



CAMBODIAN KIDS FOUNDATION

CODE OF CONDUCT

Version	1
Approved by Board on	18/11/2021
Schedule Review	November 2026

PURPOSE

At Cambodian Kids Foundation (CKF) we rely on the support of our volunteer members and employees in empowering and improving the quality of life in our community through the power of education. As a not-for-profit organisation, CKF's success is entirely dependent on the efforts and commitment of our members. The Code of Conduct for our employees, board members and volunteers outlines expected standards of behaviour. This policy outlines how staff members are to conduct duties that demonstrate CKF's values in the day-to-day operations of our activities.

This Code of Conduct document is designed to be read in conjunction with all other CKF policies.

Scope

This Code of Conduct document applies to all employees, board members, and volunteers who are employed or volunteer for CKF and applies to all CKF partners. This Code of Conduct applies whether the employee is situated in Australia or Cambodia.

PRINCIPLES

Respecting others

When working with others, staff, board members and volunteers are expected to treat each other with respect by being courteous, honest and fair. CKF employees are expected to treat all people justly, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes. CKF will not tolerate sexual exploitation, sexual abuse, transactional sex,



CAMBODIAN KIDS FOUNDATION

bullying and sexual harassment of any person. It is the obligation of all employees to report wrongdoing. Refer to CKF PSEA Policy, CKF Child Protection Policy, and CKF Whistleblowers Policy.

Volunteer services

Volunteer members provide volunteer services under the management, direction and supervision of CKF.

All volunteer members must sign the Volunteer Responsibility and Release of Liability form prior to formal engagement with CKF.

When providing voluntary services to CKF, members must:

- Conform to and comply with all reasonable directions and instructions given to them by or on behalf of CKF.
- Comply with local laws of jurisdiction.
- Comply with all CKF written policy and procedures which apply to volunteers.
- Acknowledge and implement CKF's, purpose, mission, values and organisational procedures.
- Protect CKF property from damage and give notice immediately to CKF staff.

Behaving professionally

Staff at CKF are expected to carry out their work duties in a professional and conscientious manner at all times. This includes a standard of behaviour that serves to safeguard children as well as adults. These behaviours are articulated in our Child Protection Policy and the CKF PSEA Policy.

Communications

CKF's staff and board members commit to accurate communication with sponsors and all stakeholders. CKF ensures that public content is respectfully issued, and in no way degrades the position of the subjects in the content. CKF realises the importance of transparency of our processes, and how this has an impact on the population's perception of not-for-profit organisations. At CKF we are open to feedback from the public and our community. Our organisational contact details are issued on the website, allowing people to provide complaints or positive commentary on CKF activities.



CAMBODIAN KIDS FOUNDATION

Protection against sexual exploitation and abuse

It is the responsibility of all CKF employees and members to prevent sexual exploitation and abuse, and to promptly report any incidents of sexual exploitation and abuse that they witness. CKF members are required to read and familiarise themselves with the CKF PSEA Policy.

Harassment, bullying and discrimination

At CKF, we prohibit discrimination, harassment and bullying in any form: verbal, physical or emotional. If staff and/or members believe they have been bullied or harassed by another member, CKF encourages the immediate lodgement of an incident report to the operations manager (Socheat Touch), principal (Ieng Sok), or leadership team. Similarly, team leaders who learn of any such incident must immediately report it to Donna Cooper.

Child safeguarding and protection

CKF volunteers and staff should consider the safety, welfare and wellbeing of children and young people. Members must comply with all relevant policies and guidelines, as outlined in CKF's Child Protection Policy.

Equal employment opportunity

CKF provides equal opportunity for all involved with the organisation. At CKF, members continuously strive to protect the human rights of all stakeholders involved in our local community in Cambodia. CKF prohibits any form of unlawful discrimination or harassment on the basis of race, religion, ethnicity, disability, age, gender, sexuality, class, socio-economic status or other attributes. CKF staff and volunteers respect, protect and promote human rights for all, and adhere to the laws protecting the rights of minorities individuals.

Avoiding conflict of interest

CKF members must take reasonable steps to avoid actual or potential conflict of interest and act in the best interests of the foundation at all times. Refer to CKF Conflict of Interest Policy. CKF staff and volunteers are expected to:

- Perform duties primarily in the interests of CKF's purpose and activities.
- Disclose potential or actual conflict of interest.
- Not accepting gifts or entertainments which could be considered as bribes.
- Not misuse influence of position to pursue personal financial or sexual relationships.



CAMBODIAN KIDS FOUNDATION

- Use of CKF resources.

Using CKF Resources

Employees are expected to use CKF facilities and equipment efficiently, carefully and properly. Employees should not use CKF resources for anything of a commercial nature and/or in support of any outside activities for personal use that is seen as excessive.

Breach of the Code of Conduct

Any employee identified as breaching this policy will be subject to appropriate action that may include disciplinary action or termination of employment depending on the seriousness of the breach. Employees should report suspected breaches of the Code of Conduct in the first instance to the operations manager (Socheat Touch) or principal (Ieng Sok).

Nothing in this Code of Conduct restricts the right and ability of employees and volunteers to report concerns under the CKF Whistleblowers Policy.

Policies

All CKF members, staff and individuals are required to read and agree to all relevant policies. These policies include, but are not limited to:

- CKF Child Protection Policy
- CKF Prevention of Sexual Exploitation Abuse (PSEA) Policy
- CKF Conflict of Interest Policy
- CKF Whistleblowers Policy
- CKF Complaints Handling Policy
- CKF Purpose, Mission and Values Statement

CKF employees and volunteers are given the opportunity to learn and ask questions relating to our policies and are therefore expected to know and behave in accordance with all relevant CKF policies. These policies are accessible through CKF's website and/or available through asking our operations manager (Socheat Touch), principal (Ieng Sok), project manager (Srey Touch) and/or our board members.