

# Code of Conduct

## Purpose

The purpose of this Code of Conduct is to ensure all activities undertaken by Water East Timor Inc (WET) are consistent with the objectives of WET and the expectations of WET supporters.

## Scope

This Code of Conduct applies to all members of the WET Committee of Management, and any person who is engaged in carrying out WET projects and other activities – either in Timor-Leste or Australia.

## Code of Conduct

The Code of Conduct reflects the Vision of WET to improve health and life outcomes for the people of rural villages in Timor-Leste through improved access to clean water and sanitation

Members of WET will adhere to the following standards:

* **Building trust and credibility –** The success of WET is dependent on the trust and confidence we earn from our members and the communities in which we operate. WET members endeavor to promote this trust and credibility through communications and activities that reflect cultural understanding and respect
* **Equality and the respect for the individual –** We recognize that people are at the foundation of our success. We will treat all people fairly, respectfully and with dignity.
* **Do no harm –** We will do no harm, either through deliberate act or through willful neglect. We will uphold ethical conduct through trustworthiness, integrity and honesty.
* **Create a culture of open and honest communication –** We promote an environment where all people and communities we are engaged with are treated with dignity and respect.
* **Child safety –** We are committed to the safety of children and will take all possible steps to protect children from abuse. We will adhere to the WET Child Protection Policy.
* **Uphold the law** **–** We will comply with laws, rules and regulations of Timor-Leste and Australia.
* **Health and safety** – We will ensure the health and safety of people who are engaged in WET activities, including water projects and fund-raising events.
* **Environmental sustainability** – Wherever possible we will ensure responsible use of natural and physical resources in all WET activities
* **Accurate Public Disclosures –** We will ensure all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable.
* **Confidential and Proprietary Information -** We will protect WET’s confidential information, as well as non-public information entrusted to us.
* **Conflict of Interest – We will avoid any actual or potential conflicts of interest.** We will make decisions that are fair, just consistent, impartial, based on merit and in accordance with the law of Timor-Leste and Australia
* **Accountability –** We will maintain high standards of governance, as prescribed by the Australian Charities and Not-For-Profit Commission.

## Breaches of this Code

We will report any suspected or actual breaches of this Code of Conduct to the appropriate authorities, taking into account confidentiality and presumption of innocence.

## Communication

This Code of Conduct will be disseminated to all members of the Committee of Management and all people who are engaged in WET projects or activities.

Members of Committee of Management and Timor-Leste Project Leaders will be required to acknowledge that they have read, understood, and will comply with this Code of Conduct.

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| **Version number** | 1 |
| **Date approved by the WET Committee of Management** | 8 April 2021 |
| **Date of next review** |  |
| **Related policies and documents**  ACNC Standards  All WET Policies and Procedures | |