

5. AMF-Cufa Employee Code of Conduct

POLICY OWNER: Directors of AMF-Cufa

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5.1. Overview

AMF-Cufa is an international NGO which relies heavily on the professional conduct of staff to uphold the integrity of the organisation. Staff are expected to behave and operate according to a number of key standards.

Where these standards are not met, AMF-Cufa's reputation, success of programs and reputation of partners or donors may be put at risk. As such, the employment of the representative(s) must be reconsidered.

5.2. Scope of this Policy

This policy applies to:

- Employees
- Contractors to AMF-Cufa
- Interns, and
- Volunteers of AMF-Cufa

In this policy each person in the categories listed above is referred to as an AMF-Cufa "employee".

5.3. Prohibited behaviours

AMF-Cufa representatives have a contractual and ethical responsibility to work in good faith towards the goals and objectives of the organisation and to not engage in activities that may negatively impact AMF-Cufa, a beneficiary, local communities or any other stakeholders.

All AMF-Cufa representatives are required to act in an appropriate manner in accordance with the highest levels of honesty and integrity, local laws and cultural norms.

At no time are AMF-Cufa representatives permitted to engage in following acts/behaviours:

- Corruption and/or bribery
- Non-disclosure of any material gifts or offers of gifts for personal use. Staff are also prohibited from accepting valuable or otherwise inappropriate gifts
- Discrimination
- Drug or alcohol abuse
- Intoxication while at work
- High levels of unexplained absenteeism
- Stealing
- Falsification of documents and records
- Illegitimate release of organisational funds

- Release/donation of AMF-Cufa funds to illegal organisations
- Release of confidential information without appropriate approval
- Disregard of safety regulations that would endanger themselves or others
- Abuse of authority
- Abusive use of telephone and email for personal use
- Involvement, association or affiliation with any terrorist organisation/unit, or
- Breach of the [Child Protection Policy](#).
- Any acts of breaches included within the scope of the [Anti-Harassment and Bullying Policy](#).
- Any acts or breaches included within the scope of the [Prevention of Sexual Exploitation, Abuse and Harassment Policy](#).
- Any acts or breaches included within the scope of the [Communications Policy](#) agreed to by signing the Photo Consent Form.

5.4. Poor performance

Where poor performance is observed in AMF-Cufa staff, steps will be taken for corrective action as per the [Disciplinary Policy](#). The direct supervisor or the Chief Executive Officer will give three separate warnings with the aim to correct poor performance. Dismissal will follow if no positive outcome can be reached after the three warnings. Instant dismissal is allowable for repeated or severe offences.

5.5. Conflict of interest

A conflict of interest arises where an AMF-Cufa representative has private interests which may or do improperly influence the performance of their official duties and responsibilities. Conflicts can include not only the interests of individual employees and contractors, but also the interests of their immediate family (such as spouses, children or other dependents) and the interests of their business partners or associates, according to [the DFAT Ethics, Integrity and Professional Standards Policy](#).

This applies to all AMF-Cufa representatives, including members of the Board, staff, volunteers, partners and any third parties acting on behalf of AMF-Cufa.

AMF-Cufa representatives are required to uphold the highest ethical standards and to act at all times in the best interests of AMF-Cufa and its program stakeholders. They must avoid situations that give rise to actual, potential or perceived conflicts of interest wherever possible.

All actual, potential or perceived conflicts of interest must be promptly disclosed to their direct supervisors and recorded in accordance with organisational procedures. This includes regular declarations of interests by relevant staff, as well as ad hoc declarations when circumstances change.

Declared conflicts of interest will be assessed and managed in a transparent and proportionate manner by the Australia management team, which may include measures such as recusal from decision-making, reassignment of responsibilities, or other actions to ensure ethics, integrity and accountability are maintained.

5.6. Use of organisational equipment

Equipment, office space or any other organisational assets are not to be used for personal benefit.

5.7. Storage of organisational files

Staff must ensure that files, reports and documents are kept up to date and adequately stored. Important documents (both hard and soft copies), such as finance related and those with signatures on them cannot be destroyed without the approval of the responsible AMF-Cufa Australia staff member.

5.8. Staff correspondence

The bulk of correspondence between AMF-Cufa's Australia staff and overseas project staff will be done via email and telephone. In order to reduce costs, wherever possible, email and Skype are the preferred mediums of communication and all emails should be kept at a professional level.

5.9. General behaviour

In areas not covered above, employees must use their judgement to determine the appropriate course of action. This includes taking into consideration local laws, norms and customs. To avoid sending the wrong signal in unclear situations, the conservative course of action must be taken to maintain goodwill.