



Quaker Service Australia

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CODE OF CONDUCT

Quaker Service Australia (QSA) is guided by the enduring values of the Quaker tradition: simplicity, peace, integrity, community, equality, and sustainability, and by recognition of the indwelling Light within every person. QSA is committed to just, compassionate, sustainable, and inclusive development through its programs, partnerships, and operations.

This Code of Conduct sets out the standards of ethical behaviour expected of all QSA board members, staff, volunteers, consultants, and representatives. It applies to both professional and private conduct where a person is representing, or could reasonably be perceived to be representing, QSA. An additional Code of Conduct is to be signed by those who may come into contact with children or vulnerable communities.

1. Upholding the Integrity and Reputation of QSA

I will act in a way that is consistent with QSA's values and development objectives. I will be honest and transparent in all work-related dealings and ensure my conduct reflects positively on QSA. I will comply with QSA policies and with all relevant Australian laws and the laws of countries in which QSA and its partners operate.

2. Respect for All People

I will treat all people I engage with through QSA with respect, dignity, and fairness, recognising the inherent worth of every person. I will not engage in harassment, bullying, abuse, or discrimination of any kind, including racism.

I acknowledge that QSA works with people from diverse cultural, social, linguistic, and economic backgrounds, including communities affected by colonisation, displacement, and systemic inequality. I will act with cultural sensitivity, humility, and respect, remain open to different perspectives and ways of working, and be mindful of how power, privilege, and history shape relationships.



ACFID
MEMBER

QSA is a member of the Australian Council for International Development (ACFID),
and is a signatory to the ACFID Code of Conduct

Through my conduct and decisions, I will contribute to safe, inclusive, and supportive environments for colleagues, project participants, and communities.

3. Child Safeguarding

I am committed to upholding QSA's Child Safeguarding Policy and understand that protecting children from all forms of harm, abuse and exploitation is a fundamental responsibility of all QSA personnel. QSA has a zero-tolerance approach to any form of child abuse, sexual exploitation or harm.

I must never engage in harm, sexual exploitation or abuse of a child (any person under 18 years of age), nor access, produce, or distribute child exploitation material in any form. I will follow all child safety protocols, including not being alone with a child in private settings unless approved procedures are followed, and not using photographs or videos of children without informed consent.

I acknowledge my responsibility to read, understand, and comply with QSA's Child Safeguarding Policy, and to report any concerns or allegations within 24 hours to the Child Safeguarding Focal Point or the Executive Manager. I also acknowledge that required background and referee checks must be completed before undertaking work with or on behalf of QSA.

I understand that breaches of the Child Safeguarding Policy may result in disciplinary action, including termination and possible criminal prosecution.

4. Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

I will uphold QSA's PSEAH Policy at all times. QSA has zero tolerance for sexual exploitation, abuse, or harassment (SEAH), which constitutes gross misconduct and may result in disciplinary action, including termination and possible criminal prosecution.

I recognise that QSA operates in contexts with significant power imbalances. I will not engage in any form of SEAH, including with project partners or participants, regardless of age. Consent is not a defence where a child or a person unable to give free and informed consent is involved. I will not offer or exchange money, goods, services, or employment for sex or sexual favours under any circumstances.

It is my responsibility to ensure that my behaviour does not place others at risk of harm. I will complete required PSEAH training as directed by my manager.

I will report any suspicions, concerns or allegations of SEAH within 24 hours to my manager, QSA's Executive Manager or Chair. I will balance these reporting obligations with a survivor-centred approach that prioritises safety, dignity, and informed consent wherever

possible. I understand that failure to report a known incident may itself be a breach of this Code.

5. Managing Conflicts of Interest

I will make every effort to transparently manage any personal, financial, or professional circumstances that could conflict with QSA's interests. I will promptly disclose any actual, potential, or perceived conflicts of interest to my supervisor, the Executive Manager, or the Chair, as appropriate.

I will exercise sound judgment and cultural sensitivity when offered gifts, favours, or hospitality, recognising that refusal may not always be possible or appropriate in some cultural or international contexts. Any gifts or hospitality accepted must be modest, not create an obligation, and be appropriately recorded.

I will not seek, accept, or retain any benefit that could improperly influence, or reasonably be perceived to influence, my professional judgment or actions on behalf of QSA.

6. Use of Resources

I will use QSA property, assets, and resources responsibly and only for authorised purposes. I recognise that these resources are entrusted to me to support QSA's purpose and will not use them wastefully or inappropriately.

I will act in ways that support environmental responsibility and sustainability, consistent with QSA's commitment to ecological stewardship.

7. Safety and Wellbeing

I will comply with all QSA health, safety, and security requirements and act to protect the physical and emotional wellbeing of colleagues, partners, and community members. I will report any safety risks, incidents, or threats promptly.

8. Confidentiality

I will maintain the confidentiality of all non-public information obtained through my role with QSA. I will protect the dignity, privacy, and trust of those we work with and will not disclose confidential information unless authorised or legally required.

9. Ethical Responsibility and Fair Practice

I will uphold high ethical standards in all aspects of my work with QSA. I will not engage in criminal, fraudulent, corrupt, or otherwise unethical behaviour and will report in a timely manner any suspected, alleged or known misconduct, including fraud, corruption, or illegal activity.

I will ensure QSA initiatives, resources, and opportunities are delivered fairly and transparently, without discrimination or favouritism. I will not provide preferential treatment based on personal relationships, identity, status, political affiliation, or any other improper consideration.

10. Non-Proselytising

QSA is committed to serve our community and partners without promoting religious beliefs. I will not engage in proselytising or use my position to influence or convert others to any faith or ideology. QSA's work is grounded in shared human values and serves all people equally, regardless of religion or belief.

11. Reporting and Accountability

I will report any suspected, alleged or known breaches of this Code or concerns about misconduct, including safeguarding concerns, through appropriate internal channels. I will cooperate fully with investigations and support a culture where concerns can be raised safely. QSA will not tolerate retaliation against anyone who reports a concern in good faith.

Acknowledgement and Declaration

I acknowledge that I have read, understood, and agree to abide by this Code of Conduct and QSA's related policies, including Child Safeguarding and PSEAH.

I understand that any breach of this Code of Conduct may lead to disciplinary action, including termination, and, if warranted, may be reported to the police or relevant authorities.

Name: _____

Signature: _____

Date: _____