



# OUR CODE OF CONDUCT

*This document was last modified on 24 March 2020*

## **AASYP – Our Code of Conduct**

The ASEAN-Australian Strategic Youth Partnership Ltd. (referred to as AASYP hereon) and its staff and volunteers are united by the organisation's core values as outlined in the Code of Conduct ('Code').

The Code is one of the elements that brings us together. It states who we are and how we conduct ourselves in our work on behalf of AASYP and in situations where we are recognised as a spokesperson or representative of AASYP. The Code represents the organisational culture we strive to have and provides a shared understanding and expectations of the way we behave as individuals, towards each other, our members, donors, partners and other supporters.

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## **1. OUR COMMITMENT TO THE CODE**

We all have an obligation to read, understand, and follow the Code. This applies to all AASYP directors, staff and volunteers. To this end, each person must:

- Personally abide by the Code
- Not assist others in violating the Code
- Report any perceived violation of the Code

AASYP expects you to be aware of and adhere to these ethical standards as described in the Code. If you are found to be in breach of this Code, you may be subject to disciplinary action, up to and including the termination of your involvement with AASYP. Breaches of the law may also lead to prosecution.

2. OUR CORE VALUES

1	<h2 style="margin: 0;">INTEGRITY</h2> <p style="margin: 0;">We act with honesty and are guided by ethical principles in all that we do including being accountable to each other and our stakeholders</p>
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**I will demonstrate this by:**

- conducting myself honestly, reliably and conscientiously
- being transparent in my decision-making
- providing constructive feedback to others in an honest and respectful way
- appropriately disclosing or mitigating a real or perceived conflict of interest
- not engaging in bribery, fraudulent behaviour and other unlawful conduct
- recording and reporting accurate information to the organisation, its members and other stakeholders

2	<h2 style="margin: 0;">RESPECT</h2> <p style="margin: 0;">We recognise the value and diversity of every person and are committed to treating others with due regard for their rights, dignity and integrity</p>
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**I will demonstrate this by:**

- treating everyone fairly, courteously and with respect
- valuing and acknowledging the contributions and perspectives of everyone
- contributing to dialogue and discussions in a constructive manner
- ensuring the way I work promotes trust among others
- using language which is respectful to all members
- not engaging in any form of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation on the basis of nationality, race, culture, gender, sexual orientation, religious beliefs, social background, disability, family status, age or political opinion

3	<h2 style="margin: 0;">WELL-BEING</h2> <p style="margin: 0;">We prioritise safety and social wellbeing in all that we do, for our team members, partners, communities, and the wellbeing of our members</p>
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**I will demonstrate this by:**

- raising a perceived breach of the Code in good faith
- not victimising anyone for raising a breach in good faith
- seeking to mediate but not aggravate hostilities within the organisation and, or regional community related to controversial issues that are political, racial, religious or ideological in nature
- upholding the safety and human dignity of every person at all times through by promoting mutual understanding, cooperation and safe working practices
- protecting the privacy and confidentiality of AASYP as an organisation, its people, partners and other supporters

4	<p><b>INSPIRE</b></p> <p>We build diverse teams and work alongside others in the spirit of teamwork, synergy and diversity in the pursuit of common goals</p>
<p><b>I will demonstrate this by:</b></p> <ul style="list-style-type: none"> <li>● working collaboratively with others to the best of my ability</li> <li>● empowering myself and others to achieve our full potential</li> <li>● providing support to team members and others towards the achievement of common goals</li> <li>● recognising the importance of fun and enjoyment in what we do</li> <li>● generating and supporting innovative ideas to improve our work</li> </ul>	

5	<p><b>IMPACT</b></p> <p>We understand the complexity of challenges and deliver outcomes that bring about positive change through inclusive practices and operational excellence</p>
<p><b>I will demonstrate this by:</b></p> <ul style="list-style-type: none"> <li>● making commitments I know I can fulfil, and following through with them</li> <li>● taking responsibility for my work and performance</li> <li>● asking questions and not making assumptions if there are any uncertainties</li> <li>● communicating promptly and often with each other and our partners so that there are no surprises</li> <li>● empowering others and valuing diverse contributions to ensure the development and delivery of quality outcomes</li> </ul>	

**3. CONFLICTS OF INTEREST**

A real or perceived conflict of interest exists when you could be influenced by a personal interest in the course of your official duties. Conflicts of interest that affect impartial decision making may be constituted as misconduct.

A conflict or potential conflict could arise through a range of personal interests or connections including family, friends and associates, or as a result of community or political interests. While these associations would not normally be required to be declared, you may be the only person aware of any real or perceived conflict. Therefore, you are responsible for identifying, disclosing or managing such conflicts in a transparent manner.

When considering whether or not there is a conflict, it is important to consider your role, the nature of your work and how others would view the situation. This includes previous relationships with individuals applying for a vacant role, and the receipt of gifts and benefits outside the knowledge of the AASYP with an individual or organisation in which AASYP has dealings with.

Failure to disclose a conflict of interest may lead to disciplinary action.

### 4. PROTECTING CONFIDENTIAL INFORMATION AND PRIVACY

You may handle or use confidential information in the course of your duties. Confidential information, in any form, must not be disclosed to any party without official approval from a Director / Board of Directors, or as otherwise permitted by legislation or court order.

Protecting our information is good security practice and provides internal and external confidence in our organisation. Unauthorised disclosure may cause harm to individuals or give an individual or organisation an improper advantage. The credibility of AASYP may also be damaged if the organisation appears unable to keep information secure.

AASYP is committed to protecting personal information. Staff who have access to personal information must only discuss such information with other staff who have a specified need to know or who are appropriately authorised to have access to that information. Confidential information must be kept secure, and care must be used including the handling of offline documents containing such information.

You are responsible for any loss of confidential information from your possession, which includes leaving information unattended in public places or inadvertently sending official information to an incorrect recipient. Confidential information must not be read openly or discussed in public areas.

Team leaders must ensure their teams, and any temporary staff (e.g. volunteers) working with them, are aware of their information security responsibilities and any associated procedures or guidelines. If you are unsure whether disclosure of information is authorised, seek advice from the Director / Board of Directors.

### 5. INTELLECTUAL PROPERTY

In the course of your duties, you may be authorised to use, or be involved in the development of AASYP intellectual property and confidential information. You must not use this for non-work related purposes, which includes but is not limited to:

- private business activities
- in the course of secondary or subsequent employment

Intellectual property rights include a range of legal rights that protect intellectual and creative output. AASYP owns all intellectual property created by you in the course of your employment, including but not limited to any work:

- that is directly or indirectly related to your duties and responsibilities to AASYP
- that involves you using any of AASYP's information, resources or materials

Intellectual property remains the property of AASYP unless there is an agreement in writing with a delegated authority (i.e. Director / Board of Directors) advising of an alternative arrangement.

**6. ASSISTANCE**

It is important that you understand and comply with the content of this Code. If you are uncertain about whether your actions or the actions of others are in accordance with this Code, you are encouraged to seek guidance from and discuss with your team leader, or the relevant authority listed in the table below:

Contact information		
<b>General inquiries</b>	Directors	<a href="mailto:directors@asyp.org">directors@asyp.org</a>
<b>Report an incident</b>	CEO	<a href="mailto:hayley.winchcombe@asyp.org">hayley.winchcombe@asyp.org</a>
<b>Confidential support: Welfare and personal wellbeing</b>	Secretary	<a href="mailto:secretary@asyp.org">secretary@asyp.org</a>