



CODE OF CONDUCT

As the matter of fundamental principle, AusViet Charity Foundation (AVCF) should adhere to the highest ethical standards because it is the right thing to do so. Donors and volunteers support AVCF because they trust this Foundation to carry out their missions, to be good manager of their resources, and to uphold rigorous standards of conduct.

The following Code of Conduct is designed to help the Foundation to maintain its integrity and credibility with the public and its Foundation. This Code is applied to all members, volunteers and third party providers in conjunction with Foundation programs.

The Code of Conduct is organised into sections, as followed:

Service

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, religion, political beliefs; disability, age, sexual orientation.
2. Promote the mission and objectives of AusViet Charity Foundation in all dealings with the public on behalf of AVCF.
3. Provide positive and valued experience for those receiving service within and outside Australia.

Accountability

1. Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for or on behalf of AVCF.
2. Adhere to policies and procedures of AVCF and support the decisions and directions of the Board of Management and its delegated authority.
3. Taking responsibilities for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you are not exceeding the authority of your position.

Conflict of interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.



It is the duty of any person taking part in the operations of AVCF to adhere to the Conflict of Interest Policy at all times. In the event that such a matter arises, the person should formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

Confidentiality

1. Respect and maintain the confidentiality of all information gained as a volunteer, including, but not limited to, all computer software and files, the AVCF documents and printouts and all volunteer membership, donor, and supporter records.
2. Respect and maintain the confidentiality of individual personal information about a person gained through your role in AVCF, for example, in support groups, meetings or in service programs.

Personal or Sexual harassment

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual. Abuse or exploitation of children under age of 18 or vulnerable people is a crime and must be reported immediately.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature. It is discriminatory behaviour, directed at an individual, that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

AVCF has zero tolerance policy respected to Personal/Sexual harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for immediate termination as a volunteer

Code of Conduct declaration

I, _____ have read, understand and agree to abide by the Code of Conduct of AVCF and I understand that such adherence is a condition of my volunteer work. I understand that any violation of the Code of Conduct may be grounds for termination as a volunteer.

Signature _____ DATE

/	/
Day	Month
	Year

Print Name _____