



AHF Code of Conduct

Our Code of Conduct applies to all AHF personnel, including Directors, employees, consultants and volunteers. This Code provides the framework of principles for conducting business, dealing with other employees, stakeholders and partners.

I agree to:

- Uphold the standards articulated in the ACFID Code of Conduct.
- Comply with the AHF policies provided to me.
- Adhere to and sign the AHF Child Safeguarding Code of Conduct.
- Agree to provision of a police check or state or country equivalent, if required.
- Uphold a commitment to behaviour free from bullying, discrimination, sexual harassment, sexual exploitation or sexual and physical abuse (including transactional sex). Report any suspected or actual instances.
- Not engage in any fraudulent behaviour, remain alert to, and raise/report instances or suspicions of fraud involving AHF or partner organisations.
- Abide by the laws, regulations and employment rules of Australia, and any country of placement.
- Ensure that funds are not provided to any individuals or organisations associated with terrorism and/or organised crime.
- Maintain a professional standard of behaviour at all times.
- Avoid involvement in party or sectarian politics, and any public comment on political or religious matters when representing AHF.
- Refrain from any wrongdoing or conduct that may bring AHF, its programs or the Government of Australia into disrepute.
- Perform duties in the best interests of AHF and the communities of the Himalayan region.
- Conduct all work in an accurate and timely manner.
- Act in a manner that respects the dignity, values, history, religion and culture of the people of the Himalayan region, consistent with the principles of basic Human Rights.
- Take adequate precautions to ensure personal safety and security (as outlined in the AHF's Staff Safety and Security policy) including:
 - abiding by the security advice given by AHF when travelling overseas; and
 - immediately advising AHF of any health, safety or security threats.
- Avoid all comment regarding AHF to the media (including on social media) unless approved by, or requested and briefed to do so by AHF Chair, CEO or Head of Fundraising and Communications
- Report any perceived or actual conflict of interest between personal and professional duties/roles.
- Not retain or disclose any confidential or company information (including data) to any third party obtained at the AHF.

To agree to the above-mentioned clauses please sign and return this document to AHF.
Failure to comply with this Code will be treated seriously and may be grounds for disciplinary action.
For any queries or questions please speak with your supervisor or contact the AHF Office on 02 9438-1822.

Thank you for your commitment to maintaining a safe working environment at AHF and representing our organisation.

Name: _____

Signature: _____

Date _____

Position: _____

AHF Code of Conduct (revised July 2020)