

CODE OF CONDUCT



EMERGENCY RESPONSE CHECKLIST

In responding to any emergency situation, Code of Conduct signatories should make sure that they are aware of Code requirements that apply. Please take the opportunity to review the Code of Conduct and to make sure that the standards that the Code sets out don't get forgotten. If you have any questions about the Code's requirements, please contact the Code of Conduct secretariat on 02 62819222

Please note that this checklist is only a guide to complying with the standards detailed in the Code of Conduct and its Guidance Document. Full copies of these documents should be referred to for more detailed guidance.

COMMUNICATING WITH THE PUBLIC		Code section	Guidance Document section
Appeals and fundraising messages must:			
<input type="checkbox"/>	accurately identify the organisation (name, ABN, address and purpose).	4.2	4
<input type="checkbox"/>	clearly state why the donations are being collected and what they will be used for. It is essential to be clear and transparent about how funds will be used. Messages should make clear the immediate, medium and long term use of funds	4.2	4
<input type="checkbox"/>	accurately portray intended recipients, their situations and potential solutions	4.2	4
<input type="checkbox"/>	not exaggerate or mislead what a donors response will achieve or the extent of the need	4.2	4
<input type="checkbox"/>	not leave potential donors feeling that their failure to respond to the solicitation will have greater consequences than the reality of the situation	4.2	4
<input type="checkbox"/>	include information on what any excess funds will be used for – even if you don't think there will be excess funds.	5.5	5
<input type="checkbox"/>	be consistent with Privacy Act 1988 (if required).	4.3	4

Signatories should:			
<input type="checkbox"/>	check and review fundraising messages regularly to ensure that messages are accurate	4.2	4
<input type="checkbox"/>	ensure that where ratios (such as the percentage of funds raised which are spent on administration costs) are used, a note accompanies them explaining how they have been calculated	5.6	5
<input type="checkbox"/>	use annual reports to communicate both financially and programmatically the agencies activities during the year being reported on.	4.1	4

FINANCIAL MANAGEMENT

**Code
section**

**Guidance
Document
section**

Signatories must ensure that:			
<input type="checkbox"/>	all Code of Conduct financial reporting and management procedures are reviewed and applied where required.	5	5
<input type="checkbox"/>	donations received are used as promised or implied in fundraising appeals or as requested by the Donor.	5.5	5
<input type="checkbox"/>	financial records allow for fundraising claims and the application of funds to be substantiated	5.5	5
<input type="checkbox"/>	administration costs are reported transparently and accurately according to the Code of Conduct definitions. Note: The Code of Conduct Committee strongly discourage claims by agencies that 0% of funds received in appeals are applied to administrative/overhead costs. The Code of Conduct Committee expects agencies to make transparent the administrative/overhead costs incurred.	5	5

ACCOUNTABILITY AND EFFECTIVENESS IN THE FIELD

**Code
section**

**Guidance
Document
section**

Signatories should be informed/guided by the following additional codes and standards where they are relevant to their work:			
<input type="checkbox"/>	the ACFID NGO Effectiveness Framework	7.1	7
<input type="checkbox"/>	the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief	7.2	7
<input type="checkbox"/>	the Sphere Humanitarian Charter and Minimum Standards in Disaster Response.	7.2	7

Signatories are required to:			
<input type="checkbox"/>	have policies and procedures in place to promote the safety and well being of children accessing their services	2.6	2
<input type="checkbox"/>	clearly communicate their expectations of employee's and volunteer's professional conduct, these expectations must be consistent with the requirements of the Code of Conduct.	6.2	6
Signatories must make sure that:			
<input type="checkbox"/>	appropriate policies, procedures and systems are in place to ensure that development/humanitarian response activities are differentiated from evangelistic and political activities.	2.7	2
<input type="checkbox"/>	where the separation of development/humanitarian response activities from evangelistic and political activities is unclear that due consideration has been given to the issues and appropriate responses. Agencies should document decisions and actions in relation to these particular situations.	2.7	2



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