



## Code of Conduct

### 1 Introduction

This Code of Conduct sets our organisation's culture. It explains the behaviour expected of everyone in the workplace and the results if someone acts improperly.

UnitingWorld expects high standards of conduct and accountability from our people and in all our work. We uphold these standards in our relationships with our partners, supporters and the people we work with. These standards reflect our values. UnitingWorld shares this commitment with the ACT Alliance<sup>1</sup> and with the Australian Council for International Development (ACFID). We have signed their Codes of Conduct.

This Code is designed to meet Australian government standards for good conduct and Australian government policy requirements. These policies include protecting people and the environment. They also prevent people taking sexual advantage, abusing and harassing others.

UnitingWorld's Professional Conduct Policy guides this Code. UnitingWorld Representatives<sup>2</sup> must sign the Code every year.

Please read the definitions at the end of this document to understand the meaning behind words used in this document, especially the definition of a child.

We know that people signing this Code have private lives. You may be a volunteer or staff of another organisation. This Code still applies to your private activities. Your behaviour in your private activities can still harm UnitingWorld in the eyes of others. Your private activities may raise questions about your fitness for your role. When we decide if your activities breach the Code, we will think about these things:

- What was the activity? What was the situation?
- What was your job? What were your duties? What was your responsibility?
- Did the results of the activity mean you could not do your job or meet your responsibilities?
- How did your activity or its results affect UnitingWorld's relationship with people we work with and the public?

This Code describes what we expect from you. In general, we do not accept behaviour or actions that:

- Have, or could have, bad effects on your work or someone else's work;

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<sup>1</sup> Action by Churches Together (ACT) Alliance

<sup>2</sup> **UnitingWorld Representatives** are defined in our Governance Framework. They are: UnitingWorld staff; Partner staff, Board members; UnitingWorld volunteers including individuals and groups who visit overseas partners or projects funded by UnitingWorld; UnitingWorld contractors (including advisors and consultants); and Subcontractors of UnitingWorld overseas partners or UnitingWorld contractors **while undertaking tasks on behalf of UnitingWorld**.

- Are a fraud or seek to deceive;
- Contradict the standards set out in our policies;
- Embarrasses UnitingWorld or could damage our reputation;
- Could mean you are charged and/or convicted with a crime or offense which, in our opinion means you are no longer a proper person to represent us; or
- Otherwise breaks your agreement to abide by the Code.

You must tell us about any activity or any claim, accusation, charge or offence that could mean there is a question about your fitness to represent UnitingWorld. If you do not tell us about unacceptable behaviour or activities, we may take disciplinary action against you. UnitingWorld may dismiss you from your role.

## 2 Values and Behaviour

These are the basic behaviours we expect from you.

You **must**:

- Act in harmony with the Christian principles underpinning the work and service of UnitingWorld;
- Make sure your personal and work conduct is, and is seen to be, of the highest standard. Your conduct should be in line with UnitingWorld's Vision, Mission and Values and should guard UnitingWorld's reputation;
- Respect and promote human rights, and treat everyone as equal, regardless of race, religion, ethnic background, indigenous background, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, marital status, political links, poverty, class or social or economic status;
- Contribute to your workplace so that it is fair and just. You must be honest and act in good faith and treat all other Representatives with respect;
- Help build a harmonious workplace based on team cooperation, mutual respect and understanding;
- Treat all communities we work with fairly, with respect and according to International Laws and Standards;
- Uphold the highest standards of accountability, efficiency, skill and integrity. You must make decisions in a clear and justifiable way, especially decisions about our partners and other stakeholders;
- Follow health, safety and security guidelines and work to safeguard others;
- Be familiar with your rights and responsibilities in this Code of Conduct and other UnitingWorld Policies and Procedures that apply to your work;
- Contribute to and support decisions to meet UnitingWorld's mission and vision;
- Respect the role of UnitingWorld's Board and management, and follow their decisions;
- Promote a strong team: give credit to others for their good work and give helpful feedback about UnitingWorld's work;

- m) Keep information about confidential matters to the people who need to know;
- n) Read and follow the Travel Policy, Workplace Health and Safety policies and our partners' policies that apply to your work; and
- o) Follow the laws that apply to you when you are working overseas.

**You must not:**

- a) Misuse alcohol or other drugs in ways that may have a bad effect on your work, your co-workers' safety or UnitingWorld's reputation;
- b) Work while drugs or alcohol are reducing your ability to do your work;
- c) Drive a vehicle while on duty and while drugs or alcohol are affecting you;
- d) Use your position of power to refuse to help, or to favour some people over others;
- e) Use the power of your role to influence or force someone to do something for your personal gain or that will have a negative effect on their well-being or their community;
- f) Use your position to seek to gain money, work benefits, or sexual favours from beneficiaries or colleagues. You must not demand or accept favours, bribes or other forms of personal enrichment. If you are given gifts, you must treat them as belonging to UnitingWorld and discuss with your UnitingWorld supervisor if you may keep them or not;
- g) Use or have weapons or ammunition of any kind while on duty.

### **3 Child Protection**

These behaviours protect the safety and well-being of children. UnitingWorld does not tolerate child abuse. Child abuse takes place when adults or other children hurt children physically, sexually, emotionally, psychologically or in some other way.

**You must:**

- a) Treat children with respect regardless of race, religion, ethnic background, indigenous background, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, marital status, political links, poverty, class or social or economic status;
- b) Take care in giving gifts to children. Small gifts to groups of children may be alright, but not if the gifts seem to give you power over the children and reduce the children's power. Avoid giving gifts to single children, because these could be seen as a way to groom children for abuse.
- c) Wherever possible, make sure another adult is with you when you are working near children. Allow the child to choose the person they want to be with them (parent, teacher, agency staff etc);
- d) Make sure that you are with someone, or at least can be seen by other adults when you have contact with children, young people and vulnerable adults. This includes phone, online or direct contact.
- e) Obey Australian and local legislation, including labour laws about child labour as they apply to you;

- f) Report straight away if you have concerns or hear of claims of child exploitation or abuse or failure to abide by UnitingWorld policies. You should follow the UnitingWorld Procedures for reporting;
- g) Read and follow the Safeguarding and Protection (including Child Protection) Policy.

**You must not:**

- a) Speak to or behave towards children in a way that insults, harasses or embarrasses a child or is culturally unacceptable;
- b) Say anything to children that has a sexual meaning or involve children in sex or any sexual activity, including paying for sex or sexual acts;
- c) Invite unaccompanied children into your home, unless they are at direct risk of injury or in physical danger;
- d) Sleep close to unsupervised children unless you cannot avoid it; if it is needful, you must get your supervisor's permission, and make sure another adult is present;
- e) Use any computers, mobile phones, video cameras, cameras or social media improperly, and never abuse or manipulate children or use child abuse material through any means;
- f) Provide alcohol or drugs to children;
- g) Physically punish children; or
- h) Hire children for work which is not right for their age or development, or which puts them at risk of injury or takes them away from school or other activities which are important to their wellbeing.

## **4 Sexual Exploitation and Abuse**

UnitingWorld does not tolerate sexual exploitation and abuse. Sexual abuse means involving a person in a sexual activity by threat, force or where the power is unequal. Sexual exploitation means using a weaker person's position when you have greater power, or they trust you, to gain sexual services, money or social or political benefits at their expense.

**You must:**

- a) Acknowledge that sexual exploitation and abuse are seriously wrong and against the moral standards expected by UnitingWorld;
- b) Recognise that you could be terminated from your job for inappropriate sexual behaviour;
- c) Act to protect others from harm. Speak up if you see someone treated in a way that violates their rights;
- d) Follow health, safety and security guidelines and try to keep others safe.
- e) Immediately report your concerns or claims of abuse you hear about. You should make the report using our procedures. You can find these in the Safeguarding Policy. We will report crimes to local authorities. We may not make a report if the person involved (the survivor) does not want to make a report. We may not make a report if it puts the person making the report in danger;
- f) Understand that exchanging money, jobs, goods or services for sex is never acceptable and is forbidden. This includes sexual favours or other kinds of shameful or exploitative behaviour;

- g) Tell your manager if you have a sexual relationship with someone from a community where we have a project. Tell your manager if you have a sexual relationship with someone working for UnitingWorld or our partner/s in countries where we work. Telling us helps us to work out if you have a conflict of interest and to make sure you not using a position of power in the wrong way.
- h) Pay special attention to and obey the specific child-related rules outlined in Section 3 of this Code.

**You must not:**

- a) Use your job status to deny aid or give special treatment, so that you can gain sexual favours, gifts, payments, or personal benefit;
- b) Have sexual relationships with people in a crisis or disaster. Such relationships are based on unequal power. They damage the credibility of humanitarian aid work;
- c) Exchange money, jobs, goods or services for sex, including sexual favours or other forms of degrading or exploitative behaviour. This includes exchanging sexual favours for aid that is for communities we help or our partners. This is known as transactional sex;
- d) Start or seek personal social relationships with those who benefit from UnitingWorld's programs;
- e) Use your position of power to have a relationship with a co-worker in Australia or overseas;
- f) Tell others that someone is a survivor of sexual exploitation, gender-based violence or abuse;
- g) Tell others that someone is living with HIV, TB or any other serious health conditions without their written consent, unless it is a transmissible disease in a declared emergency;
- h) Tell others that someone is involved in activities that might not be acceptable in their culture – like promoting child rights or different ideas about the roles of women and men. You must not tell others that someone is involved in activities that are not acceptable in their society or are criminal (like sex work, or other activities that are illegal in their setting).

## **5 Public/Media Comment**

UnitingWorld wants to maintain a clear and consistent media presence.

**You must:**

- a) Tell journalists or anyone in the media to talk to the National Director. They will work with the journalist to answer questions;
- b) Contact your supervisor if approached by anyone wanting to put information online or in the media about UnitingWorld's work.

**You must not:**

- a) publicly criticise UnitingWorld, its activities or its staff (including on social media);
- b) talk to the media about UnitingWorld or its activities unless you are a chosen UnitingWorld spokesperson.

## 6 Photography, Video and other Media

UnitingWorld is committed to showing people in a safe, respectful and honest way.

When photographing or filming people, in UnitingWorld related settings, you **must**:

- a) Weigh up/assess and follow local traditions or taboos about making personal images before photographing or filming anyone, but especially a child;
- b) Explain how UnitingWorld will use a photograph or film BEFORE photographing or filming anyone, especially a child, and get clear agreement. For a child, you must get the agreement of the child and a parent.
- c) Make sure photographs and videos show people, especially children, in a dignified and respectful way, and not as weak or helpless. All people, especially children, should be adequately clothed and not shown in sexually suggestive poses;
- d) Make sure images are honest about the setting and the facts;
- e) Assess the risks before posting a child's image on the internet. Someone from that child's community overseas can see a child's picture shown on an Australian website. This creates possible risks for the children we work to help;
- f) Make sure images/videos do not reveal children's personal information. This includes children's first and last names, the village or school name. Labels must never identify children;
- g) Make sure file labels do not reveal children's personal information when sending images electronically. Turn off geo-tagging functions on cameras and mobile phones;
- h) Make sure adults know that they can choose not to be identified and ask them how they wish to be named in our publications. UnitingWorld would normally identify adults in images/video;
- i) Make sure you do not identify adults if there is a risk to the person's safety if they are identified.

## 7 Harassment

UnitingWorld does not tolerate harassment in the workplace or in any work setting. Harassment is any behaviour that humiliates, offends or intimidates and that a person does not want. These behaviours create an offensive situation for the person experiencing them.

You **must**:

- a) Treat everyone in the workplace with respect. Speak politely, listen carefully and act in a way that supports everyone's wellbeing;
- b) Understand what harassment is so you can identify early signs of sexual, gender, racial or other harassment and take swift action to prevent and stop harassment.

You must not:

- a) Harass anyone;
- b) Behave in a way to make another person feel persecuted, weak or powerless;
- c) Make comments or jokes about a person's private life, the way they look, their race or disability

- d) Abuse others;
- e) Threaten others repeatedly with job loss or other harsh punishment that does not follow UnitingWorld's disciplinary procedures;
- f) Make or send offensive or sexual messages (by email, telephone or any other means);
- g) Make it hard for someone to do their work, such as by withholding information,
- h) With bad intent, sabotage another person's work to damage their reputation;
- i) With bad intent, leave another person out of workplace activities they would usually be part of;
- j) Criticise them repeatedly about minor, unimportant things;
- k) Humiliate another person through gestures, mockery, criticism or insults;
- l) Spread false information;
- m) Act in sexually suggestive ways, such as leering or staring, brushing up against someone, touching, fondling or hugging;
- n) Make sexually suggestive comments or jokes
- o) Display offensive screen savers, photos, calendars or objects
- p) Make repeated unwanted requests to go out with or to have sex with people you work with;
- q) Make sexual posts on social networking sites;
- r) Make sexual insults or taunts;
- s) Ask unwanted questions or make unwanted public comments about the private details of a person's life;
- t) Make improper advances on social networking sites;
- u) Access sexual internet sites in the workplace;
- v) Behave in a way that may be a criminal offence, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

## 8 Bullying

Bullying is repeated behaviour that criticises, belittles, isolates and/or undermines the victim. It may be open or hidden. Bullying includes humiliating someone, damaging their work or workplace, spreading gossip, overworking them, applying unnecessary pressure and/or delaying tactics against them. It can be physical and spoken attack, sexual attack and/or setting fire to things or people.

The Australian Human Rights Commission says that it is not bullying when managers are dealing with poor work or discipline for wrongdoing.

You **must**:

- a) Treat everyone with respect at work and speak politely and kindly, listen carefully, and think about the wellbeing of others;
- b) Understand what is bullying, encourage and support staff who have been bullied, create plans to reduce and stop it, and act to correct those who have bullied others.

You must not:

- a) Bully anyone
- b) Make extreme demands and set impossible targets
- c) Monitor or watch someone's work or private actions in a way that is interfering or improper;
- d) Interfere with others' personal belongings;
- e) Sabotage another person's work;
- f) Use abusive language.

## **9 Ethical Business Practices and Preventing Financial Wrongdoing**

Poor business and financial activities can hurt UnitingWorld's reputation and our work. We must be open and fair and follow all national and international laws that apply to us.

You **must**:

- a) Be honest and open with UnitingWorld staff and management and support others to be so;
- b) Be transparent and open in all work-related financial dealings;
- c) Use financial and other resources only for their intended purposes. This includes any income made by UnitingWorld activities, such as interest earned on UnitingWorld funds;
- d) Apply strategies to reduce the risk of wrongdoing;
- e) Use arm's-length dealings. Conduct business in a way that there is independence, not a personal relationship, between the buyer and the seller;
- f) Foster a workplace where communities and staff can safely and confidentially report all concerns about suspected fraud, corruption or dishonesty;
- g) Do business in line with internationally accepted practices and procedures. Uphold high standards of accountability and clarity on finances, management and governance.
- h) Follow transparent, accountable and honest practices when receiving cash donations from the public for humanitarian or development purposes;
- i) Report any financial wrongdoing to an appropriate person. Depending on the situation, this could be your supervisor, or a senior leader in UnitingWorld or the Uniting Church, or a member of the Board, or by whistleblowing.
- j) Report any suspicious activity or link you find between UnitingWorld funds and a terrorist organisation or person, including matching names found during regular anti-terrorism checks;
- k) Declare any known or likely conflicts of interest to your employer;
- l) Pay required taxes on time, obey business regulations, national and international standards and laws;
- m) Follow national workplace health, safety and environmental standards in all program work;
- n) Make sure, where possible, that you and your workplace buy goods that are made and delivered in ways that do not abuse anyone and have the smallest impact on the environment;
- o) Protect UnitingWorld's intellectual property and only use it as approved.



**You must not:**

- a) Accept a bribe of money, goods or services in return for giving a contract to suppliers in any development or humanitarian work;
- b) Take part in activities that give a personal, organisational or collective profit, such as buying or selling, when these activities may affect, or appear to affect, UnitingWorld's credibility or honesty, or our partners' credibility or honesty;
- c) Share in profits or budget leftovers as a kickback or extra benefit for personal use or to subsidise unauthorised activities;
- d) Make improper use of:
  - i. UnitingWorld resources;
  - ii. inside information; or
  - iii. your status, power or authority as a UnitingWorld representativeto gain a personal benefit;
- e) Accept any gifts or other favours that may influence how you do your job or duties. Gifts include services, travel, entertainment, material goods. You can accept minor gifts such as pens, calendars, desk diaries to respect national/local traditions and hospitality. These are listed in UnitingWorld's Policies and Procedures;
- f) Use illegal labour, child labour or forced labour in any work area;
- g) Use or give out products or supplies you know to be unsafe in any development or humanitarian setting;
- h) Commit any financial wrongdoing, including stealing funds or property, false accounting, forgery or changing documents in an improper way, making false debts for your organisation (for your own gain);
- i) Wrongfully use information or intellectual property;
- j) Launder money, take money in return for giving a job to a contractor, or use a tender process benefit to steal money.
- k) Steal or misuse funds or property;
- l) Knowingly support people or groups who take part in illegal or terrorist activities;
- m) Purposely destroy, change or hide evidence that is important to an investigation. You must not lie to investigators.
- n) Knowingly travel on inappropriate visas that break national rules.

## 10 Disclosure

You must tell us about any allegations against you of wrongdoing, including sexual exploitation, abuse or harassment or child abuse which occur during your employment/involvement with UnitingWorld.

## 11 Confidentiality

You must protect written and spoken information and not share it with people who are not permitted to have it. UnitingWorld collects information for specific purposes. You must not use UnitingWorld information for any other purpose. UnitingWorld uses the Assembly's Privacy Policy.

I have read and understand UnitingWorld's Code of Conduct 2021. I agree that while I am involved with UnitingWorld I will follow its conditions. I have been given and kept UnitingWorld's Code of Conduct 2021 so I can refer to it.

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Signature

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Name

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Date

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Title

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Place

## Definitions

**Abuse:** Any act or failure to act that causes harm to another person. It includes physical, emotional, or sexual acts and neglect. It also includes acts online and/or through mobile technology-

**Arm's-length principle:** Two people are dealing at arm's length with each other if they are independent, and one does not have undue power over the other. As a result, the price that the buyer and seller agree closely matches a fair market value.

**Bystander:** A person who witnesses an incident firsthand, or who hears about it afterwards. (Definition based on Australian Human Rights Commission, Bystander Fact Sheet for Employees n.d; <https://www.humanrights.gov.au/our-work/sex-discrimination/projects/sexual-harassment-know-where-line>. Accessed 2 March 2019)

**Child:** Anyone under the age of 18. Local country meanings do not matter, including legal definitions of when a child reaches adulthood. This definition agrees with the DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy.

**Child Abuse:** All acts of physical or mental (especially emotional) violence, injury or abuse, including Sexual Abuse. Child Abuse takes place when adults or other children hurt children physically, sexually, emotionally, psychologically or in some other way.

**Child exploitation and abuse:** One or more of the following:

- committing or forcing another person to commit an act or acts of **abuse** against a child;
- having, controlling, producing, distributing, getting or spreading **child exploitation material**;
- committing or forcing another person to commit an act or acts of **grooming** or **online grooming**.

**Child exploitation material:** Material, in any form, classified as child abuse material or child pornography material

**Child abuse material:** Material that shows, clearly or indirectly, a child under 18 years of age as a victim of torture, cruelty or physical abuse.

**Child pornography material:** Material that shows a person, or is an image of a person, who is or looks like they are under 18 years of age. They are carrying out, or look like they are carrying out a sexual pose or sexual act. They may be with a person who is carrying out, or looks like they are carrying out sexual pose or act. The material must also do this in a way that a reasonable person would think is offensive in all the circumstances.

**Corruption:** Offering, giving, seeking or accepting a bribe or reward to change a person's actions or normal business practices for personal benefit or the benefit of others.

**Discrimination:** Exclude, treat or act against a person because of their social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political links or disability.

**Emotional abuse:** When a person consistently behaves in a way that causes another person psychological trauma or distress. For children this can be when a parent or carer gives a child stupid or criticises them constantly, so they feel bad about themselves. It can also mean failing to provide a child with enough care and love. (adapted from yourdictionary.com and UnitingWorld's previous Code of Conduct definition).

**Exploitation:** Using a weaker person's position when you have greater power, or they trust you. You gain money or social or political benefits at their expense. It includes sexual exploitation.

**Focal point:** A person or group chosen to receive complaints or claims sexual exploitation and abuse. (adapted from IASC Guidelines to Implement Minimum Operating Standards for the PSEAH 2013).

**Fraternisation:** Any relationship where a person with greater power favours, or seems to favour, another person. The person with power may give special treatment to the other person. The person with power may use their power improperly, including by pressuring someone for sex. It could include sexual behaviour that is not a sexual act, or a close and emotional relationship showing public affection or private intimacy and showing intimate relations in public. (adapted from DFAT's PSEAH policy, 2019).

**Fraud:** Fraud is a crime involving deceit or false statements or changed financial accounts to gain an unjust advantage.

**Gender Equality:** "The equal enjoyment by women, girls, boys, and men [and by people who are Sex and Gender Diverse] of rights, opportunities, resources and rewards." (From World Bank, Gender and Development: A Trainer's Manual, found at <http://info.worldbank.org/etools/docs/library/192862/Module1/Module1c.html> . Accessed 27/10/14).

**Grooming:** Grooming is when a person builds an emotional tie with a child or vulnerable adult to gain their trust to use them for sexual abuse or exploitation or trafficking. Children and vulnerable adults may not understand that they were abused or that they were groomed.

**Harass(ment):** To comment or behave in an unwelcome way that offends or shames another person. Harassment is any improper conduct that does not respect a person's dignity. Harassment can be **done by or against:**

- any member of a community we work with;
- partners;
- employees;
- contractors; or
- other people visiting or doing business with us.

(See also sexual harassment below).

**Misconduct:** Improper behaviour which is in breach of UnitingWorld's Code of Conduct or policies, or the policies of the Uniting Church in Australia. (See also **Serious Misconduct**).

**Money laundering:** Is the illegal act of making money from a crime, such as drug trafficking or terrorist funding, look like it came from a legal source. We think of the crime money as dirty, and moving it through a legal business "launders" it to make it look clean

**Neglect:** When a parent or caregiver can, but fails, to provide a child with the basic needs for their physical and emotional development and well-being. Basic needs will vary from culture to culture.

**Online grooming:** Sending an electronic message to a recipient who the sender believes to be under 16 years of age. The sender intends to lure the recipient to engage in or submit to sexual activity with another person. This might be the sender but may be another person. (Australian Criminal Code Act 1995 *Division 474 (telecommunications offences, subdivision C)*).

**Physical abuse:** Using physical force against a person that results in harm.. Abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. This is one form of child abuse.

**Protection:** The state of being kept from harm. In development and humanitarian work, we act based on three principles. We Prevent – we improve the safety, dignity and rights of affected people and avoid exposing them to further harm. We Respond – we reduce the impact of physical and psychological harm from violence, force, planned scarcity and other threats. We Remedy – we help people to claim their rights and get proper outcomes. (Merriam-Webster dictionary and the SPHERE Handbook (<http://orange.ngo/wp-content/uploads/2017/10/Protection-Principles.pdf>)).

**PSEAH:** Acronym for Preventing Sexual Abuse and Exploitation

**Safeguarding:** Protecting people’s welfare and human rights. UnitingWorld must make sure our activities do not expose people (including children and vulnerable adults) to abuse. UnitingWorld must also make sure people we work with can safely report their concerns. (ACNC Governance Toolkit <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-toolkit/governance-toolkit-safeguarding> and UnitingWorld Protection and Safeguarding Policy (2019)).

**Serious Misconduct:** To purposely behave or act in a way to cause serious risk to another person’s health and safety or to your employer’s reputation or business. If the actions are bad enough, you could lose your job. (adapted from Fair Work Commission, <https://www.fwc.gov.au/unfair-dismissals-benchbook/what-makes-dismissal-unfair/valid-reason/conduct> Accessed 3 April 2019).

**Sexual abuse:** Involving a person in a sexual activity by threat, force or where the power is unequal. Any sexual relationship between an adult and a child is considered sexual abuse. (adapted from IASC Guidelines to Implement Minimum Operating Standards for the PSEAH 2013)

**Sexual exploitation:** Using (or trying to use) a weaker person’s position when you have greater power, or they trust you. You gain sexual services, money or social or political benefits at their expense. (adapted from IASC Guidelines to Implement Minimum Operating Standards for the PSEAH 2013).

**Sexual harassment:** A person sexually harasses another person if they make unwanted sexual advances or requests, or if they act in ways that are sexual and unwanted. The situation must be one when a reasonable person, who is aware of the setting, would expect there was a chance the person harassed would be offended, shamed or intimidated.

Sexual harassment can be direct or implied, physical or verbal. It can be repeated or one-off. Any person, of any gender, may sexually harass any person of any gender. Anyone can be sexually harassed: beneficiaries, community members, citizens, or staff .

**Transactional Sex:** Exchanging money, jobs, goods or services for sex, including sexual favours (DFAT PSEAH Policy, 2019); also “The exchange of money, employment, goods or services for sex, including sexual favours or other forms of degrading or exploitative behaviour. This includes exchanging sexual favours for aid due to communities we help or our partners. .” (adapted from the Task Team on the SEA Glossary for the Special Coordinator on improving the United Nations response to sexual exploitation and abuse, United Nations Glossary on Sexual Exploitation and Abuse, 5 October 2016. Accessed at: [https://reliefweb.int/sites/reliefweb.int/files/resources/un\\_glossary\\_on\\_sea.pdf](https://reliefweb.int/sites/reliefweb.int/files/resources/un_glossary_on_sea.pdf) 2 March, 2019).

**Volunteer:** Volunteer refers to unpaid community members who participate in UnitingWorld activities for an extended or repeated period.

**Vulnerable adult:** a person aged 18 years or over who is at greater risk of harm. Risks may increase because of their gender, age, mental or physical health. They may be poor. Maybe they left their

home or country because of war or disaster. In an international development setting, an example might be a woman who relies on humanitarian aid and also has another issue such as a disability or is from a different ethnic group to the people in power.

**Whistleblowing:** Exposing serious wrongdoing by UnitingWorld or our representatives. This includes concerns or complaints about crimes or abuse.