the donor, or as specified in the submission and/or agreement related to a grant in aid.

**Resolution Procedure**

- If a grievance or concern arises during my assignment, I will notify the nominated Tabitha team leader. I will refer any irreconcilable disputes or unresolved concerns regarding directions, child protection concerns or advice received during my project to the Tabitha Cambodia Director or the Tabitha Foundation Australia Managing Director.

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## Code of Conduct Declaration

By signing this declaration, I declare and acknowledge that:

- I understand that I am participating in a program or project administered by Tabitha Cambodia (the 'assignment').
- My conduct during the assignment is governed by the standards defined in the *Tabitha Volunteer Code of Conduct Policy Dec 2008*.
- I will abide by all the provisions of this Code during the term of the assignment.
- My failure to comply with the *Tabitha Volunteer Code of Conduct* in any respect may result in removal from the assignment.
- I have received, read and will abide by the Tabitha Child Protection Policy.
- That I have not been convicted of any criminal offences or subject to any professional disciplinary proceedings relating to child abuse, neglect or exploitation or for accessing or possessing child pornography, including offences under Part IIIA of the *Crimes Act 1914* relating to child sex tourism.

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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