

Values, General Behaviour Standards and Code of Conduct

Policy Owner	Human Resource Manager
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Last Revised	22 November 2023
Replaces	
Approved by	Mark Welton, Chief Financial Officer

Introduction

Disaster Relief Australia's (DRA) Values Statement, General Behavior Standards and Code of Conduct (herein collectively referred to as the "Code") applies to all persons who undertake activities for, or on behalf of DRA (herein referred to as "Members"). Members are accountable for their conduct not only when undertaking physical activities for DRA but also when communicating remotely on technology platforms such as social media, email, etc. The Code has three objectives:

- To guide and support DRA Members
- To ensure public confidence in DRA
- To set the standards of professional conduct expected of DRA Members

You should consider our Values, General Behavior Standards and Code of Conduct carefully before deciding if DRA is right for you. You will be held to them.

DRA Values

DRA is a professional disaster relief organisation with a unique culture and history. We are dedicated to the service of communities in need and each other, and governed values that place a high value on servant leadership, maturity, integrity, team work and determination. We believe that veterans have unique skills and experience that can be harnessed to assist disaster

affected communities. We also recognize that veterans have an ongoing desire to serve others and that through service they can realise a renewed sense of purpose, community and identity.

The following values underpin our organisation:

Courage: We act without fear or favour in the best interests of the communities we serve and each other.

Mateship: We assume the best about those with whom we serve. Stridently, we look after each other and the community – mate first, self-second – always.

Endurance: We know that beyond the next hill is a river and beyond the river another hill. Yet we will march undaunted until we reach those who need us.

Service: We serve without expectation of personal gain, recognition or reward.

Tenacity: We bring order to chaos with a fierce blend of determination, flexibility and grit.

Respect: We act with every possible kindness and humanity, and no matter what, hold ourselves to a higher standard. Be respectful. Be respected.

General Behavior Standards

Professional and courteous behavior

DRA Members will not act in a manner that a reasonable person would view as bringing themselves or DRA into disrepute, or that is otherwise improper. DRA Members will comply with lawful and reasonable directions given to them by a person with authority to give such direction, including from DRA members in leadership positions. DRA Members will always treat other

people with respect and courtesy.

Sexual Harassment

DRA is not a breeding ground for flirtatious behavior, crude jokes, or unwanted sexual advances. It is a Member's responsibility not to make other people uncomfortable as a result of unwanted behavior. No two people have the same comfort level. Unwanted sexual advances or behavior will not be tolerated at any time.

Public comment

DRA Members will only make public comments in relation to their duties, when authorised to do so by the relevant manager. Such comments will be restricted to factual information, and personal experience. Public comment will not divulge information of a sensitive nature and may not portray DRA in a negative light. 'Public comment' includes providing information or comment to (or in) any media (electronic and print), including posting comments on the internet and speaking engagements outside of normal DRA operations.

Handling sensitive information

By virtue of their duties, DRA Members may access, deal with and/or are aware of information about issues, facts and circumstances that they know, or where a reasonable person in the circumstances should know, need to be treated as confidential.

DRA Members will not misuse information gained in their Membership capacity, including, but not limited to:

- seeking to use information for personal benefit or gain or for the personal benefit or gain of another.
- releasing personal details or records of a member outside of pre-approved points of contact either inside or outside of DRA.

DRA Members will maintain the integrity and security of sensitive information for which they are responsible. Members will also ensure that the privacy of individuals is maintained and will only release information in accordance with relevant legislation, policy, procedure or lawful and

reasonable direction.

Acceptance of gifts or benefits

DRA Members will not seek or accept gifts or benefits for themselves or others that could be reasonably perceived as influencing them in the performance of their duties and functions as DRA Members.

Non-pecuniary gifts or benefits offered to DRA Members by representatives of organisations may be accepted but must be registered in writing with a relevant manager, as may gifts from individuals or organisations if they are obviously mementos or gifts of a symbolic nature.

Criminal offences

DRA Members must, at the earliest possible opportunity, advise their manager (or if that person is not available, a higher manager) if they are charged with a criminal offence. Reports to a manager or person in management must be in writing (including by email).

Reporting unethical behavior or actions contrary to this Code of Conduct

DRA Members must report to an appropriate manager, any behavior that a reasonable person would suspect violates any law, is a danger to public health or safety or to the environment. This also applies to conduct that may be in violation of the DRA Code of Conduct. DRA Members must also, when reasonably requested by an appropriate manager, provide information to an investigation of unethical behavior.

Code of Conduct

As a DRA Member, I agree to adhere to the following Code of Conduct whilst participating in any Disaster Relief Australia (DRA) activity, including activities that fall outside of physical activities, such as online messaging, Tribe Chatter, email, etc.

I acknowledge and commit to the following:

- a) I will always adhere to the following guiding behaviour and conduct

policies:

- i. DRA Values, General Behavior Standards and Code of Conduct
 - ii. DRA Child Safeguarding Policy and Code of Conduct
 - iii. DRA Harassment, Sexual Harassment and Discrimination Policy
 - iv. DRA Prevention of Sexual Exploitation and Abuse Policy
- b) I will represent myself and DRA with the highest standard of personal and professional conduct
- c) I will always adhere to the following guiding behaviour and conduct policies
- d) I will obey the laws of the Commonwealth of Australia and all nations whose jurisdiction I am in
- e) I will abide by the four humanitarian principles: *humanity, neutrality, impartiality and independence*
- f) I will not lie, cheat or steal
- g) I will not use illegal drugs of any kind as defined by the laws of the Commonwealth of Australia and all nations whose jurisdiction I am in
- h) I will not drink alcohol in excess or allow it to affect my ability to work the next day
- i) I will not exchange money, employment, goods or services for sex in any country, including sexual favours or other forms of humiliating, degrading or exploitative behavior, nor will I have illegal or inappropriate sexual relationships
- j) I will not operate outside the scope of my professional, physical, mental, or emotional ability
- k) I will contribute to a culture of safety, acknowledging that our work is inherently hazardous. I will ensure the safety of myself and others
- l) I will treat organisational funds as if they were my own by maintaining a mission profile that mitigates costs within reason and ensures the maximum impact for every dollar spent
- m) I will not seek financial compensation for my activities, outside of DRA approved expense reimbursements
- n) I will render lawful service to all in need, regardless of race, gender, religion, nationality or any other distinguishing factor
- o) I acknowledge DRA's program participants, staff and volunteers hold a variety of political, social, religious and personal beliefs. I will respect

the views and opinions held by others I come in contact with whilst serving and will not try to force someone to adopt my viewpoint or opinion

- p) I will not bring a firearm, an illegal knife, or other weapon of any kind at any time into any facility occupied or vehicle in use by DRA or whilst involved in any activities for DRA, including personally owned vehicles, regardless of whether I am licensed to carry the weapon or not
- q) I will properly care and account for money, vehicles, equipment, assets, assistance and property for which I am responsible
- r) I will obey all lawful directives issued by my assigned Mission Commander, Executive Leaders, General Managers, Managers.
- s) I will have thick skin and always behave like an adult, whether I am offended or the offender
- t) I will never denigrate another DRA member
- u) I will assume the best about people in DRA because I know they joined to serve people in need
- v) If I find that I think poorly of a fellow DRA Member, regardless of their position within the organisation, I will speak directly to that person. I will be open, I may be frank, but always polite and professional
- w) I will mentor those around me to be awesome, because I am here to serve

Summary

As DRA Members are here to serve communities in need and their fellow Members. To do so they must abide by the spirit and culture of the organisation. As such DRA Members are always expected to comply with the tenants laid out within this Code. DRA Members will also comply with all legislation, policies and procedures and lawful and reasonable directions relevant to their role and/or to the performance of their duties.

If a Member is unwilling or unable to abide by the tenants outlined in this Code and the policies/procedures that support them, then they must remove themselves from DRA or be subject to disciplinary action and potential removal from the organisation. In circumstances where a

Member's conduct is determined to be negligent or inconsistent with this Code they may be stood down as Members of DRA.

Related Policies

- DRA Harassment, Sexual Harassment and Discrimination Policy
- DRA Child Safeguarding Policy
- DRA Child Safeguarding Code of Conduct
- DRA Whistleblower Policy
- DRA Diversity and Inclusion Policy
- DRA Prevention of Sexual Exploitation and Abuse Policy
- DRA Quick Assessment and Investigation Procedures

Version History

This procedure is to be reviewed every 2 years, unless required earlier due to a significant incident, changes in national guidelines, legislation or by third party request.

Version	Date	Author	Summary of Changes
1	30 April 2020		Document creation
2	30 May 2020		Document revision
3	22 November 2023	A Hayward	General updates