

## **Annex A – Company Policies**

All parties to this MOU acknowledge that they have reviewed and understood the RAWCS policies outlined in this Annex and commit to adhering to these policies throughout the duration of this partnership.

**Complete Company Policies can be accessed on our website or here:**

<https://rawcs.org.au/policy-documents/>

### **Purpose of the Policies:**

#### **Child Safeguarding Policy & Code of Conduct**

RAWCS works both directly and indirectly with children through our programs and general project activities. During these visits, direct interaction with children can occur. It is therefore critical that RAWCS has clear and well-communicated strategies for ensuring that children and young people are protected from direct or indirect, intentional or unintentional, harm or abuse as a result of these activities, and that clear processes for responding to child harm, abuse or neglect are developed and followed.

The purpose of this Child Safeguarding Policy is to outline the preventative and responsive measures we have in place to safeguard children and ensure the care, protection and wellbeing of children is promoted. This policy aims to achieve this by:

- demonstrating our commitment and approaches to child safeguarding;
- outlining the expectations and responsibilities of our stakeholders;
- providing guidance on how to respond to concerns and allegations of child abuse; and
- setting high standards around personal behaviour in a code of conduct that must be adhered to by all our people and stakeholders.

#### **Prevention of Sexual Exploitation, Abuse and Harassment Policy**

RAWCS does not tolerate sexual exploitation, abuse or harassment of any kind. This applies to our own organisation and extends to those we work with. This policy focuses on preventing and addressing sexual exploitation, abuse and harassment involving adults.

We believe all adults have the equal right to protection regardless of any personal characteristic, including their age, gender, ability, culture, racial origin, religious belief and sexual identity.

The purpose of this policy is to:

- outline our commitment and approach to the prevention of sexual exploitation, abuse and harassment and how we address concerns if they arise;
- provide clear guidance to all our people and partners, on our commitments and expectations relating to preventing and addressing sexual exploitation, abuse and harassment, including expectations of behaviour and obligations to report concerns;
- ensure we meet our legal obligations in Australia and overseas in respect to preventing and addressing sexual exploitation, abuse and harassment;
- ensure we meet and align with good practice in the aid and development sector.

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### **Fraud, Corruption and Counter-Terrorism Policy**

This policy sets out our commitment to complying with relevant laws and any contractual obligations applicable to us relating to fraud, corruption, bribery, anti-money laundering and counter-terrorism. It also provides a guide for our people on what to do if there is actual or suspected noncompliance.

### **Communication and Transparency Policy**

The purpose of this policy is to ensure that RAWCS employs ethical, honest, and sensitive practices in collecting and sharing stories and images about the communities we serve and the impact of our work. By respecting people's dignity and culture, we aim to maintain the trust of those we represent and reflect our values in all our communications.

This policy outlines our commitment to these principles, guiding our communication practices to ensure they are conducted responsibly and ethically.

We adhere to the Australian Council for International Development (ACFID) Code of Conduct which outlines essential communication and transparency requirements.

### **Non-Development Activity Policy**

RAWCS distinguishes between development and non-development activities, ensuring that development activities focus on addressing root causes of disadvantage and promoting sustainable livelihoods, education, health, and infrastructure development.

The purpose of this policy is to guide our people and our partners to clearly separate relief, aid and development from non-development activities and ensure that development assistance and humanitarian aid is provided on a non-discriminatory basis.

This policy addresses our ACFID compliance obligations when communicating with, or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from aid agencies, sponsors and supporters, and fundraising from the general public.

### **Whistleblower Policy & Procedure**

RAWCS is committed to conducting its activities professionally, honestly and with integrity. We do not tolerate unethical, unlawful or undesirable conduct. Transparent whistleblower policies are essential to good risk management and corporate governance. They help uncover misconduct that may not otherwise be detected. Often, such wrongdoing only comes to light because of individuals (acting alone or together) who are prepared to disclose it, sometimes at great personal and financial risk.

Whistleblower protection laws under the Corporations Act 2001 (Cth) (Corporations Act):

- encourage whistleblowers to come forward with their concerns about misconduct or breaches of the law and protect them when they make a disclosure;
- promote good risk management and corporate governance; and
- promote ethical behaviour by organisations and encourage them to deal with disclosures of misconduct seriously.

This policy and procedure documents our commitment to maintaining an environment in which our people, partners and members of the public are able to report, without fear of retaliatory action, concerns about any serious instances of wrongdoing that they believe may be occurring in the name

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of RAWCS and/or its partners.

This policy and procedure complements our Complaints Handling Policy and Procedure and provides an alternative means of reporting alleged or suspected wrongdoing where the usual channels appear to have failed or may be inappropriate.

The purpose of this policy is to:

- encourage the reporting of matters that may cause harm to individuals or financial or nonfinancial loss to RAWCS or damage to its reputation;
- enable RAWCS to deal with reports from whistleblowers in a way that will protect the identity of the whistleblower as far as possible and provide for the secure storage of the information provided;
- establish policies for protecting whistleblowers against reprisal by any person internal or external to the entity;
- provide for the appropriate infrastructure;
- help to ensure RAWCS maintains the highest standards of ethical behaviour and integrity.

### **Complaints Handling Policy and Procedure**

The purpose of this policy is to:

- provide a complainant with access to an open and responsive process;
- that we handle complaints fairly, efficiently and effectively;
- enhance our ability to resolve complaints in a consistent, systematic and responsive manner;
- enhance our ability to identify trends and address causes of complaints, and improve our operations; and
- provide a basis for continual review and analysis of the complaints-handling process, the resolution of complaints, and process improvements made.

### **Environmental Stewardship and Sustainability Policy**

RAWCS recognises the importance of environmental sustainability and climate change. We believe that protecting and conserving natural resources and maintaining ecosystems is fundamental to sustainable development and integral to social and economic prosperity. This policy will better enable us to apply a sustainability lens to our activities and operations.

The purpose of this policy is to ensure that we:

- reduce the environmental impact of our domestic and international activities and adapt our operations, including support to partners, to mitigate against and adapt to climate change;
- promote sustainable management and conservation of the environment in all its programs and activities through sound environmental management practices;
- ensure communities we work with are supported, where relevant, to identify and respond to, the impacts of climate change in order to build resilience and foster sustainable development outcomes.

### **Fundraising Policy**

This Fundraising Policy guides our fundraising practices and ensures we work with honesty, integrity, and accountability to our donors and partners. It provides the overarching framework and guidelines governing the fundraising activities outlined in our Fundraising Plan. Together, they form a

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complementary relationship, with the policy providing structure and the plan executing actionable steps towards fundraising success.

This Fundraising Policy reflects the National Fundraising Principles and should be applied in conjunction with relevant laws and regulations in each Australian state/territory.

This policy ensures we have the processes and procedures in place to ensure compliance with the Australian Council for International Development (ACFID) Fundraising Charter, which covers:

- Fundraising compliance
- Donor privacy
- Policies for accepting and rejecting donations
- Outsourced fundraising agencies
- Images and messages used for fundraising
- Ethical decision-making and approval processes.

### **Partnership and Collaboration Policy**

RAWCS is dedicated to maximising the impact of Rotary projects through strategic partnerships both domestically and internationally. Our strategic partnerships reflect our dedication to making a tangible difference in the lives of individuals and communities, both locally and globally, by leveraging resources and expertise to address pressing challenges and advance Rotary's mission of service.

We are committed to ensuring that we engage with governments and organisations to achieve mutually agreed objectives in aid and development activities (this may include affiliates). The equal relationship with these partners will be characterised by mutual respect, transparency, accountability and by a commitment and openness to two-way learning and support.

The purpose of this policy is to guide RAWCS and our partners on the expected nature of our engagements with other organisations. This policy addresses our ACFID compliance obligations when initiating and maintaining partnerships and joint collaboration.

### **RAWCS Code of Conduct**

Our Code of Conduct (Code) explains our expectations of you. It is an agreement between you and RAWCS. This Code of Conduct provides a shared understanding of the way we behave as individuals, towards each other and those we serve.

RAWCS operations are based on deeply held values and principles. It is essential that our commitment to humanitarian assistance principles of humanity, impartiality, independence and neutrality as defined in the Core Humanitarian Standard is supported and demonstrated by our people.

### **Privacy Policy**

RAWCS is committed to protecting the privacy of all of its stakeholders including its donors, partners, associates, staff, volunteers, Board members, committee members project beneficiaries who interact with RAWCS or its programs.

RAWCS is bound by the Privacy Act 1988 (Cth) and the privacy provisions of any other privacy state or territory related legislation applicable in Australia. In particular, RAWCS must adhere to the

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Australian Privacy Principles in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information. This policy explains how we handle your personal information.

### **Equity, Diversity & Inclusion Policy**

At Rotary Australia World Community Service Ltd (RAWCS), we are dedicated to fostering an inclusive and diverse environment in which all individuals are valued, respected, and provided equal opportunities. Our commitment to diversity and inclusion is fundamental to achieving our vision of making a positive and lasting impact on communities in need, both in Australia and developing countries overseas.

This policy outlines our commitment to work in partnership with people with whom we engage. In particular, we are committed to individuals and groups who are vulnerable, marginalised and under-represented, to help empower them to be drivers of their own development and to inform our operations, programs and partnerships.

In this policy RAWCS commits to respect, protect and promote internationally recognised human rights for all, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status. This includes our organisational commitments to gender equality and disability inclusion.

### **Monitoring Evaluation and Learning Policy**

The purpose of this policy is to set out the approach to assessing the performance of RAWCS's programs and projects.

This policy applies to RAWCS and all of its administered funds and subsidiaries – referred inclusively within this policy as RAWCS.

This policy applies to all RAWCS staff, volunteers, Board members, committee members, suppliers and contractors. Within this policy all of these are represented by the term: "our people". It also extends to all our partners.

### **Non-Conduit Policy**

The purpose of this policy is to ensure that the Rotary Australia Trust for the Environment (RATE) operates in compliance with all applicable laws and regulations and does not act as a mere conduit for a donor by transferring funds or property to other organisations, bodies, or individuals as directed or indicated by the donor. It must not act as a collection agency for donations intended by a donor for another institution or person.

### **Work Health & Safety Policy**

The purpose of this policy is to, as far as reasonably practicable:

- prevent workplace injuries and illnesses;
- promote a safe and healthy workplace culture;
- consider workplace health and safety in project planning and work activities;
- allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace;

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- ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace;
- adequately report WHS incidents in a timely manner;
- report WHS incidents requiring insurance coverage;
- drive continuous improvement in workplace health and safety (WHS).

### **Disability Inclusion Policy**

This policy outlines our commitment to disability inclusion across all our activities and within our own organisation. It provides a clear vision and consistent messages regarding our approach to disability in our humanitarian and development programs.

### **Gender Equity Policy**

The purpose of this policy is to articulate our commitment to the principles of gender equality and female empowerment and our expectation that our partners will adhere to these principles in all stages of the project cycle.

### **Commitment to Human Rights, Humanitarian Principles and Racial Justice Statement**

At RAWCS, we are committed to fostering diversity, equity, and inclusion to achieve our goal of making a positive impact on communities in need, both in Australia and developing countries. Upholding human rights principles is fundamental to all aspects of our operations. RAWCS carries out all its humanitarian work in accordance with the humanitarian principles: humanity, neutrality, impartiality, and independence.

We are dedicated to respecting, protecting, and promoting human rights for all individuals, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class, or socio-economic status. We believe in the inherent uniqueness of every person and strive to create an inclusive culture where everyone feels valued and accepted.

RAWCS is dedicated to eliminating racial injustice and promoting an ongoing process of healing and reconciliation. By carrying out service projects and supporting peace fellowships and scholarships, our members take action to address the underlying causes of racial injustice, including discrimination, lack of access to education, economic inequality, healthcare disparities, and unequal distribution of resources.

Embedded within our core values of Service, Leadership, Diversity, Integrity, and Fellowship is a commitment to integrating human rights considerations throughout our projects' development, implementation, and assessment phases. RAWCS is committed to fostering inclusive practices, advancing gender equality, combating discrimination, and empowering marginalised communities to assert their rights and participate fully in decision-making processes.

Through championing human rights and racial justice and undertaking all our work aligned with humanitarian principles, RAWCS facilitates and empowers Rotary and non-Rotary humanitarian projects to do good in the world. We Back doing Good.