

Fairtrade Australia & New Zealand

Code of Conduct

1. Purpose

Fairtrade Australia & New Zealand (Fairtrade ANZ) is committed to maintaining the highest degree of ethical conduct amongst all its employees and associated personnel. To help increase understanding, this Code of Conduct summarises Fairtrade ANZ's expectations of employees in key areas.

The purpose of this Code of Conduct is to set out the conduct expected of Fairtrade ANZ employees whilst under contract to the organisation. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

2. Related Policies

Further information about Fairtrade ANZ's expectations and requirements in some of the key areas identified in this Code of Conduct are detailed in employment contracts, the Fairtrade ANZ HR Policies and the following related policies:

- Anti-Fraud and Corruption
- Board Charter
- Board and Committee Members Expense
- Complaints Handling
- Control of Funds
- Counter-Terrorism
- Delegations and Approvals
- Disability Inclusion
- Gender Equity
- Procurement
- Protection from Sexual Exploitation, Abuse, and Harassment
- Protection of Children and Vulnerable Adults
- Travel and Security
- Whistleblowing Protection

3. Scope

This Code applies to all Fairtrade ANZ employees and associated personnel, including volunteers, interns, contractors, Board and Committee members, and where relevant, partners and suppliers engaged by Fairtrade ANZ.

4. Us and our values

What we do

Fairtrade changes the way trade works through better prices, decent working conditions and a fairer deal for farmers and workers.

How Fairtrade works

Fairtrade actively advocates for fair trade policies and practices locally and internationally, creating an environment where the rights and wellbeing of farmers and workers are prioritised. And we work hard to create more demand for fairly traded and ethical goods in Australia and New Zealand, driving positive change in global supply chains.

Values

Action: We get the right things done promptly and effectively to deliver services to achieve maximum impact for people and communities.

Integrity: Upholding our standards is paramount. We nurture and promote fairness and equality in global trade by being open, trustworthy and transparent in our work.

Respect: We treat everyone with equality, fairness, respect and understanding.

Impact: We strive to increase the impact of our work, going beyond expectations to set the agenda for fairness and rights in trade.

Optimism: We believe we can make peoples' lives better and explore opportunities for working together to make long term improvements.

5. Code of Conduct Standards

As a Fairtrade ANZ Director, Member, employee, contractor, or representative I agree to the following standards.

I will uphold the integrity and reputation of Fairtrade ANZ by ensuring that my professional and personal conduct is consistent with Fairtrade ANZ's values and standards.

- I will treat all people fairly with respect and dignity.
- I will act honestly at all times.
- When working nationally within Australia or New Zealand, or travelling internationally on behalf of Fairtrade ANZ, I will be observant of all local laws and be sensitive to local customs.
- I will seek to ensure that my conduct does not bring Fairtrade ANZ into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not work under the influence of alcohol or use, or be in possession or under the influence of, illegal substances whilst at work on Fairtrade ANZ premises or whilst working for Fairtrade ANZ in any context.

I will not engage in abusive or exploitative conduct.

- I will comply with Fairtrade ANZ's Code of Conduct, Protection of Children and Vulnerable Adults Policy, and Protection from Sexual Exploitation, Abuse, and Harassment Policy, which includes, without limitation:
 - I will not engage in sexual activity with children (persons under the age of 18) or vulnerable adults. Mistaken belief in the age of a child is not a defence.
 - I will not initiate any unnecessary physical contact with children or vulnerable adults. I will not do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
 - I will not develop 'special' relationships with specific children or vulnerable adults or show favouritism through the provision of gifts or inappropriate attention.

- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to beneficiaries of assistance.
- I will not engage in sexual relationships with members of Fairtrade target communities, since Fairtrade's support to them is based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- I will not physically or sexually assault a child or vulnerable adult.
- I will not emotionally or psychologically abuse a child or vulnerable adult.
- I will comply with Fairtrade ANZ's Equal Opportunity Policy (in HR Policy), Gender Equity, and Disability Inclusion Policies and will not engage in discrimination, harassment, bullying, racism or victimisation of any kind.
- I will report any concerns regarding abuse and exploitative conduct in accordance with these policies and procedures.

I will ensure the safety, health and welfare of all Fairtrade ANZ staff members and associated personnel (volunteers, partners, suppliers and contractors).

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

I will be responsible for the use of information, assets and resources to which I have access by reason of my employment with Fairtrade ANZ.

- I will ensure that I use Fairtrade ANZ's assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use Fairtrade ANZ's IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence or breach Fairtrade ANZ's HR Policy requirements. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.
- I will not use Fairtrade ANZ IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

I will perform my duties and conduct my private life in a manner that avoids conflicts of interest.

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Fairtrade ANZ.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Fairtrade ANZ to any person with whom I have a financial, personal, family (or close intimate relationship) interests.

- I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
- I will not accept gifts or any remuneration over AUD 100 in value from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with Fairtrade ANZ.
- I will procure goods and services in line with Fairtrade ANZ's Procurement Policy

I will uphold confidentiality.

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

6. Complaints and reports

Fairtrade ANZ staff and representatives are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in this Code. Fairtrade ANZ employees or representatives reporting concerns are protected by the Complaints Handling Policy and Whistleblowing Protection Policy.

Employees who have a complaint or concern relating to breach of the Code should report it immediately to their manager. If the employee does not feel comfortable reporting to their manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to the CEO, or the Chair of the Fairtrade ANZ Board.

Employees receiving reports or concerns are obliged to action or refer the report immediately as per the Fairtrade ANZ Complaints Handling Policy, Protection of Children and Vulnerable Adults Policy, or Whistleblowing Protection Policy.

7. Policy Breach

Any breach of this policy may result in disciplinary action, up to and including termination of employment or engagement. For non-employee personnel (e.g. Board members, volunteers, contractors), breaches may result in termination of engagement or removal from governance or advisory roles.

8. Acknowledgement

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

Name:

Position:

Date:

Signature:

9. Document Control

This Policy is available in the shared Fairtrade ANZ drive for all employees and is available on our website.

A copy of this policy will be provided to any person or organisation on request.

10. Monitoring and Review

- This policy is reviewed every 3 years to ensure effectiveness and compliance.

11. For More Information

For more information or assistance, contact us at:

- Australia: info@fairtrade.com.au
- New Zealand: info@fairtrade.org.nz