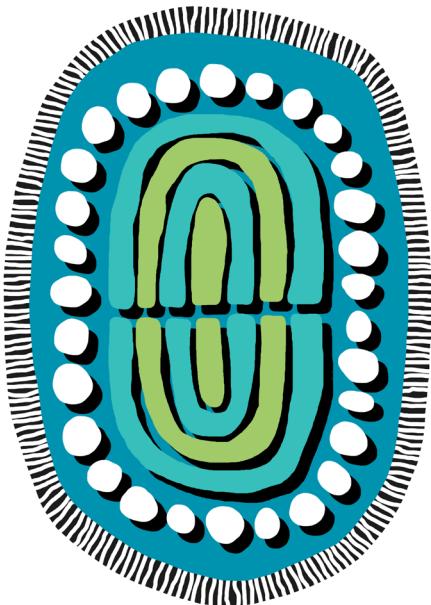




Code of Conduct

AVI
inviting change



Acknowledgement of Country

AVI acknowledges the Traditional Custodians of Country throughout Australia.

We recognise the continuing connection that Aboriginal and Torres Strait Islander peoples have to their lands and waters, and we pay our respects to Elders and communities past, present, and emerging.

We would like to specifically pay our respects to the Wurundjeri People of the Kulin Nation, as the Traditional Custodians of the lands on which our head office is located.



CEO Introduction

AVI is a purpose driven organisation - how we do things is just as important as what we do.

This Code of Conduct sets out expectations of our behaviour to each other and to all those with whom we work. It is an agreement between each of us and AVI. Our code brings our values to life. It reminds us why values are important and helps us understand them in practice. It is not just for us. We use our values and Code of Conduct to drive the best possible outcomes for all those with whom we partner and work. We never compromise on these values. They guide how we create a workplace where everyone feels respected and safe.

Our Code of Conduct applies across the entire organisation and includes all those who work for AVI - our Board of Directors, our Leadership Team, employees, in-office volunteers, student program participants, contractors, and sub-contractors.

Our Code of Conduct applies at all times, when we are working, whether at the office, home, travelling, on social media, or representing AVI.

Our Code of Conduct should be read as part of our wider suite of policies and governance documents. While some of AVI's policies are referred to in this Code, you should access and understand all of our organisational policies. These documents help us do our work each day and provide clarity on what's required across a range of areas. When we work for AVI we are committing to these policies.

As an organisation, AVI aspires to provide a culture where we can each thrive - you are part of creating that culture. We are also committed to improving our organisational practices and addressing issues such as unconscious bias and decolonisation. We will continue to create an environment where we can openly and respectfully contest ideas and debate complex issues in order to do better and have a more positive impact in the world.

The commitments outlined in this code are our organisational values articulated as behaviours and actions. They hold each of us accountable and reflect a strong culture that we can each be proud of and responsible for.

Mel Gow

CEO AVI



Our Values

- Equity and social justice
- Integrity
- Accountability
- Diversity and inclusion
- Respect
- Partnership
- Solidarity

In addition to our core values, AVI is committed to reconciliation as evidenced through our Reconciliation Action Plan and to environmental sustainability. Included within this Code is a personal commitment from each of us to support these organisational commitments through our own workplace actions and decisions.



Our Commitments

1. We commit to working within the principles of universal human rights and **social justice** to create **equity**.
2. We commit to acting with **integrity**, knowing that we are always representatives of AVI.
3. We commit to being **accountable** for our actions.
4. We commit to embracing **diversity** and **inclusion**.
5. We commit to treating others with **respect**.
6. We commit to working in true **partnership**, building productive relationships that emphasise reciprocity, teamwork, and collaboration.
7. We commit to working in **solidarity** with our partners through trust, cooperation, and mutual support.
8. We commit to using AVI's resources in the most **sustainable** way, respecting and caring for the **environment**.



1. I commit to working within the principles of universal human rights and **social justice** to create **equity**

- I will ensure that my conduct is consistent with the United Nations universal human rights principles and frameworks which guide the work of AVI.
- I will contribute to a culture that empowers and protects the rights of the people and communities we work with.
- I will support the safeguarding of children and vulnerable adults from all forms of exploitation, abuse, and harassment.
- I will be conscious of the power that I have in my role when engaging with colleagues and partners. I recognise that uneven power dynamics in communities, organisations, and between individuals may undermine equity and human rights.
- I will call out racism and discrimination where I see them and I will seek to understand and address my own unconscious bias.



2. I commit to acting with **integrity**, knowing that I am always a representative of AVI

- I will conduct myself in a respectful manner that aligns with the values of AVI and protects the organisation's reputation.
- I agree to follow the professional standards* within AVI's Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policies and will not tolerate any breach.
- I will only share publicly, including on social media, content that respects the privacy and protects the security of those I engage with and upholds the integrity and good reputation of AVI and our partnerships.
- I will raise concerns about any issues, complaints or financial risks that may impact AVI's reputation or efficient operations.
- I will avoid any conflicts of interest to the best of my abilities. To be objective and fair, I will communicate any conflict of interest that may exist.
- I will respect the decisions made, expertise and experiences of others even if I do not agree with them.
- I will ensure that assistance by AVI is not given in exchange for any service, gifts, benefit, or favour from others and I will adhere to the required organisational policies and practices if offered a gift.
- I will act in accordance with the laws of the country where I am located, AVI's policies and our Code of Conduct.

* Please refer to professional behaviour standards included in the Child Protection and PSEAH Policies - these form part of this Code of Conduct and also require signed agreement by all those who work for AVI.



3. I commit to being **accountable** for my actions

- I will accept responsibility for my decisions and actions.
- I will be accountable for my professional and personal conduct, and treat everyone with dignity, courtesy, and respect.
- I will deliver to the best of my abilities.
- I will be honest and make amends if I make a mistake or misjudgement.
- I will behave in a way that prioritises my safety and the safety of others.
- I will immediately report concerns, allegations, suspicions, observations, or breaches of AVI's Child Protection Policy and Prevention of Sexual Exploitation and Abuse (PSEAH) Policy.
- I will provide encouragement and support to my team members and colleagues.
- I will consult appropriately and consider any potential impacts before making decisions and taking action.
- I will implement AVI policies in an open and transparent manner and I will cooperate with reviews when required.



4. I commit to embracing **diversity** and **inclusion**

- I will respond appropriately to the specific challenges and circumstances experienced by people with disabilities; LGBTQI+ people and those with diverse sexual orientation, gender expression and sex characteristics; people from diverse cultural backgrounds; Indigenous people; those in remote, regional, and rural settings; children and vulnerable people, and those of all ages.
- I will demonstrate inclusive behaviours and make every effort to ensure all feel valued, welcome, integrated, and included in the workplace.
- I will include and seek input from people across a variety of backgrounds and lived experiences when planning and making decisions.
- I will not engage in discriminatory practices towards or against others in relation to opportunities within the workplace.
- I will behave in a way that does not bully, harass, vilify, offend, undermine, intimidate, degrade, humiliate, or discriminate against others.
- I will try to speak plainly and not use words or phrases that may not be understood by colleagues from a country or culture different to my own - or if I do - I will explain them to share our diverse cultures and languages.



5. I commit to treating others with respect

- I will be kind, courteous and considerate of others.
- I will listen and ask questions to understand and respect others' views and perspectives.
- I will build trust and rapport with those I engage with, both within our organisation and with others including our partners, volunteers, and other stakeholders.
- I will recognise Indigenous peoples, knowledge, and cultures internationally and affirm the need to promote the rights of Indigenous peoples across all countries in which we work.
- I will contribute to creating an environment where everyone feels safe to share ideas, collaborate with others and participate in decision making.
- I will ensure that the best interests of children and vulnerable adults are always prioritised.



6. I commit to working in true **partnership**, building productive relationships that emphasise reciprocity, teamwork, and collaboration

- I will seek to create partnerships that are based on respect, openness, and equity.
- I will actively seek to engage in partnerships that reflect our values and purpose and reflect our organisation's locally led approach.
- I will actively build reciprocal partnerships that have shared outcomes and are mutually beneficial.
- I recognise that long-term mutually respectful and valued partnerships are the most effective way to deliver development outcomes.
- I will actively support a diverse range of locally led partnership opportunities with the aim of creating innovative ways of working that deliver the best solutions to the issues faced by our partners.



7. I commit to working in **solidarity** with our partners through trust, cooperation, and mutual support

- I understand that solidarity is a tool for reducing inequality and social injustice in the world.
- I will contribute to a culture where solidarity is celebrated through shared interests, objectives, and standards. I will strive to listen, understand, encourage discussion, and raise awareness to encourage empathy, build harmony, and challenge negative narratives on issues that impact our partners.
- I will advocate for, and work with, partners and communities, in support of development that is sustainable and responsive to their needs.
- I will promote through unity the rights of partners and communities to determine their own community-led development needs.



8. I commit to using AVI's resources in the most **sustainable** way, respecting and caring for the **environment**

- I will continue to build my knowledge and understanding of sustainable practices within my workplace. I will think about and be aware of environmental sustainability to consciously change behaviours and decisions into the future.
- I will prioritise the environment as a means of sustainable development and with respect to lands and First Nations people.
- I will actively seek ways to reduce, reuse and recycle.
- I will strive to use resources responsibly and support procurement of environmentally sustainable products, goods, and services.
- I will value, support, and integrate environmental protection and education initiatives where possible on an individual and organisational level.



What this means for me

- I will comply with the Code, policies and procedures and relevant laws at all times.
- I will ensure that I know my obligations in my area, job role and/or services that I provide. This means understanding my obligations to comply with our Code, policies, procedures, and relevant laws.
- If I am unsure how an obligation applies, I will seek advice from someone who knows, such as my manager or People and Culture.
- I respect the varying customs and cultures of the communities and countries where we operate, providing that they allow me to uphold AVI's Code, policies, procedures, or relevant laws.
- I will raise concerns if I believe there are improper circumstances or conduct that is unethical, unsafe, or if it breaches our Code, policies, procedures, or the law. This includes conduct by our suppliers and third-party business partners or contractors.



How do I raise a concern?

- You can raise your concerns with your line manager
- The AVI Whistleblower Protection Officers (WPO), the Manager, People and Culture or the Chief Financial Officer
- Via AVI's Speak Up @AVI service hosted through Stopline: <https://avi.stoplinereport.com>
- If you need to report a Disclosable Matter about the Whistleblower Protection Officers, you can email the CEO of AVI directly at mgow@avi.org.au

AVI will offer you support during these processes including external support through Stopline if applicable, access to the organisational EAP Benestar and through management and leadership support where appropriate.



Breaches of the Code of Conduct

Our Code of Conduct, like all our organisational policies, plays a significant part in ensuring we comply with domestic legislation across various jurisdictions, as well as performing with accountability and transparency. A breach of these policies, including this Code of Conduct can have very serious consequences for each of us as individuals, for AVI more broadly and for our partners and stakeholders. It's why we are each asked to read, understand, comply, and acknowledge these implications.

In circumstances where organisational policies or the Code of Conduct are breached, there may be a performance management process undertaken which may include disciplinary action. Depending on the severity of the breach this could include termination of employment. Each breach is assessed on a case-by-case basis and a procedurally fair process and principles of natural justice are followed. AVI may also be required to report unlawful activities or breaches of legislation to local authorities and/or statutory bodies.

Thank you for wanting to be part of an empowering, committed and purpose driven organisation, where our behaviours reflect our values.

I acknowledge and agree to AVI's Code of Conduct as a condition of my employment:

Name:

Signature:

Date:

AVI's full suite of policy documents can be found on the [AVI SharePoint](#)