



## **5. Cufa Employee Code of Conduct**

**POLICY OWNER:** Directors of Cufa

**RELEASE DATE:** May 2011

**LAST REVIEWED:** November 2019

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**VERSION NO:** 2.7

### 5.1. Overview

Cufa is an international NGO which relies heavily on the professional conduct of staff to uphold the integrity of the organisation. Staff are expected to behave and operate according to a number of key standards.

Where these standards are not met, Cufa's reputation, success of programs and reputation of partners or donors may be put at risk. As such, the employment of the representative(s) must be reconsidered.

### 5.2. Scope of this Policy

This policy applies to:

- Employees
- Contractors to Cufa
- Interns, and
- Volunteers of Cufa

In this policy each person in the categories listed above is referred to as a Cufa "employee".

### 5.3. Prohibited behaviours

Cufa representatives have a contractual and ethical responsibility to work in good faith towards the goals and objectives of the organisation and to not engage in activities that may negatively impact Cufa, a beneficiary, local communities or any other stakeholders.

All Cufa representatives are required to act in an appropriate manner in accordance with the highest levels of honesty and integrity, local laws and cultural norms.

At no time are Cufa representatives permitted to engage in following acts/behaviours:

- Corruption and/or bribery
- Non-disclosure of any material gifts or offers of gifts for personal use. Staff are also prohibited from accepting valuable or otherwise inappropriate gifts
- Discrimination
- Drug or alcohol abuse
- Intoxication while at work
- High levels of unexplained absenteeism
- Stealing
- Falsification of documents and records
- Illegitimate release of organisational funds
- Release/donation of Cufa funds to illegal organisations

- Release of confidential information without appropriate approval
- Disregard of safety regulations that would endanger themselves or others
- Abuse of authority
- Abusive use of telephone and email for personal use
- Involvement, association or affiliation with any terrorist organisation/unit, or
- Breach of the [Child Protection Policy](#).
- Any acts of breaches included within the scope of the [Anti-Harassment and Bullying Policy](#).
- Any acts or breaches included within the scope of the [Prevention of Sexual Exploitation, Abuse and Harassment Policy](#).

#### 5.4. Poor performance

Where poor performance is observed in Cufa staff, steps will be taken for corrective action as per the [Disciplinary Policy](#). The direct supervisor or the Chief Executive Officer will give four separate warnings with the aim to correct poor performance. Dismissal will follow if no positive outcome can be reached after the three warnings. Instant dismissal is allowable for repeated or severe offences.

#### 5.5. Conflict of interest

Cufa representatives should follow the highest ethical principles and avoid situations where any possible conflict of interest may occur. Representatives must perform their duties in the best interests of Cufa and its program stakeholders. Cufa representatives must inform their direct supervisors of any potential conflicts of interest.

#### 5.6. Use of organisational equipment

Equipment, office space or any other organisational assets are not to be used for personal benefit.

#### 5.7. Storage of organisational files

Staff must ensure that files, reports and documents are kept up to date and adequately stored. Important documents (both hard and soft copies), such as finance related and those with signatures on them cannot be destroyed without the approval of the responsible Cufa Sydney staff member.

#### 5.8. Staff correspondence

The bulk of correspondence between Cufa's Sydney staff and overseas project staff will be done via email and telephone. In order to reduce costs, wherever possible, email and Skype are the preferred mediums of communication and all emails should be kept at a professional level.

#### 5.9. Dress

Personnel are required to wear the appropriate attire in line with the local customs (note that for women in many Asian societies, conservative dress is the norm). As a general guide, a combination of smart and smart casual is preferred. During official visits, men should at minimum wear collared shirts and slacks.

Although not compulsory, a long sleeve shirt / blouse is recommended if prone to sunburn and to protect body from mosquito bites, while in the field.

#### 5.10. General behaviour

In areas not covered above, employees must use their judgement to determine the appropriate course of action. This includes taking into consideration local laws, norms and customs. To avoid sending the wrong signal in unclear situations, the conservative course of action must be taken to maintain goodwill.

#### 5.11. Work hours

Although there are no formal procedures for time keeping, a 37.5-hour week is expected. The required 37.5 hours are expected to be completed between the business hours of 7am and 7pm Monday to Friday.