

## Key Documents

The **ACFID Code of Conduct** and **Guidance Document** (which provides interpretation of the Code) are available online at:

[www.acfid.asn.au/code-of-conduct](http://www.acfid.asn.au/code-of-conduct)

## ACFID Membership

ACFID is an independent national association of Australian non-government organisations (NGOs) working in the field of international aid and development.

For information on becoming an ACFID Member, please contact the ACFID Secretariat 02 6285 1816.



# ACFID CODE OF CONDUCT



## For more information

**Website:** [www.acfid.asn.au](http://www.acfid.asn.au)  
**Email:** [code@acfid.asn.au](mailto:code@acfid.asn.au)  
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Private Bag 3  
Deakin ACT 2600

**Becoming a Signatory**  
February 2009



## ACFID Code of Conduct

*The voluntary, self regulatory industry Code for international non-government development organisations*

### What is the Code?

The ACFID Code of Conduct represents the active commitment of its signatories to conduct their activities with accountability and integrity.

It defines standards of best practice for international development organisations in the fields of:

- organisational integrity;
- governance;
- communication with the public;
- finances; and
- personnel and management practice.

Over 100 organisations are currently Signatories to the ACFID Code of Conduct. For a current list of Signatories, see the ACFID website at:

[www.acfid.asn.au/code-of-conduct/current-signatories](http://www.acfid.asn.au/code-of-conduct/current-signatories)

The Code of Conduct was launched by Governor General Sir William Deane in 1998.

### Compliance with the Code

A Code of Conduct Committee monitors adherence to the Code and investigates complaints. Currently compliance with the Code is monitored in three ways:

- (1) assessment of annual reports and financial statements;
- (2) investigation of inquiries and complaints;
- (3) ad hoc monitoring in the wake of natural disasters.

The Code Committee works in partnership with the aid and development sector to enhance the sector's transparency, accountability and standards.

### Why become a Signatory?

#### Strengthen your organisation

The Code of Conduct represents the active commitment of Signatories to achieve best practice. Not simply a set of written standards, the Code applies to all aspects of a Signatory's work.

#### Donor confidence

By being a Code Signatory, your organisation is easily identified as a transparent, accountable organisation. Through open and accurate reporting, in your organisation's annual report and financial statements, the donor can be assured their money is being spent as agreed.

#### Access to Code of Conduct Committee and Code Management Team Expertise

The Code Management Team (CMT) assists the Code of Conduct committee in all aspects of its work; and assists signatories to meet their compliance obligations. Signatories are encouraged to contact the CMT to clarify any issues of concern, provide feedback on issues relating to the Code, or to access Code resources.

#### Use of the Code Logo

Being able to display the Code of Conduct logo on your organisational documents easily identifies your organisation as one that takes accountability seriously and is committed to achieving best practice within the international aid and development community.

**integrity • values • accountability**

### Being a Code Signatory: the first step

Is your organisation Australian? Voluntary? and not-for-profit? Does it conduct activities in the international aid and development sector? If you answered yes to all of these, your organisation may apply to become a Signatory to the ACFID Code of Conduct.

Complete the *Code of Conduct Signatory Application Form* and submit it to the Code Management Team with the following documents:

- Constitution or Governing Instrument
- Most recent Annual Report
- Most recent *audited* financial statements
- Child Protection Policy
- Gender Equity Policy