
INTERNATIONAL HELP FUND CODE OF CONDUCT

1.1 IH's code of conduct defines our standards of governance, management, financial accounting and reporting and describes in house mechanisms to ensure accountability of IH's use of public funds. IH will adhere to ACFIT Code of Conduct thus.

1.2 It is IH's aim to build trusting and creative relationships with people of developing countries and to meet program standards which:

- Give priority to the needs and interests of the people they serve;
- Encourage self help and self reliance among beneficiaries and thus avoid creating dependency;
- Involve beneficiary groups to the maximum extent possible in the design, implementation and evaluation of projects and programs;
- Respect and foster internationally recognized human rights, both socio-economic and political;
- Seek to enhance gender equity; and;
- Are based on an understanding of the history and culture of the people served.

1.3 IH seeks to meet any state and federal legislation applying to IH activities such as corporation's laws, rules of incorporation of associations, fundraising and charitable institutions legislation, privacy legislation, equal employment opportunity principles, occupational health and safety standards, anti – discrimination legislation, intellectual property and copyright legislation and other codes of ethics.

ORGANIZATIONAL INTEGRITY

2.1 IH will accord all due respect to the dignity, values, history, religion, and culture of the people with whom we work, consistent with the basic principles of human rights.

2.2 IH was voluntarily formed and is not – for – profit.

2.3 IH will not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any of its activities. IH will take prompt and full corrective action whenever and wherever wrongdoing is found among its Governing Body, paid staff, contractors, volunteers and partner Organizations.

2.4 IH will have a policy to enable staff confidentially to bring to the attention of the Governing Body, evidence of misconduct on the part of anyone associated with IH. All reports must be channeled through the Chief Executive Officer which will be taken directly to a meeting of the Governing Body.

2.5 IH will conduct itself in ways that do not denigrate other agencies, make misleading or false public statements regarding other agencies.

2.6 IH will have policies and procedures to promote the safety and well being of all children accessing their services and programs, particularly to minimize the risk of abuse of children.

3. GOVERNANCE

3.1 IH's articles of association are consistent with legislative requirement and set forth IH's basic goals and purposes, define membership, governance structure and the frequency of meetings, as well as the quorum size.

3.2 IH's governing body is appointed by members from the membership/supporters. The Governing Body approves the annual budget and delegate's authority to staff and others. The governing body also accepts ultimate responsibility for government over all aspects of the organization. The lines of authority between governing body and management are clearly defined.

3.3 IH has written policies covering appointment, termination, and, where applicable, remuneration of members of the Governing Body. IH has policies restricting the number of paid staff who is voting members of the Governing Body.

3.4 Members of the Governing Body, paid staff, and volunteers make it known to the Governing Body and conflict of interest or any affiliation they might have with an actual or potential supplier of goods and services, recipient of grant funds or Organization with competing or conflicting objectives. Members of the governing Body and paid staff will absent themselves from discussion and abstain from voting or otherwise participating in any decision on any issue in which there is a conflict of interest. Large or otherwise inappropriate gifts to members of the governing body or staff for personal use shall be forbidden.

3.5 The Governing Body will commit IH to open and accurate disclosure of information concerning its goals, programs, finances, and governance. Due regard will be given to the human rights and personal safety of staff, partners, and aid recipients, legal requirements regarding privacy and confidentiality, proprietary information and personal matters.

3.6 IH will hold an annual general meeting of its members as defined by its governing instrument and which meets the requirements of the legislation under which the organization is incorporated. The AGM will receive the annual audited financial statements and has appointed an independent auditor for the subsequent years.

4. COMMUNICATION WITH THE PUBLIC

4.1 IH will produce an Annual Report which will be made available to IH members, supporters and members of the public upon request.

4.2 Fundraising solicitations are truthful, accurately describe IH's identity, purpose, programs, and needs and only makes claims IH can fulfill. IH will not make any material

omission or exaggerations of fact, no use of misleading photographs, not any other communication which would tend to create a false impression or misunderstanding.

4.3 In all fundraising activities initiated or authorized by it, IH will have (consistent with the Privacy Act 1988) set up to protect donor's rights to:

- have their names deleted from the mailing lists
- have their names deleted from mailing lists IH may intend to share
- be informed whether those seeking donations are volunteers, paid staff or agents of IH
- be informed about the causes for which funds are being raised
- get information on the application of their donation; an
- be able to identify collectors and have documentation confirming the bona fides of IH

4.4 IH will be responsible for all fundraising activities outsourced to a party and will put all such contract and agreements in writing.

5. FINANCES

5.1 IH will have internal procedures to minimize the risk of abuse of funds. Reporting mechanisms which facilitate accountability to members, donors and the general public will be used. IH will have adequate procedures for the distribution and monitoring of income and expenditure. Loans to and transactions with Governing members shall be publicly disclosed. Loans to staff shall be disclosed to the governing Body.

5.2 Notwithstanding any other legal requirements, IH will publish in its Annual Report, financial statements prepared in accordance with the ACFID Code of Conduct Summary Financial Report Format.

5.3 Code of Conduct Summary Financial Reports and Full Financial reports will be prepared by an auditor who must be Registered Company Auditor. The auditor's statement will accompany the financial reports in the Annual Report.

5.4 The full financial report will be made available on request and this will be published in the Annual Report and in any other publications that detail, summarizes or comment on IH's financial performance.

5.5 Donations will be used as promised or implied in fundraising appeals or as requested by the donor. When funding is invited from the general public for a specific purpose, IH will have a plan for handling any excess and shall make this known during the appeal.

5.6 The use of ratios in publications will at all times be accompanied a note explaining how these have been determined.

6 PERSONNEL AND MANAGEMENT PRACTISES

6.1 IH will seek to achieve best practice in its personal policies in response to initiatives in the aid sector and to changes in working and legal environments. IH will have well defined policies and procedures relating to paid staff including expatriate staff and local staff employed overseas and volunteers working in Australian offices or overseas. These policies and procedures will clearly defined and protect the rights and safety of personnel assuring fair treatment in all matters. Policies and procedures relating to employees and volunteers based outside Australia.

6.2 IH's expectations of its employees and volunteer's professional credentials shall be clearly communicated and consistent with the requirements of the ACFID Code of Conduct.

6.3 IH will be committed to continuous improvement in its management practice including the provision of regular opportunity to employees for training and professional development.

6.4 IH will have policies and strategies to promote gender equity especially for senior positions in the management and governance of IH.

7. REFERENCE TO OTHER CODES AND STANDARDS

7.1 IH will also bind itself to adhere to the Code of Conduct of the International Red Cross and Red Crescent Movement for NGO's in Disaster Relief and the Sphere Humanitarian Charter and Minimum Standards in Disaster Response.

8. COMPLAINTS HANDLING AND COMPLIANCE MONITORING PROCESS

8.1 IH will comply with the ACFID code of conduct committee Complaints Handling Process in the event that a complaint is made against IH in the correct procedural manner.

9. AMMENDING THE IH CODE OF CONDUCT DOCUMENT

9.1 The IH Code of Conduct Document can only be amended by the IH Board according to IH's Rules and Objectives. The consent of non-members of IH who are signatories to this code is not required for amendment of the Code of Conduct.

10. DEFINITIONS

The IH Code of Conduct.

The standards and requirements set out in this Code to which signatories to the Code are bound and against which complaints and compliance is assessed.

Annual Report.

The annual report is one of the principal windows of IH's performance, activities and accountability. It should be both reflective of the pursuits, issues and achievements from the period being reported and be predictive on future directions and activity. It shall contain the minimum:

- a statement of IH's goals and purposes;
- the names, qualifications and experience of current members of the Governing Body as well as those who served at any time during the period being reported on;
- Financial statements using the Code of Conduct Summary Financial Report Formats;
- An audit opinion on the financial statements, clearly identifying the auditor (name, company, address and signature).

Code of Conduct Summary Financial Report

Summary Financial Report derived from full Financial Report as detailed in the Guide Document to the Code of Conduct.

Full Financial Report

IH's Full Financial Report (inclusive of statements, notes and auditors report) approved by the organizations Governing Body and presented to members.

The Governing Body

The Governing Body is the authority ultimately responsible for governance over all aspects of IH and is responsible for IH's signature to and compliance with this Code of Conduct. The Governing Body must be elected or appointed by members from within the membership or support base of IH.