

EMPLOYEE CODE OF CONDUCT

October 2021

PURPOSE AND SCOPE

Opportunity International Australia (**Opportunity**) requires all employees and volunteers (collectively referred to as ‘staff’ in this policy) to treat colleagues, supporters, suppliers, visitors, members of the public and other stakeholders, with courtesy, dignity and respect.

The purpose of this Code of Conduct is to provide staff with a clear understanding of Opportunity’s values and expectations of professional conduct. It is not designed to list every detail of expected behaviours but rather aims to set clear guidelines on what conduct is expected and necessary, and what behaviours are unacceptable.

This Code of Conduct applies to all aspects of employment and in all locations where work is conducted including Opportunity offices, working from home or off-site, at work related activities such as events, conferences, training sessions and social functions, and work-related domestic or international trips.

OPPORTUNITY’S VALUES

While achieving results is critical for succeeding in our mission, it is equally important to not lose sight of “how” those results are achieved. Opportunity expects staff to behave in accordance with its [core values](#). As part of the performance management system, employees must reflect and report on how they have demonstrated Opportunity’s core values through their behaviour.

OPPORTUNITY’S POLICIES

Staff must comply with all Opportunity policies and procedures, including but not limited to the requirements and behavioural expectations as set out in detail in the following policies:

- [Bullying, Harassment and Discrimination](#)
- [Business Technology](#)
- [Child Protection](#)
- [Conflict of Interest](#)
- [Corruption and Fraud Prevention](#)
- [Performance Management](#)
- [Prevention of Sexual Exploitation, Abuse and Harassment](#)
- [Privacy](#)
- [Safeguarding Code of Conduct](#)
- [Social Media](#)
- [Work Health & Safety](#).

GUIDELINES FOR CONDUCT

All staff have a duty of care to others and are required to treat each other with courtesy and respect and refrain from behaviours that might cause offence or create a risk to

someone's health and safety. Different social and cultural standards may lead to confusion as to what behaviours are acceptable and reasonable. For the purpose of providing clarity, examples of unacceptable behaviour include, but are not limited to:

- Sexual exploitation, abuse and harassment
- Emotional, psychological or physical violence or abuse
- Bullying, intimidation, coercion, stalking, harassment or discrimination
- Unreasonable demands, undue persistence or disruptive behaviour
- Aggressive or abusive behaviour including offensive or threatening gestures
- Verbal abuse such as yelling, screaming, abusive or offensive language
- Being under the influence of illicit drugs or impaired by alcohol
- Unsafe work practices or behaviour which may harm staff or others
- Unwelcome physical contact including that of a sexual, intimate or threatening nature
- Teasing, name calling, ridicule or making someone the brunt of pranks or jokes
- Withholding approval for or denial of requests maliciously, discriminatorily or unfairly
- Excluding or isolating individuals
- Undermining the performance, reputation or professionalism of others by deliberately withholding information, resources or authorisation, or by supplying mis-information
- Malicious or mischievous gossip or complaints
- Abusive or harassing communication (such as notes, emails, phone calls and text messages) during or after working hours
- Belittling opinions or unreasonable and unconstructive criticism
- Stealing or misuse of organisational resources
- Viewing inappropriate images or pornography in hard copy or electronically.

COMPLIANCE

Staff must report to their manager or the People & Culture Manager as soon as practical suspected violations of this Code of Conduct, including suspicious, unethical or illegal conduct or any unacceptable behaviour listed above. The procedures set out in the [Grievance Policy](#) and [Complaints Policy](#) provide guidance on raising work-related grievances and reporting complaints about more serious matters.

Staff who breach this Code of Conduct or engage in unacceptable behaviour will be subject to disciplinary action, which may include a warning, counselling, demotion or termination of employment depending on the circumstances.