
SAFEGUARDING CODE OF CONDUCT

I, (insert name) _____
acknowledge that I have read and understand **Opportunity International Australia's (Opportunity's) Child Protection Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy**. I acknowledge that Opportunity's programs involve people who are particularly vulnerable and agree that in the course of my engagement with Opportunity, I must:

- treat all children and adults with respect, courtesy and dignity
- promote human rights without discrimination according to social status, race, ethnicity, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability
- use language or behaviour that is appropriate, and not harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage in sexual exploitation, abuse or harassment
- not exchange money, humanitarian assistance, gifts, preferential treatment, employment, goods or services for sex, including sexual favours
- not engage children under the age of 18 or vulnerable people in any form of sexual intercourse or sexual activity, including paying for sexual services or acts ¹
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home or accommodation, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children and adults or access exploitative material through any medium
- not physically punish children and adults
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- not provide or supply children with drugs or alcohol
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as exploitation or abuse of a child or a vulnerable person
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of exploitation, abuse or harassment, and policy non-compliance in accordance with appropriate procedures
- disclose immediately all charges, convictions and other outcomes of an offence, which occurred before or occurs during my engagement with Opportunity that relate to exploitation, abuse or harassment.

¹ as defined under Criminal Code Act 1995

These behaviours are not intended to interfere with normal family interactions.

Before photographing or filming a child or an adult for work-related purposes, I must:

- obtain informed consent from the person and explain how the photograph or film will be used. If the person is a child, informed consent must also be obtained from their parent or guardian
- photograph children with a parent or guardian where possible
- present subjects in a dignified, respectful manner, portraying them as equal partners in the development process. People should be adequately clothed and not depicted as vulnerable or submissive or in poses that are sexually suggestive
- ensure images are honest representations of the context and the facts
- endeavour to comply with local traditions or restrictions for reproducing personal images
- ensure photographs, file labels, meta data or text descriptions limit identifying information about a child to first name, age and region or city, when sending images electronically or publishing images in any form (for example do not include surnames, school or village).

When visiting Opportunity's programs overseas, I will:

- be accompanied by an Opportunity and/or implementing partner staff member (or authorised volunteer) at all times and will not spend time with a client and/or their children unsupervised
- facilitate any gifts or correspondence to clients and/or their children through the relevant implementing partner
- report any concerns, suspicions or incidents of exploitation, abuse or harassment by Opportunity personnel as per the reporting procedures set out in the Child Protection Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy.

During my engagement with Opportunity, I understand that the onus is on me to be alert for safeguarding risks and incidents and avoid actions or behaviours that could be construed as exploitation, abuse or harassment and I commit to uphold the highest standards of accountability, integrity and respect.

Signed:

Date: