



Employee Code of Conduct

V2 20221606

1.1 Policy Statement

The purpose of this Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment.

The Code provides guidance to the organisation and employees when required to decide what acceptable standards of behaviour are and underpins commitment to a duty of care to all staff, donors and external project partners.

The document explains the principles covering appropriate conduct in a variety of contexts and outlines the standard of behaviour expected from staff members.

Rainforest 4 Foundation is committed to ethical practice, and a code of conduct for all employees is essential, as this helps promote a desired culture within the organisation.

1.2 Mission

Rainforest Protection for Wildlife, Climate, People and the Planet.

1.3 Values

Care for people – We prioritise the safety and wellbeing of our supporters, volunteers, employees and the people in the communities in which we work.

Integrity – We interact with our supporters, partners, and employees with respect and honesty.

Accountability - We carefully steward all financial contributions to maximise outcomes for the rainforest conservation cause.

Transparency – We uphold high standards of transparency and comply with all requirements of charity regulators.

Collaboration – We actively collaborate with conservation partners at the local, national, and international levels.

Care for Country - We acknowledge Indigenous peoples as the Traditional Owners of the land where we work.

1.3 Code of Conduct

All employees have a responsibility to behave in a professional and respectful manner towards donors, members of the general public and other stakeholders.

Rainforest 4 Foundation employees are required under the Code of Conduct to behave at all times in a way that upholds Rainforest 4 Foundation's Mission and Values.

Rainforest 4 Foundation's expectations regarding its employee's conduct are outlined below.

Rights and Responsibilities

Staff have a right to:

Work in a safe, healthy workplace as outlined in Rainforest 4 Foundation WH&S Policy (WH&S Regulations 2017).

Equal Employment Opportunity ensures everyone has a fair chance to demonstrate their abilities, and further to use, improve their skills and benefit through access to training.

Disconnect outside of working hours without fear of punishment or reprisal.

To have a workplace free of harassment, that is, behaviour in any form that humiliates, offends or intimidates. It may be an individual act, ongoing or a series of events.

To have a workplace free of discrimination – the NSW Anti-Discrimination Act 1977 prohibits discrimination on the grounds of sex, race, ethno-religion, marital status, disability, sexual preference or age.

For further information – Anti-Discrimination Board (Phone: 1800 670 812)

Staff have a responsibility to:

Comply with their obligations to Rainforest 4 Foundation WH&S Policy in accordance with the NSW WH&S Act 2011 and NSW WH&S Regulation 2017.

Take reasonable care to ensure the health and safety of themselves and others at work, including clients, and visitors.



Respect the disconnection rights of colleagues to enjoy leave and rest days as well as personal and family time by not routinely contacting other employees outside of normal working hours, unless by prior arrangement, in an emergency or to check on their welfare.

Use all Personal Protective Equipment (PPE) provided to promote their health and safety.

Assist Rainforest 4 Foundation in meeting WH&S obligations by reporting and recording all hazards and incidents including any regarding violence or bullying.

Attend WH&S training and information sessions provided to promote a safe work environment.

Cooperate in any return to work plan developed for injured staff.

Conflict of Interest

All employees shall adhere to the terms of the Conflict of Interest policy.

Harm or Injury

Staff have a duty of care to prevent harm or injury to donors, volunteers or external project partners.

Staff have a duty of care to report and complete an Incident/Accident Report for any incident that may result in a near miss or an accident for a staff member, donor, volunteer or external project partner.

Reasonable Care

Staff are expected to take reasonable care of themselves, and any others in the work environment, and not to place themselves or others in danger as far as is practicable.

Staff are expected to report and complete a Hazard Report for any equipment or property handled or observed by them, which may cause injury to a staff member, donor, volunteer or external project partner.

Honesty and Integrity

Rainforest 4 Foundation employees are to conduct themselves in a respectful, courteous, and professional manner at all times.

Rainforest 4 Foundation employees should behave honestly and with integrity at all times.

Employees must not harass or discriminate against any colleague, donor, volunteer or external project partner, or other person for any reason.



Employees should behave ethically and avoid both perceived and actual conflicts of personal or professional interests

The personal views of employees relating to religious or political affairs are not to be expressed during delivery of service in the employ of Rainforest 4 Foundation.

Confidentiality and Privacy

Confidentiality means “the assurance that written and spoken information is protected from access by all unauthorised persons”.

All information concerning Rainforest 4 Foundation Ltd is confidential.

All written and spoken information concerning the staff members, donors, volunteers or external project partners of Rainforest 4 Foundation is confidential.

All employees shall adhere to the terms of the Privacy Policy.

All employees will respect the privacy of landholders and residents in areas where we deliver our projects by not unlawfully accessing properties and will seek permission of landholders to access properties when required.

Bribery, Corruption & Money Laundering

Employees and Directors of Rainforest 4 Foundation will operate in accordance with all applicable laws and regulations and in accordance with the highest standards of ethical behaviour at all times.

Rainforest 4 Foundation prohibits any activity that seeks to bribe or otherwise improperly influence a Public Official, or any other individual or entity in the public or private sector, to act (or omit to act) in a way that differs from the proper performance of their role or function.

Employees and Directors will not engage in any activity to launder money or act as a conduit.

Gifts & Hospitality

Employees and Directors of Rainforest 4 Foundation are discouraged from accepting gifts and hospitality in their line of work. However, there are times where not accepting gifts or hospitality would be considered culturally inappropriate. Employees and Directors will use their discretion to accept gifts and hospitality that are reasonable and proportionate in nature.

Dress Code

As employees are the front-facing image of Rainforest 4 Foundation to project partners and the community, all staff are expected to wear suitable smart and tidy



attire during the delivery of their employment, and to ensure that their clothing is safe and suitable for the task they are undertaking.

In general, suitable clothing includes tailored shorts, skirts, jeans or slacks, open necked shirts, blouses, polo or tee shirts.

In general, clothing not considered acceptable are immodest clothes such as see-through clothing, low necklines or singlet tops.

Safe footwear is each employee's WH&S responsibility. Unsuitable footwear includes thongs or sandals with no heel support. Enclosed shoes are required with non-slip soles.

Presenting Views and Opinions

Employees will not present their personal opinions on current affairs, politics, sexuality, religion or other such topics.

There are many issues that may arise in conversation while providing the support and care of clients that are highly sensitive and should be dealt with carefully and respectfully.

Social Media

Social Media refers to technology in many forms including and not limited to: weblogs, social blogs, Internet forums, social media networks, podcasts, Wikipedia submissions or any other online community networking program.

Examples of commonly used social media include: Facebook, Twitter, Linked in, Instagram, Tik Tok and YouTube.

Rainforest 4 Foundation expects all staff to be responsible in their social media use, and to ensure professionalism where social media use refers to, relates to, or may impact Rainforest 4 Foundation, its staff members, donors, volunteers or external project partners.

Staff are prohibited from posting, sharing or uploading anything on social media which breaks the law – including breaches of privacy, defamation, intellectual property rights such as copyright, condoning of illegal activity or contempt of court.

Staff are prohibited from posting, sharing or uploading any content which is of a partisan political nature, offensive, provocative, obscene, vulgar or discriminatory nature, and which may negatively impact Rainforest 4 Foundation, its staff members, donors, volunteers or external project partners.

Donor details and personal information are not to be posted on social media, including, but not limited to donor addresses, photos, phone numbers, e-mails or online contacts.



Staff are prohibited from falsely representing Rainforest 4 Foundation as an organisation or claiming their perspective as the perspective of the organisation.

Staff are prohibited from making commercial, promotional, product or service publications on behalf of Rainforest 4 Foundation, without the approval of management.

All Rainforest 4 Foundation social media publications are to adhere to our Policy and Procedures, monitored by management and abide by the Privacy and Personal Information Act, 1998.

Staff are prohibited from using social media to connect with / befriend donors, volunteers or external project partners.

This prohibition applies whether a donor, volunteer or external project partner attempts to 'add' an employee, or vice versa.

Staff are encouraged to review privacy settings of their personal social media accounts to ensure information they wish to remain private or which is inappropriate, is not accessible by any client, or other person who they do not wish to access.

Please refer to Rainforest 4 Foundation's Social Media Policy & Community Engagement Guidelines for further information.

Punctuality

Employees are expected to arrive on or before time to start their agreed hours of work, and to be punctual when attending meetings in their general course of work.

Employee Mobile Phones & Personal Computers

For safety purposes Rainforest 4 Foundation encourages face to face fundraisers to carry their mobile phones while on duty.

It is expected that staff will minimise their personal use of mobile phones, computers and other technology during work hours – in particular, personal use of such technology is to be avoided when actively engaging potential donors, or during staff gatherings (e.g. meetings, training sessions).

It is expected that staff will not use their mobile phone whilst driving without the use of a hands-free kit.

Any staff member without a full driving licence (i.e. employees who hold P1 or P2 licences) are prohibited from using their phone whilst driving under any circumstance, including when they have a hands-free kit.

Staff are not permitted to use their personal computers and laptops in any Rainforest 4 Foundation work environment for any purpose unless prior approval has been sought.

