



Australian Cervical Cancer Foundation

Policy Statement of Code of Conduct and Code of Ethics

Reference Document: G-003

This document is a public statement of the values of Australian Cervical Cancer Foundation. It is expected that the organisation and all the people connected with it, including Board Members, Staff and Volunteers, including our International Partners, will conduct themselves in accordance with the fundamental ethical principles stated below to maintain public trust and confidence in the integrity of the organisation. ACCF is an international development agency that is committed to the inclusion and representation of those who are vulnerable and those who are affected by the intersecting drivers of marginalization and exclusion. ACCF is also committed to the inclusion of respect, protecting and promoting human rights for all, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, poverty, class, or socio-economic status.

ACCF's Mission in Australia and Overseas

ACCF's vision and mission is to protect and enhance women's health to help overcome disadvantage, by eliminating cervical cancer and enabling treatment and support for women with cervical cancer and related health issues in Australia and in developing countries.

The mission of ACCF is to minimise the incidence and burden of cervical cancer and related women's health issues: to assist women, their families, and communities by developing and implementing practical and appropriate programs, and by partnering with like-minded government, organisations, and individuals to achieve health outcomes which reduce marginalisation and contribute to developing stronger communities.

ACCF's Vision

Through its programs in support of women's health and wellbeing, ACCF is committed to improving health and reducing poverty and disadvantages to contribute to sustainable development. ACCF and its program partners have a policy of zero tolerance to fraud and corruption and to family and sexual violence, particularly against women.

ACCF's Purpose

The principal activities of the company are to carry out its public charitable purposes of preventing cervical cancer, by:

- Promoting and facilitating screening for cervical cancer
- Promoting awareness and prevention of cervical cancer.
- Supporting women living with cervical cancer and related women's health issues, and their families.

Those ethical principles and values are:

- **Having and demonstrating respect for the law and system of government**
- **Having and demonstrating respect for people**
- **Pursuing and demonstrating integrity and good faith**
- **Pursuing and demonstrating diligence**
- **Pursuing and demonstrating economy and efficiency**
- **Pursuing and demonstrating excellence**
- **Avoiding conflicts of interest**
- **Having an affinity with and an understanding of the mission**
- **Providing good governance for proper purpose and in good faith**
- **Being socially and environmentally responsible**
- **Having and demonstrating respect, protecting and promote internationally recognized human rights for all.**

To support the principles and values in this Code of Ethics it is acknowledged that:

- **Timely reviews of the Code of Ethics will be undertaken to ensure it continues to be relevant and appropriate**

- **Behavior complying with this Code will be acknowledged positively**
- **Behavior breaching this Code will be investigated by a process which gives natural justice to all involved and if the findings justify it, then counseling or sanctions will be applied**

Explanatory Document

Having and demonstrating respect for the law and system of government

Explanation

- All laws, rules and regulations, whether commonwealth, state, local government or ACCF rules and policies, or in a foreign jurisdiction, must be observed for proper functioning of the community.

Example

- All fundraising, taxation, business, privacy and work-place laws must be complied with and all record keeping done accurately and in a timely manner.

Having and demonstrating respect for people including gender equality and equity

Explanation

- Everyone must be treated with respect and dignity, including board members, staff, volunteers, members and beneficiaries of ACCF.
- Dealings with others must be culturally appropriate, courteous and helpful.
- Decisions and processes must be fair and natural justice must apply.
- There must be no discrimination on the grounds of gender, lawful sexual preference, race, disability, cultural or ethnic background, religious or political belief, marital or parental status, age or physical characteristic.
- There must be no harassment, bullying or intimidation.
- Training will be provided to emphasize the importance of applying the principles relating to respect, protect and promote internationally recognized human rights.

Example

- Natural justice requires at least three things to be present.

Firstly, if there is an issue or case to be resolved, all involved must be told clearly what the issue or case is,

Secondly, there must be reasonable time to prepare an answer and an adequate opportunity to present that answer in writing to the decision maker,

Thirdly, the decision made must be free from any actual bias and free from any appearance of bias e.g. If the decision-maker is a friend or relative of a party or has a financial interest in the decision, it may be or appear to be biased.

- Abusive or offensive language or shouting or displays of anger are not acceptable in the workplace or at any event or meeting including board meetings.

Pursuing and demonstrating integrity and good faith

Explanation

- All dealings with other people should be honest, transparent and fair and carried out with a view to advance the mission of ACCF.
- All personal or financial affairs should be carried out in such a manner so as not to discredit ACCF.
- No comment should be made about any person, event or circumstance which may bring disrepute upon ACCF.

Example

- Gossiping about others or undermining the efforts of others is not acceptable.

Pursuing and demonstrating diligence:**Explanation**

- Duties must be carried out in a professional manner and policies carried out without compromise.
- Superior standards of performance should be achieved.
- ACCF business must be given priority.
- Any risks to ACCF must be minimized.
- Any reasonable suspicion of dishonesty or improper conduct should be reported to the CEO or other appropriate authority.

Example

- All work is carried out promptly within an appropriate timeframe.
- While at work attention is focused on ACCF matters rather than personal matters.
- People should be well prepared in advance for all meetings.

Pursuing and demonstrating economy and efficiency**Explanation**

- ACCF property should be used only for the purpose it is designed for.
- Resources should be applied at an appropriate level to be effective but without extravagance or waste.
- Confidentiality of ACCF information and records must be maintained.
- Proper security must be put in place for ACCF assets and intellectual property.

Example

- All equipment should be properly used and kept in working order.
- Quotes or tenders should be sought to ensure that goods or services are provided to specification and at an appropriate cost, when predetermined amounts are exceeded.

Pursuing and demonstrating excellence**Explanation**

- Strategic planning should be part of a regular cycle
- There should be opportunities sought for continuous improvement in operations
- Training and upskilling for board members, staff and volunteers must be put in place.

Example

- Functions and operations can be benchmarked against other organisations to achieve the best practice.
- Evaluation of activities should be carried out to review opportunities for improvement.

Avoiding Conflicts of Interest

Explanation

- Directors and staff should avoid dealing with businesses in which they or relatives have an interest.
- Any conflict of interest must be disclosed.
- Assets or information about the organisation must not be used for personal reasons.

Example

- If your relative or a friend has a financial interest in a business, then ACCF should not buy goods or services from that business, unless there are exceptional circumstances and then only with absolute transparency.
- A Board member must notify the meeting of any conflict of interest and must not vote or may have to leave the meeting while the issue is discussed.

Having an affinity with and an understanding of the mission

Explanation

- To be involved in the service of ACCF it is imperative that there is a clear understanding of what the organisation's values, vision and mission are.
- There must be sufficient affinity with the mission of ACCF so that duties can be undertaken in good conscience.

Example

- Holding a belief that a person in a particular ethnic or cultural group is somehow less worthy of assistance conflicts with the organisation's mission to serve all people.

Providing good governance for proper purpose and in good faith

Explanation

- All board, staff and volunteers must support the process of good governance.
- Decisions should be made in the best interests of the whole organization.
- Decisions should be made for the advancement of the mission not for individual advancement or organizational gratification.

Example

- People must act in good faith and be honest and open in their dealings with each other and with ACCF.
- Directors must tend to all business of the company not simply those items of business that are of interest to them.

Being socially and environmentally responsible

Explanation

- ACCF, and all board members, staff and volunteers should aim to act as good citizens in the community and do nothing to the detriment of the community or the society.

- The wellbeing of the environment that we all share must not be damaged as a result of our actions.

Example

- It is not appropriate to be party political.
- ACCF should aim to be positive rather than negative in achieving its missions. It should not seek to benefit at the detriment of another sector of the community
- Consideration should be given to the health of the environment in the use of resources such as energy, water, motor vehicles, and paper.
- Proper and appropriate disposal of syringes and other sharps and the proper use of medications should be promoted.

APPROVAL



Director/CEO approval: Mr. J. Tooma

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