

## CODE OF ETHICAL CONDUCT

### 1. PURPOSE

The WWF-Australia Code of Ethical Conduct sets the standards of behaviour and describes the decision making processes expected of all WWF-Australia Board members, staff members, volunteers and interns. Implicit in accepting a position on the governing Board, employment, an internship or volunteering with WWF-Australia is accepting a commitment to these principles and a personal agreement to work in accordance with this framework.

The Code applies whenever Board members, staff members, interns and volunteers are identified as representatives of WWF and, in some circumstances, this will include out of hours work activities or personal time when individuals are identified as representing WWF.

The Code is supported by a number of more detailed policies and approaches each of which contributes to our overarching commitment to high ethical standards and the protection of WWF's reputation as a professional and responsible conservation organisation with a mission to stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature.

No organisational protocol can foresee every conceivable circumstance and WWF-Australia Board members, staff, interns and volunteers are expected to apply WWF's values and principles when making decisions on behalf of the organisation or when making decision that may impact or reflect upon WWF and its public image.

### 2. OUR VALUES

2.1. WWF-Australia Board members, staff, interns and volunteers are expected to behave in accordance with WWF-Australia's agreed<sup>1</sup>

2.2. I-KODE Values Table

Value	Tone of Voice	Behavioural Descriptors
Knowledgeable	Science & facts based, wise, smart, intelligent, expert	<ul style="list-style-type: none"> <li>• Develops and shares knowledge</li> <li>• Applies facts, logic and professional knowledge in their work</li> <li>• Stays informed about current developments and trends in areas relevant to their work</li> </ul>
Optimistic	Inspiring, positive, ambitious, successful	<ul style="list-style-type: none"> <li>• Displays positivity and confidence at work</li> <li>• Is supportive and encouraging of the efforts of colleagues</li> <li>• Displays resilience in times of pressure</li> <li>• Embraces challenges and is enthusiastic in supporting WWF's work</li> </ul>
Determined	Passionate, urgent, results-	<ul style="list-style-type: none"> <li>• Demonstrates perseverance and commitment to WWF's work</li> <li>• Enthusiastically pursues agreed objectives within agreed</li> </ul>

<sup>1</sup> WWF-Australia's Values were adopted in 2010 after following consultation with staff.



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	oriented	timelines <ul style="list-style-type: none"> <li>• Seeks solutions to problems, develops alternative approaches and overcomes challenges to achieve desired results</li> </ul>
Engaging	Open, available, accessible	<ul style="list-style-type: none"> <li>• Listens, asks and answers questions and shows understanding</li> <li>• Is approachable, responsive, and communicates availability</li> <li>• Builds rapport and cooperative relationships</li> <li>• Understands and respects individual, social and cultural differences</li> </ul>
Acts with Integrity		<ul style="list-style-type: none"> <li>• Acts consistently , constructively and ethically, in accordance with WWF protocols and standards</li> <li>• Reliable, consistently does what they say they will do</li> <li>• Treats others fairly</li> <li>• Takes responsibility for own actions</li> <li>• Demonstrates self-awareness, manages own emotional response, and is aware of the impact of own behaviour on others</li> </ul>

### 3. ETHICAL STANDARDS

3.3. WWF-Australia Board members, staff, interns and volunteers, are expected to commit to and maintain a high standard of ethical conduct at all times. This is particularly important because of the nature of WWF’s work and the trust and support WWF enjoys with its stakeholders and the community at large.

3.4. Ethical decision making requires us to exercise judgement in canvassing both the potential positive or negative impacts of any decision on a range of stakeholders affected and to exercise *a duty of care* in making all decisions so that potential harm is minimised.

3.5. Decision making should be guided by:

- ✓ a recognition of the essential dignity of each and every person.
- ✓ an active concern for the wellbeing of the community and the environment
- ✓ WWF’s commitment to the provision of a challenging and safe workplace in which people can flourish

3.6. When faced with an ethical situation, an ethical decision making model, as outlined below, will be applied to guide individual decision-making and ensure that sufficient attention and consideration is given to WWF’s values and ethical standards.



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#### ETHICAL DECISION MAKING MODEL

*Step 1: Define the problem – why is this situation difficult?*

*Step 2: Identify and consider different stakeholders perspectives – how will my actions be interpreted by our critical stakeholders?*

*Step 3: Identify relevant WWF principles, values and policies – what actions will be in accordance with WWF's values?*

*Step 4: Specify and evaluate alternatives – what are the multiple ways this issue can be resolved?*

*Step 5: Get another opinion from a person who understands WWF's values such as your Manager, a member of the Executive Team or People & Organisation Development – is what I think is acceptable, acceptable to others?*

*Step 6: Make a decision and act – how can I defend the decision I have made if it appears in the media tomorrow?*

#### 4. GUIDING PRINCIPLES

4.7. WWF-Australia works in accordance with the WWF Global Network's guiding principles and will:

- Be global, independent, multicultural and non-party political.
- Use the best available scientific information to address issues and critically evaluate all its endeavours.
- Seek dialogue and avoid unnecessary confrontation.
- Build concrete conservation solutions through a combination of field-based projects, policy, capacity building and education work.
- Involve local communities and indigenous peoples in the planning and execution of its field programs, respecting their cultural as well as economic needs.
- Strive to build partnerships with other organisations, governments, business and local communities to enhance its effectiveness.
- Run its operations in a cost-effective manner and apply donors' funds according to the highest standards of accountability.



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## 5. ETHICS IN FUNDRAISING

5.8. WWF-Australia conforms to the Fundraising Institute of Australia's Code of Professional Conduct and Ethics in undertaking its fundraising activities –

[http://www.fia.org.au/AM/Template.cfm?Section=Principles and Standards of Fundraising Practice&Template=/CM/HTMLDisplay.cfm&ContentID=9957](http://www.fia.org.au/AM/Template.cfm?Section=Principles_and_Standards_of_Fundraising_Practice&Template=/CM/HTMLDisplay.cfm&ContentID=9957)

5.9. WWF-Australia is a signatory to the Australian Council For International Development (ACFID) Code of Conduct which is the coordinating body for Australian non government overseas aid and international development organisations <http://www.acfid.asn.au/code-of-conduct>.

## 6. CODE OF ETHICAL CONDUCT PRINCIPLES

6.10. WWF-Australia's Code of Ethical Conduct requires all Board members, staff, interns and volunteers to commit to working with WWF in a way that:

- ✓ safeguards society's ethical standards of honesty, integrity and personal accountability
- ✓ promotes personal accountability and responsibility at work
- ✓ ensures we work openly and collaboratively with each other and with our key stakeholders

6.11. WWF-Australia is committed to nurturing a workplace culture where our people know the right thing to do and are empowered to do this. To this end we accept ethical behaviour accountability at every level:

### *Leaders and Senior Managers*

- ✓ Communicates WWF's Code of Ethical Conduct as the way decisions get made
- ✓ Role models ethical behaviour and sets the ethical tone for the organisation
- ✓ Takes immediate action against any violations of the Code of Ethical Conduct.
- ✓ Promotes transparency by providing information about organisational matters on a timely basis

### *Managers*

- ✓ Communicates Code of Ethical Conduct as the standard for how all relationships should be managed
- ✓ Represents a good example of ethical conduct and provides opportunities to employees to discuss the Code and its obligations
- ✓ Ensures that staff members perceive that staff at all levels are held accountable for any Code violations

### *All volunteers and interns*

- ✓ Familiarise themselves with the Code of Ethical Conduct and accept personal responsibility in this area
- ✓ Ensure personal behaviour is consistent with the Code's principles
- ✓ Raise concerns if they witness inappropriate behaviour that might call the Code into question



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## **7. SCOPE AND RESPONSIBILITIES**

7.12. This policy applies to all WWF Board members, staff members, volunteers and interns at all WWF-Australia workplaces.

7.13. Executive Management are responsible for:

7.13.1. Setting the ethical tone of the organisation and modeling behaviour consistent with WWF policies

7.13.2. Ensuring that all WWF people step up to the agreed ethical standards that underpin WWF's success.

7.14. People & Organisation Development are responsible for:

7.14.1. Ensuring that all WWF members understand the Code's standards and ethical principles

7.15. People Managers are responsible for:

7.15.1. Behaving in ways consistent with agreed ethical standards

7.15.2. Applying the organisation's values when making decisions on behalf of the organisation

7.16. All employees, volunteers and interns are responsible for:

7.16.1. Behaving in ways consistent with agreed ethical standards

7.16.2. Personal accountability to the agreed ethics principles and values

## **8. APPROVAL**

**Name:**

**Dermot O'Gorman**

**Title:**

**Chief Executive Officer**

**Date of Issue:**

**11 May 2011**