



Code of Conduct – Volunteers and Contractors

All personnel (including Board members, volunteers, and contractors working alongside ADI staff or at ADI events) are expected to adhere to this code of conduct, which sets out expected standards of behaviour, while performing their role for ADI or interacting with anyone connected with ADI. There is a similar but separate Code of Conduct for staff.

- Personnel should comply with the applicable written policies and procedures of ADI, including abiding by ADI's values and Code of Ethics. Personnel must also comply with applicable national and local laws.
- Personnel should care for their own health and safety and that of others while working.
- Personnel should treat with respect and care the property of ADI and those we work with. This includes equipment and physical property as well as intellectual property, data and documents. Money should be carefully accounted for.
- Personnel must ensure that their clothing and appearance are appropriate for the situation in which they are working and those they are working with.
- Personnel should treat all people fairly with dignity and respect, regardless of their age, gender, disability, sexual orientation, religion, race or any other characteristic. Discriminatory behaviour, harassment and bullying are unacceptable. Harassment is unwanted conduct which has the purpose or effect of either violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which undermines, humiliates, denigrates or injures a person. Without intending to be exhaustive, examples include:
 - Offensive emails or messages or the display of offensive materials
 - Verbal abuse
 - Unwelcome and hurtful jokes
 - Denigrating someone based on a protected characteristic – for example, their race, gender, sexual orientation or disability
 - Direct or subtle threats
 - Intentionally sabotaging or undermining a person's work
 - Ignoring or isolating a person
 - Staring or leering in a sexual way
 - Unwanted physical contact
 - Aggressive physical behaviour
 - Repeated behaviour which a person has previously objected to

- Personnel must not engage in sexual activity with anyone under the age of 18 (mistaken belief in the age of a child is not a defence). Personnel must not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics. Personnel must not exchange money, benefits, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Personnel must inform the CEO or Board chair if they have a close personal relationship with an employee or volunteer of ADI which could be reasonably considered to have an impact on their work. Personnel who are relatives or who have a close personal relationship should not have a supervisory relationship with each other.
- Personnel should declare any financial, personal, family (or close intimate relationship) interest in business matters which may impact on the work of ADI, in accordance with the Conflict of interest policy. People should not be involved in awarding benefits or contracts where they have a possible conflict of interest.
- The use or misuse of alcohol or other drugs can lead to unacceptable behaviour. Personnel are expected to be unimpaired by alcohol or drugs while at work. ADI encourages a moderate and responsible approach towards the serving and consumption of alcohol and this applies to ADI events, which should provide an inclusive environment for those who choose not to consume alcohol.
- ADI does not seek to dictate how people conduct themselves outside their ADI role. However, unlawful, discriminatory, anti-social or other poor conduct by personnel which may jeopardise the organisation's reputation may result in ADI ending the volunteer relationship or contract.