

AIMS:

This Company Code of Conduct sets out the expectations for the behaviour and standards of professional and personal conduct for FEBC (Australia) personnel (employees, volunteers, and Board members) in the performance of their duties. It is intended to promote a shared understanding of conduct that is consistent with FEBC (Australia)'s values and mission of broadcasting the Good News among the nations to inspire people to follow Jesus Christ.

OBJECTIVE:

FEBC (Australia) personnel's commitment to this Company Code of Conduct is required to support FEBC's ability to maintain public trust and confidence in the integrity and professionalism of the programs and services provided to people living in the hardest-to-reach parts of the world. The Company Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties.

RESPONSIBILITIES:

All FEBC personnel **must**:

- Model and uphold the values of FEBC (Australia) in the workplace or when otherwise representing FEBC;
- Declare any real or perceived conflicts of interest and how the conflicts will be managed;
- Read and comply with all relevant FEBC (Australia) policies and procedures;
- Contribute to a fair, respectful, inclusive and safe workplace where diversity is valued and where discrimination, bullying, harassment and victimisation in any form are considered unacceptable;
- Act to protect the interests of children and other vulnerable individuals in the course of their duties;
- Respect the privacy of all people and protect confidential information accessed in the course of my duties unless already in the public domain (exception is where there is a legal obligation or a duty of care issue);
- Collaborate and work alongside and with others in a spirit of mutuality, respecting harmony and difference;
- Use FEBC (Australia) resources including facilities, equipment, internet access, intellectual property, vehicles, funds or other resources effectively, economically and carefully for the benefit of FEBC (Australia);
- Avoid situations where personal or professional relationships (including receiving gifts, sexual favours, payments etc.) might be seen to influence my work or decisions to the detriment of FEBC (Australia);
- Report any breaches of this Company Code of Conduct, breaches in organisational policy, illegal or corrupt behaviour.

All FEBC personnel **must not**:

- Steal, misuse or misappropriate any FEBC funds, property or resources;
- Engage in illegal practices for personal gain and/or to influence a tender process;
- Knowingly support individuals or entities involved in illegal activities including sex offences against children, slavery or slavery like conditions, trafficking or people smuggling;
- Impede investigations into corrupt behaviour by deliberately destroying, falsifying, altering or concealing evidence material to an investigation or make false statements to investigators;
- Misuse alcohol or other drugs which adversely affects work, safety of colleagues or the reputation of FEBC (Australia).

COMPANY CODE OF CONDUCT

This document, approved by the FEBC (Australia) Board, is controlled by the Chair & National Director. The electronic copy is accessible via the internet FEBC (Australia) Policy "Drop Box" and is a "read only" master controlled copy.

DOCUMENT HISTORY	
MANUAL / GROUP IDENTIFIER	RESPONSIBLE PERSON / COMMITTEE / GROUP
GOVERNANCE	BOARD CHAIR
LEGISLATIVE OR OTHER POLICY REQUIREMENT [ACT/REFERENCE] - CORPORATIONS ACT 2001	

VERSION	APPROVAL DATE	REVISION DATE	SUMMARY OF CHANGE
1.0	08/02/2020	2023	Acceptance of Company policy