



Hepatitis B Free

Code of Conduct Agreement

Version 2, dated 30 March 2024

The Code of Conduct (COC) aims to:

- a. safeguard all children against all forms of abuse and exploitation, with particular focus on children who are involved in Hepatitis B Free (HBF) programs; and
- b. safeguard all adults and young people against sexual abuse and exploitation who are associated with or involved in HBF-supported work.

This Code of Conduct also intends to provide a level of safeguard to HBF team (staff/contractors and volunteers) and associates by avoiding situations that could be misinterpreted or misleading.

Those being asked to read and sign this document will be either a HBF member (consultants, interns, volunteers, secondees, Board members, photographers, journalists, and any other person associated or working under contract with HBF in any capacity) or a HBF Implementing Partner, Visitor to HBF programs or HBF corporate partner.

The following represents expected behaviour as a HBF team or associate working on HBF-supported programs or activities; or as a visitor to a HBF or HBF-supported program or activity.

I WILL:

- conduct myself in a manner that is consistent with the values of HBF; the Convention on the Rights of the Child (CRC); the UN Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW); and all other UN Conventions and protocols;
- treat all individuals with whom I interact (including children - those under 16 years old) and vulnerable populations with respect, regardless of their race, indigeneity, colour, caste, gender, sexual orientation, age, language, religion, opinions, nationality, ethnicity, social origin, displacement, property, disability, or other status;
- not use language or behaviour towards any stakeholders with whom I interact (including children, women and vulnerable populations) that is inappropriate, harassing, abusive, sexually provocative, humiliating, demeaning or culturally insensitive;
- not engage in or facilitate any form of sexual activity, including paying for sexual services or acts, with children or adult beneficiaries, regardless of whether they provide consent;

- not physically punish or intentionally harm a child in any manner;
- not use any form of illegal substances when in the workplace or in any work-related context; or offer, procure, provide, or encourage a child to use or consume any of these substances and/or alcohol in any circumstance. I will only consume alcohol responsibly in the workplace during functions or events, where children are not present or involved, or where they are supervised by their caregiver;
- follow relevant local, state, and national laws, customs, and traditions of countries where I work or visit. In cases where the laws, customs or traditions contravene the COC, the COC shall prevail;
- keep confidential all information I am given regarding child safeguarding or sexual abuse cases, only disclosing, or discussing information with those responsible for investigating incidents or other parties as designated by them and according to the Incident Reporting Procedures (including documentation of an incident on the Action Required Worksheet);
- disclose any child abuse or sexual abuse related convictions, investigations, allegations, work-related warnings, or other disciplinary actions that I am or have been subject to outside my role as a HBF team or associate, or visitor to HBF or HBF-supported programs.

Furthermore, recognising that my role as a HBF member holds a level of privilege and power over children and beneficiaries with whom we work.

I WILL:

- not visit at home alone any child or adult beneficiary, or any young person involved in HBF or HBF-supported work; or invite them unaccompanied into my home or accommodation, unless they are at immediate risk of injury or harm;
- ensure, whenever possible, that another adult is present when working in proximity of, or engaging with a child or adult beneficiary, or a young person involved in HBF or HBF-supported work (including when visiting HBF programs outside Australia);
- not use mobile/communication devices, social media, or other means to contact or communicate with a child or adult beneficiary, or young person involved in HBF or HBF-supported work for purposes beyond work duties; and when contacting/communicating with any of them as part of work duties, will endeavour not to do so on a one-on-one or private basis. If circumstances make this impossible, I will either:
 - (a) contact my supervisor, through HBF's child safeguarding email info@hepatitisbfree.org.au (if communication occurs by email or text message);
 - (b) include my supervisor or one of HBF's Child Safeguarding designated individual in a chat group or share the thread (if communication occurs through a social media platform); or
 - (c) inform my supervisor of the interaction/communication (if it occurs by phone, call via an online service, in person or if point b above is not possible).
- If a child or adult beneficiary, or young person initiates contact or seeks to have interaction beyond work-related matters with a HBF member or staff of a partner organisation, the

communication will be immediately diverted to the means detailed in points (a), (b) and (c) above, and an explanation provided to the child, adult beneficiary, or young person as to why the interaction cannot continue. If my role requires regular and on-going contact with children or young people, this interaction will be assessed and monitored by my supervisor as part of the regular performance management process;

- not use social media to solicit or befriend a child, or young person involved in HBF or HBF-supported work, and not place images of those children or young people on personal social media sites (or social media sites of my company, if I am a visitor or partner to HBF programs) unless informed consent is obtained (from caregivers/guardians in the case of children).
- not hold, kiss, cuddle, fondle or touch children, young people or any beneficiaries involved in HBF or HBF-supported work in an inappropriate way and try to avoid physical interaction as much as possible (to avoid possible misinterpretations and misleading situations);
- not abuse my position to withhold professional assistance or services, or give preferential treatment, gifts, or payment of any kind to any child or adult beneficiaries, including young people involved in HBF or HBF-supported work, to exchange or solicit any form of advantage or sexual favour from them (including outside Australia when visiting HBF programs);
- not engage in transactional sex (even in contexts where sex work is legal) or fraternise while engaged in HBF related activities;
- not provide gifts of any sort (including money or in-kind) to children, parents/caregivers or any other individual associated with HBF or HBF-supported work (including outside Australia when visiting HBF field programs), unless providing gifts or materials as part of a HBF or HBF Australia program activity;
- ensure children, young people and adults who are involved in research or consultations with HBF participate in these activities voluntarily, are well informed of the process and have provided informed consent;
- report any suspicion, allegation, or witness of abuse against any child or adult beneficiary, or young person involved in HBF or HBF-supported work, or other breaches of the Child Safeguarding Policy.

Additionally, I will always comply with HBF's Procedures and Guidance Notes on:

- Taking and using images and content;
- Online and social media activities;
- Informed consent for taking and using images and content.

I, _____, acknowledge that I have read and understand this Code of Conduct, and will always comply with all of its provisions. I understand that if I breach this Code of Conduct, this will be considered as an act of misconduct, possibly resulting in disciplinary measures, including dismissal and reporting to relevant authorities.

Title and Organisation

Signature

Date

Tick which of the following represents your affiliation to HBF.

- HBF member (consultants, interns, volunteers, secondees, Board members, photographers, journalists, and any other person associated or working under contract with HBF in any capacity)
- HBF Implementing Partner
- Visitor to HBF programs
- HBF corporate partner