



**Corethics**  
PEOPLE + PLANET

# *Code of Ethics*

## Message from the Founder

*When I started Corethics I wanted to create an organisation that not only fought for social and environmental justice globally, but breathed it, lived it, everyday, amongst our own people, our family (Corethics staff). Creating ethical outcomes requires a deep sense of ethics for ourselves, as individuals and as members of Corethics.*



*Our Code of Ethics will guide you along your journey to navigate the “grey” areas in life and in business. We acknowledge that life does not exist in a vacuum, it’s ever changing and we are ready for those changes. We welcome your input to our Code of Ethics, Policies and Practices and seek to continually refine them to reflect our path ahead.*

*No matter what your involvement is with Corethics I hope that our practice (Certified Corethics) and advocacy (Fundraising) can inspire you to improve the lives of others, each other (Corethics Staff) and yourself. We do not separate ourselves from our projects and seek the same human rights, environmental justice, and cultural empowerment for our people. That is my commitment to you.*

*We are unique individuals, operating in a vulnerable, challenging, and high risk atmosphere. International Development is a complex sector to navigate and it is prudent that you learn, act, and empower yourself with our guidelines. This commitment I ask of you.*

*Thank you for choosing to join Corethics on this journey to alleviate the detrimental impacts of Tourism through social and environmental justice - to create thriving developing nations.*

*Yours faithfully,*

*Melissa McCabe*

*Founding Director*

## TABLE OF CONTENTS

Introduction	4	
Ethical Principles and Core Values		4
Decision Making and the Code of Ethics		4
Reporting/Speaking Up	5	
Anti-Retaliation	5	
Equal Opportunity	5	
Harassment	6	
Bullying	6	
Conflicts of Interest	7	
External Communication on Behalf of the Organisation		7
Confidentiality	7	
Privacy	8	
Bribery and Facilitation Payments		9
Gifts and Entertainment	9	
Political Contributions	10	
Charitable Contributions	10	
Record Keeping	10	
Protection and Proper Use of Corethics Assets		11
Money Laundering	11	
Health and Safety	12	
Environment	13	
Information Technology	13	
Internet Use	14	
Use of Social Media	14	
Code of Ethics Acknowledgement		15

## Introduction

Who does the Code apply to?

- *Corethics' Code of Ethics applies to all volunteers, employees and subcontractors*
- *Our partners in-country are also called upon to make a commitment to our virtues as their behaviour and conduct is reflected in our Certification*

## Ethical Principles and Core Values

We deeply value personnel whom are inquisitive, courageous, honest, and show emotional intelligence of respect, responsibility, empathy, and positive behaviours. In order to commit to our Code we ask for:

- *Honesty*
- *Enquiry*
- *Integrity*
- *Trustworthiness*
- *Courage*
- *Respect for others*
- *Responsibility*
- *Accountability*
- *Adherence to our Legal Responsibilities*
- *Empathy*
- *Teamwork*
- *Positive Language*
- *Empowering Behaviour and Attitudes*
- *Commitment to the Code*

## Decision Making and the Code of Ethics

There may come a time when you need to make a decision in a “grey” area. It could be a gut feeling, a word that doesn’t sound quite right, or a gesture that suggest something may not be right. If you find yourself here, let these guide you:

- *Is it legal?*
- *Does it comply with the code?*

- *Does it reflect our values and ethics?*
- *Does it respect the rights of others?*
- *Am I the right person to deal with this?*
- *If you are still unsure, ask your Manager/Director*

## Reporting/Speaking Up

Corethics takes breaches of ethics seriously and we value the safety of our employees/volunteers. If you ever suspect or uncover unethical, illegal or suspicious behaviour please report this immediately. We do not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assist with an investigation or audit.

To report a concern:

- *Talk to your Manager*

## Anti-Retaliation

We will not tolerate any persons acting in retaliation for a person who has reported concerns of any kind. We strongly believe in the right to call out unethical behaviour and we support individuals who act in good faith to do so. You may be more familiar with this being recognised as “whistleblowing” and Corethics believes this to be an important function of society, especially within our organisation.

This code applies to everyone in our team from the Director, Managers, Sub-contractors, partners, volunteers and employees. Anyone who is in breach of our Anti-Retaliation Policy will be subject to disciplinary action including termination of employment.

Employees who report a concern in good faith cannot be subjected to any adverse employment action including:

- *Unfair dismissal, demotion or suspension*
- *Unfair denial of a promotion, transfer or other employment benefit*
- *Bullying and harassment, either in person or online*
- *Exclusionary behaviour*
- *Any other behaviour that singles out the person unfairly*

## Equal Opportunity

Corethics is an Equal Opportunity Employer and does not tolerate discrimination in all its forms.

Our recruitment selection process will be in line with the objectives of the Equal Opportunity Act 2010 which sets out to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and to promote and facilitate the progressive realisation of equality (Human Rights Commission, 2017).

Please refer to our *Anti-Discrimination Policy* for further information. Defining Harassment & Bullying

These two terms are often misunderstood so we would like to make clear why we have a separate policy for Harassment and Bullying.

**Workplace harassment** is unwanted behaviour that offends, humiliates or intimidates a person, and targets them on the basis of a characteristic such as gender, race or ethnicity.

**Workplace bullying** is repeated, unreasonable and unwelcome behaviour directed towards an employee or group of employees that creates a risk to health and safety.

## Harassment

Corethics has a zero tolerance policy for any form of harassment, including sexual harassment and bullying. We expect our Employees and Volunteers to treat all fellow employees, clients, business partners and other stakeholders with dignity and respect at all times. Any type of harassment, including physical, sexual, verbal or other, is prohibited and can result in disciplinary action up to, and including, termination.

Harassment can include actions, language, written words or objects that create an intimidating or hostile work environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations or comments
- Visual displays such as derogatory or sexually-oriented pictures or gestures
- Physical conduct including assault or unwanted touching
- Threats or demands to submit to sexual requests as a condition of employment or to avoid negative consequences

## Bullying

We are committed to ensuring that our Employees, our Volunteers and our Clients work in safe and respectful environment that is free of bullying. Bullying can include:

- Spreading malicious rumour or gossip
- Excluding or isolating someone socially
- Establishing impossible deliverables
- Withholding necessary information or purposefully giving the wrong information
- Intimidating someone
- Impeding someone's work
- Unfairly denying training, leave or promotion

- Constantly changing work guidelines
- Sending offensive jokes or emails
- Criticizing or belittling someone constantly
- Tampering with a person's personal belongings or work equipment

Related policy:

*Workplace Behaviour*

## **Conflicts of Interest**

Corethics takes responsibility for providing clear guidelines to identifying, reporting and resolving a conflict of interest. We consider personal activities, investments or associations that compromise the judgment or ability to act in the company's best interests as a conflict of interest. Our Board, Employees and Volunteers should avoid the types of situations that can give rise to conflicts of interest.

It's important for employees to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to their Manager.

## **External Communication on Behalf of the Organisation**

Corethics has a responsibility to protect and promote our work. The Director and its Board are the only authorised personnel who may speak on Behalf of the Organisation. This includes verbal and written interviews, speeches, online and offline communication and includes all media and legal authorities.

All requests are to be promptly forwarded to:

Director

Melissa McCabe

[contact@corethics.net](mailto:contact@corethics.net)

+6142 22 295 35

Board Director

Dylan Galt

[dylan.galt@ghd.com](mailto:dylan.galt@ghd.com)

+6140 10 697 56

Unauthorised personnel are prohibited from speaking on Behalf of Corethics. Any breaches will meet disciplinary action and the offender required to deliver a public apology.

Related policies:

*Media Relations Policy*

## **Confidentiality**

As an Employee or Volunteer of Corethics you are required to treat all information you become privy too with the utmost confidentiality. Any breach of this policy could cause serious harm and

serious offences will be escalated to legal authorities. Minor offences will face disciplinary action and may result in termination.

Confidential information can include:

- Names of clients, their employees and affiliates
- Sensitive information
- Certified Corethics™
- All Communication between Corethics and its affiliates
- Marketing plans and strategies
- Any other information that could damage the reputation of Corethics and its affiliates if it was disclosed

Related policies:

*Confidentiality Agreement*

*Privacy*

## **Privacy**

As the world becomes increasingly transparent with the flow of information, it is crucial that we understand and respect the rights of others. Please make yourself familiar with our *Privacy Policy* to ensure you are meeting our obligations.

Our role exposes us to personal and confidential information of employees, volunteers, clients, beneficiaries, partners and broadly, the Indonesian community. It is vital that Corethics trusted relationships are not compromised and it is up to us to uphold this.

We expect all Employees and Volunteers to:

- Uphold Australian and international privacy laws
- Non-disclosure of any confidential information of our employees, volunteers, clients, beneficiaries, partners and the Indonesian community to anyone outside of our Network
- Safe storage of all confidential information (i.e. password protected devices, deleting any information not relevant to your work, use of information only as needed and for the purpose intended)
- Ensure the authorised confidential information is marked “confidential” upon transfer within our Network
- Seek help if they are in doubt

Please reach out if you:

- Are unsure about whether certain information is confidential or not

- Suspect any breaches of privacy including the loss, theft, or unauthorised access to personal information
- Feel you may have breached this policy

Ways to report or reach out:

- Contact your Manager

Related policies

*Confidentiality Agreement*

*Privacy Policy*

## **Bribery and Facilitation Payments**

Corethics does not condone any attempt to influence the judgement or behaviour of a person in a position of trust by paying a bribe or kickback. This applies to persons in government, business and community. Nor do we condone facilitation (or “grease”) payments to government officials or businesses in order to secure or speed up routine actions.

Employees and volunteers are expected to:

- Keep accurate books and records at all times and monitor that funds are not being used for bribery or facilitation payments
- Refuse any offer or requests for an unlawful payment and report the incident to their Manager

Related policy:

*Counter Terrorism Policy*

## **Gifts and Entertainment**

While gifts and entertainment among business associates can be appropriate ways to strengthen ties and build goodwill, they also have the potential to create the perception that business decisions are influenced by them. Corethics is committed to creating business relationships only on merits of its services, people and Objects and complies with all legal requirements for giving and receiving gifts and entertainment.

Employees are to:

- Use sound judgement and comply with the law, regarding gifts and other benefits
- Never allow gifts, entertainment or other personal benefits to influence decisions or undermine the integrity of business relationships
- Never accept gifts, entertainment that are illegal, immoral or would reflect negatively on Corethics
- Never accept cash, cash equivalents, stocks or other securities

Employees may accept occasional unsolicited personal gifts of nominal value such as promotional items and may provide the same to our business partners.

If you are ever in doubt please contact your Manager.

## **Political Contributions**

Corethics is an a-political organisation meaning we are not interested or actively involved in politics. We do not support one party over another but we do support parties whose policies and initiatives work toward the same goals stated in Our Objects.

Corethics does not make any political contributions to any parties worldwide.

We respect the rights of our Employees, Volunteers, and Partners to support any political party or entity on a personal level. However this must always be kept separate from Corethics and should never be affiliated with the organisation.

## **Charitable Contributions**

We are passionate about supporting other charitable organisations and see our relationship with other charities as working in collaboration rather than competition. We encourage our Employees, Volunteers, and Business Partners to contribute to charitable organisations that align with their ethics. We do ask that you exercise caution when contributing and ask relevant questions to ensure your resources are being put to good use.

Corethics makes a thorough assessment when it comes to our Ethical Funding Policy and this works in reverse as well (giving). If you wish to affiliate Corethics with your personal contribution please seek approval from the Director and Board of Directors.

Employees, Volunteers and Business Partners are strictly prohibited to making any association, contribution or statement on behalf of Corethics.

Related policies:

*Funding Policy*

*Media Relations*

## **Record Keeping**

It is important that all books, records, accounts and financial statements are kept in a complete, fair, accurate, understandable, detailed and timely manner. All of your work that is created online and offline should be stored according to our legal obligations.

All documents, databases, voice messages, mobile device messages, computer documents, file and photos are considered Corethics records.

Employees and Volunteers are required to:

- maintain these records and protect their integrity for as long as required
- maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes
- Seek approval prior to disposing of any information

Employees and Volunteers must never destroy documents in response to, or in anticipation of, an investigation or audit.

All enquiries should be directed to your Manager or Director.

Related Policy:

*Information Technology*

## **Protection and Proper Use of Corethics Assets**

Corethics requires all Employees and Volunteers to protect its assets. All assets should be used for legitimate purposes, efficiently, and for business only.

Assets include facilities, equipment, computers and information systems, telephones, employee time, confidential and proprietary information (Certified Corethics), corporate opportunities and Organisation funds.

If you suspect incidents of fraud, theft, negligence, and waste please report these to:

- Your Manager
- Board Director

Related policies:

*Social Media*

*Internet Use*

*Workplace Behaviour*

*Information Technology*

## **Money Laundering**

Corethics operates as an International Development Charity and inline with our legal obligations we ask that all Employees and Volunteers uphold our *Counter Terrorism Policy*.

Money laundering is the process of concealing illicit funds by moving them through legitimate businesses to hide their criminal origin.

Employees must never knowingly facilitate money laundering or terrorist financing, and must take steps to prevent inadvertent use of the company's business activities for these purposes.

Employees are required to immediately report any unusual or suspicious activities or transactions such as:

- attempted payments in cash or from an unusual financing source
- arrangements that involve the transfer of funds to or from countries or entities not related to the transaction or customer
- unusually complex deals that don't reflect a real business purpose
- attempts to evade record-keeping or reporting requirements

Related Policy:

*Counter Terrorism*

## **Health and Safety**

Corethics strives to provide a safe and ergonomics workplace for all staff. We regularly undertake assessments to ensure we meet our legal obligations. We view work health and safety as a joint effort and appreciate your due diligence when working in the office.

It is our commitment to you to frequently review our management systems and procedures, so far as is reasonably practicable, in order to:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

We have outlined a list of common work place risks and hazards in our Work Health & Safety policy. We expect all staff to carefully read over this policy and understand their responsibilities and how to access assistance where needed. We not only consider your physical safety but also your mental health, for this reason we offer our staff free counselling sessions (by phone) with Access Newcastle.

Related policy:

*Work Health and Safety*

*Work Behaviour*

## Environment

Corethics is committed to ensuring our Objects are reflected in our everyday activities and policies. This means that reducing, reusing, up cycling and recycling is of utmost importance to how we ensure our environmental impact is as low as possible. We consider air, water, energy and land in our Environmental Sustainability Policy, please familiarise yourself with our guidelines.

At a glance we provide tips on greening the office, toward plastic free and minimising waste.

The sustainable landscape is always changing so we are constantly improving our practices, and invite your innovative ideas and know-how too.

Corethics is committed to operating in an environmentally responsible manner, from the provision of products and services, to the operation of its offices and facilities, selection of suppliers and other business activities. We choose fair trade, ethical (social and environmental), and local businesses where viable.

Related policy

*Environmental Sustainability Policy*

## Information Technology

Corethics expects all staff to exercise the same due diligence they would on their personal equipment. All staff should endeavour to help safeguard all computer equipment and data against intentional malicious acts by individuals inside or outside the organisation. Cyber-security is of utmost importance as the majority of our work is conducted online, shared amongst our team and transferred internationally. Corethics will not tolerate inappropriate access by individuals who undertake:

- party-political activities;
- tying up computer resources for game playing;
- wagering or betting or other trivial applications;
- sending harassing or frivolous messages, such as chain letters, junk mail and other types of broadcast material, either locally or over the Internet;
- knowingly accessing or sending sexually explicit, pornographic or otherwise offensive material;
- using without thought, excessive amounts of storage;
- intentionally introducing any computer viruses or other rogue programs to Corethics hardware or software or physically damaging systems
- modifications to Corethics facilities including its computer system and network facilities or attempt to crash systems. You must not tamper with any software protection or restrictions placed on computer applications or files.
- personal or professional activities using Corethics IT facilities
- excessive use of IT facilities for personal use

Any breaches of this policy will be subject to disciplinary action and where appropriate temporary restrictive actions will be taken by system or network administrators pending further action. If you suspect someone who may be breaching our Information Technology policy please report to your Manager.

## Internet Use

Corethics upholds the legal use of the internet and expects all Employees and Volunteers to follow suit. We know that personal matters pop up during work hours but any abuse will not be tolerated. Examples include

- Building your personal business
- Any political venture or association with
- Usage that could embarrass or harm Corethics and its affiliates

Related policies:

*Workplace Behaviour*

*Counter Terrorism*

*Child Protection*

*Copyright*

*Privacy*

*Social Media*

*Media Relations*

## Use of Social Media

Social media is a fantastic way for us to connect, share our stories and promote the great work we do. However, we must be mindful about the distinction between “sharing” a post from Corethics, and “posting” about Corethics. In your role as Employee or Volunteer you are an Ambassador for our work. That means any communication you create using social media can affect the integrity, honour, and code of ethics of Corethics both positively, and negatively. This is certainly a “grey” area but as a rule of thumb please consult our Confidentiality, Privacy, Workplace Behaviour Policy and any associated reference guides.

If you still have questions please consult your Manager or Director.

The company respects the right of employees to use social media for personal and professional purposes. Staff are accountable for any information they publish online. Staff are required to:

- Reveal their relationship with the Corethics when commenting online on issues related to the organisation

