



**ROTARY AUSTRALIA WORLD COMMUNITY
SERVICE LIMITED**

CODE OF CONDUCT

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1. Introduction

ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LTD (RAWCS) activities are based on deeply held values and principles. It is essential that our commitment to humanitarian principles is supported and demonstrated by all members of the Board of Directors, Members of Regional Committees, Volunteers, Associates and paid Staff (herein referred to as RAWCS personnel). The code of conduct outlined below is designed for guidance and protection and to understand what RAWCS considers to be acceptable professional and ethical behaviour. In accepting participation in RAWCS activities, whether in Australia or overseas, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this code.

2. Rotary's Guiding Principle

Rotary International expects all RAWCS personal to conduct themselves both professionally and personally in a manner that enhances the integrity, culture and standing of Rotary International's guiding principle of "Service Above Self".

The Rotary International's 4-Way Test of things we think, say or do provides a summary of how to put into practice this guiding principle.

1. Is it the *truth*?
2. Is it *fair* to all concerned?
3. Will it build *goodwill* and *better friendships*?
4. Will it be *beneficial* to all concerned?

3. Professional Ethics, Neutrality & Impartiality

- RAWCS personnel are expected to perform their duties from a position of neutrality and impartiality;
- Where RAWCS personnel are members of professions with established ethical codes they are encouraged to continue to abide by those ethical codes as well as the RAWCS code of conduct.

4. Abuse of Power

Humanitarian work is a privilege and as a result of ongoing high standards of Rotary International continues to enjoy respect amongst its beneficiaries.

- RAWCS personnel are not to use the power of their position for their own benefit or the benefit of family members or friends.
- Kickbacks, bribes or other forms of personal enrichment are not permitted in any circumstances. This includes personal gifts of money, materials or services from beneficiaries, but does not include the small (usually handmade) gifts that are often presented to volunteers during a farewell or handover ceremony.

5. Relationships with the Local Community

RAWCS encourages RAWCS personnel to develop comprehensive relationships with members of the local community. The overall success of our work will be enhanced through positive local relationships.

- Where personal interest is present, RAWCS personnel are encouraged to join local cultural, community, and religious groups.
- Involvement in local political movements or leadership in community activities that compromise RAWCS objectives in the field country should be avoided and must not be undertaken without written permission from RAWCS Ltd.
- Considerable care should be exercised in the area of religious activities. Be aware of local sensitivities towards particular religious practices and take appropriate actions.
- RAWCS workers are encouraged to ensure that their personal activities are not seen as being the official position of RAWCS.

6. Conflicts of Interest

Occasionally situations may arise where a conflict of interest occurs between RAWCS activities and business contracts.

- RAWCS personnel are not permitted to form business relationships between members of their extended family and RAWCS;
- RAWCS personnel who also manage private businesses or have a financial interest in businesses are not permitted to sign contracts between RAWCS and those businesses.

7. Media Relations

RAWCS regards media coverage of our activities as being pivotal to the success of our programmes. Wherever possible,

- All media contact must be through either a national or regional chairperson or the national marketing director;
- Any requests for personal interviews or comments must be referred to a chairperson or national marketing director.

8. Relationships with Other RAWCS personnel

RAWCS personnel are encouraged to maintain open and professional relationships with each other. Differences in culture, religion, and politics should be respected.

- RAWCS personnel must not take part in any form of discrimination, harassment, or abuse (physical, sexual, or verbal), intimidation or exploitation, or in any other way infringe the rights of others inside or outside of RAWCS.
- RAWCS personnel must comply with all legal and organisational health and safety requirements in force at any RAWCS location including security guidelines.
- While it is to be expected that friendships will develop between RAWCS workers, such relationships must not interfere with project objectives.

9. Weapons

RAWCS personnel are not permitted to own or otherwise possess weapons on project field assignment.

10. Alcohol and Drugs

- RAWCS personnel are never permitted to work while under the influence of any drug related substance, legal or illegal, that affects the ability to perform their duties.
- RAWCS personnel must not work under the influence of alcohol.
- Remember that whether you are at work or enjoying private time you are likely to be viewed as a representative of RAWCS.
- At all times RAWCS personnel must comply with local laws and provisions.
- In environments where the possession and/or use of alcohol are illegal, RAWCS workers and dependents must not consume or store alcohol.
- Behaviour that is illegal brings RAWCS into disrepute.

11. Sexual Conduct

Sexual relationships are extremely powerful. RAWCS strongly encourages careful consideration with regard to the development of sexual relationships.

RAWCS personnel must -

- behave according to accepted international standards and laws with regard to sexual conduct;
- comply with local laws and prohibitions;
- never engage in any sexual activity or form a sexual relationship with a child;
- never engage in a sexual relationships with project beneficiaries or their family members;
- refrain from purchasing, or obtaining through other influence, sexual relationships of any form.



ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LTD (RAWCS)

Acknowledgement of Code of Conduct

I have read and understood the above RAWCS Ltd. Code of Conduct and agree to abide by it.

NAME: _____

ADDRESS: _____

Rotary Club: _____

SIGNED: _____

DATE: _____