



CODE OF CONDUCT FOR OVERSEAS TRAVEL

Document Number: POL2600

Rev No	Date	Author	Reviewed	Approved
1.0	08 September 2019	P Connaughton	Board	Board

CONTENTS

1. Introduction	3
2. Purpose	3
3. Objectives	3
4. Our Values.....	3
5. Upholding CINI Australia's Reputation	3
6. Respect for the Law.....	3
7. Cultural Sensitivity	4
8. Appropriate Personal Behaviour	4
9. Respect for Others and Tolerance of their Opinions	4
10. Implementation	4

1. Introduction

CINI Australia is a not-for-profit organisation registered as a charity in Australia. The objective of CINI Australia is to relieve suffering and poverty and to advance the health, nutrition, education and protection of women, adolescents and children in need in India and to do this without favouritism or discrimination on the basis of race, religion, culture or political persuasion.

2. Purpose

This Code of Conduct for Overseas Travel describes the standards of conduct to which every member, staff member, volunteer or supporter of CINI Australia must adhere when travelling to visit projects in India. This document must be read in conjunction to the general Code of Conduct of CINI Australia.

3. Objectives

The objectives of this Code of Conduct are to enable high standards of behaviour and practice when visiting CINI Australia projects in India.

4. Our Values

Anyone who travels to India to visit a project of CINI Australia is required to provide an undertaking that they will comply with this Code of Conduct for Overseas Travel. The Code provides guidance on the expectations and obligations while in India, in order to behave in a way that upholds the good reputations of CINI Australia and Child in Need India.

Members, staff, volunteers and supporters of CINI Australia hold a position of trust which comes with ethical obligations and a requirement for the highest standards of behaviour when visiting our projects. Visitors are required to comply with the applicable laws of both Australia and India, and with all applicable regulations, policies and procedures.

5. Upholding CINI Australia's Reputation

Members, staff, volunteers and supporters are seen as representatives of CINI Australia, not only in the performance of their functions but also in the manner in which they conduct themselves as private individuals, and those actions could have an impact on CINI Australia's reputation. Travellers abroad may face dilemmas in the area of conduct and ethics which do not arise in Australia, in a range of social, cultural, financial or personal settings. While overseas you have a duty to act at all times in a manner which upholds the good reputation of CINI Australia, and which contributes to the good reputation of our stakeholders both in Australia and in India.

6. Respect for the Law

All visitors to projects of CINI Australia must respect the laws of India, noting there may be major differences between the requirements of local laws and the laws applying in Australia. Visitors are responsible for ensuring they have obtained all necessary travel documents, including a valid passport, the appropriate visa and suitable travel insurance.

7. Cultural Sensitivity

All visitors to projects of CINI Australia need to be culturally sensitive to the people in India and to be understanding of local customs, including those relating to personal behaviour. They must respect laws and customs which are protective of local cultural property. CINI Australia has a reputation for integrity which must not be diminished by the behaviour of any visitor to our projects.

8. Appropriate Personal Behaviour

All visitors to projects of CINI Australia must not engage in behaviour at any time which is likely to adversely affect CINI or which is likely to bring a project into disrepute. In particular, visitors should be aware that sexual behaviour and use of alcohol and other substances are areas of particular sensitivity, where conduct may more easily be seen as offensive, and where particular attention to appropriate personal behaviour in the local context is essential. Visitors are responsible for ensuring that, prior to travelling, they have received all necessary medical assessments, advice, medications and vaccinations.

9. Respect for Others and Tolerance of their Opinions

All visitors to projects of CINI Australia have a duty not to adversely impact the effective functioning of the projects in India. They must treat CINI staff, volunteers and the public with respect. Even more than in Australia, this will require particular attention to the different cultural backgrounds, beliefs and opinions of the people encountered. This principle is central to good relations with local staff and volunteers and to the effective performance of our projects.

Visitors overseas must respect the cultural background of workers and clients; not discriminate against, or harass such persons or any other person because of their sex, marital status, ethnicity, age, sexual orientation, disability or religious beliefs, or upon any similar ground; and respect the privacy of individuals when dealing with personal information.

10. Implementation

All visitors must indicate their knowledge of, and willingness to comply with this Code as a condition of approval to visit CINI Australia projects in India. Visitors have an obligation to report apparent or alleged breaches of the Code to CINI Australia. If a visitor becomes aware of serious criminal misconduct, by another visitor, the matter should be reported the host at Child in Need Institute and to the appropriate law enforcement authority.
