

Code of Conduct

Effective Date: June 2025

1. Introduction

At Philanthropy Australia, our people are at the heart of everything we do. We are committed to fostering a culture that reflects our values of Respect, Impact, Trust, Celebration, Humility and Sharing. These values guide how we work together, how we lead, and how we govern.

This Code of Conduct reflects that commitment – providing a clear framework for ethical behaviour, inclusive practices and respectful relationships across all levels of our organisation. It supports our aspiration to be a values-led, purpose-driven organisation where integrity, safety, and wellbeing are foundational to our ways of working. By upholding this Code, we ensure that our workplace remains a place where everyone feels respected, empowered, and accountable.

2. Purpose and Commitment

Philanthropy Australia is committed to world-class governance and ethical leadership. This Code of Conduct sets out the expected standards of behaviour and decision-making for all who represent our organisation, ensuring we uphold our values of Respect and Trust.

All individuals are expected to:

- act with integrity and in the best interests of Philanthropy Australia;
- promote an inclusive, safe and respectful environment;
- comply with laws, policies and Philanthropy Australia's expectations;
- speak up when conduct falls short of our standards.

We don't tolerate unacceptable behaviour. It causes physical and psychological harm to those who experience it and damages our culture. If it occurs, we prioritise the safety and wellbeing of those who experience or report it, and respond in a way that is supportive, trauma-informed, fair, consistent and aligned with our values, this Code of Conduct and our legal obligations.

3. Scope

This Code of Conduct applies in relation to:

- everyone who works in connection with Philanthropy Australia – including Board members, employees, contractors and volunteers, whether they are engaged full-time, part-time or as casuals; and

- our workplace behaviour – this means any behaviour connected to our work with Philanthropy Australia, including whenever we are working or representing Philanthropy Australia, during and outside normal business hours, in our work locations and when working remotely, during interactions with our colleagues and stakeholders (in person and online), and at work-related events (e.g. conferences and social functions).

4. Acting with Integrity

All representatives of Philanthropy Australia must:

- be honest, transparent and fair in their dealings;
- avoid personal or financial conflicts of interest, and disclose them where they arise;
- not misuse their position, authority, or any information gained in their role; and
- be responsible stewards of the organisation's resources, information and reputation.

5. Respectful and Inclusive Conduct

We foster a workplace and governance culture where everyone feels respected and valued. This means:

- treating colleagues, members, partners and stakeholders with courtesy, dignity and fairness;
- listening actively, engaging respectfully and resolving disagreements professionally; and
- supporting diversity, equity and inclusion in our workforce and community relationships.
- conducting ourselves in accordance with the [values](#) of Philanthropy Australia i.e. Respect, Impact, Trust, Celebration, Humility and Sharing

6. Discrimination

We must not discriminate against anyone based on any of the following protected attributes:

age	physical features
breastfeeding	political beliefs
carer status or family responsibilities	pregnancy and potential pregnancy
disability, illness or injury	race
employment activity	religion
marital status or relationship	sex
industrial activity and trade union membership	sexual orientation and lawful sexual activity

gender history, gender identity, gender expression, transgender and transsexual status, intersex status	personal association with someone who has (or is assumed to have) any of these attributes
---	---

Discriminate means:

- treating someone less favourably because of any of the attributes listed above (*direct discrimination*); or
- imposing an unreasonable rule, requirement, condition or practice that disadvantages a person because of any of the attributes listed above (*indirect discrimination*).

Some examples of discriminatory behaviour include:

- making offensive 'jokes' or comments about a person's ethnic background, sex, pregnancy or disability;
- not including a colleague on a work team because of a concern they may not socialise well because they do not drink alcohol due to their religious beliefs;
- giving a part-time employee negative feedback because they did not attend team meetings held on their non-work days;
- denying an employee access to parental leave because they are in a same-sex, de facto relationship;
- refusing to promote a person because you know they have a mental health condition; and
- refusing to provide reasonable role adjustments for an employee with a disability or who is returning to work after an illness.

Applicable legislation provides for some limited exceptions that mean discrimination is not unlawful in certain circumstances. For example, while it's unlawful to discriminate against people with a disability, and employers must make reasonable adjustments for staff with a disability, they may lawfully refuse to make such adjustments if an employee could not perform the inherent requirements of their job even after adjustments were made. For example, it would not be unlawful to:

- prevent an employee working in a role that required them to do certain physical activities, if they were unable to perform those activities safely due to their physical injury; or
- remove an employee from performing certain duties if their medical practitioner advised that performing such duties would be unsafe for them and place their mental health at risk.

7. Sexual Harassment

We must not engage in workplace sexual harassment.

Sexual harassment is any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature that causes a person to feel offended, humiliated or intimidated, where a reasonable person could have anticipated that reaction in the circumstances.

‘Conduct of a sexual nature’ includes:

- subjecting a person to any act of physical intimacy;
- making, verbally or in writing, any remark or statement with sexual connotations to a person or about a person;
- making any gesture, action or comment of a sexual nature; and
- any predatory behaviour of a sexual nature – involving one person targeting another with unwelcome sexual conduct.

Conduct of a sexual nature can include a wide spectrum of different behaviours – ranging from subtle to overt behaviours, and including verbal and physical behaviours – such as:

- making, sending or posting online, sexually provocative or sexually explicit comments, jokes, images or messages;
- gesturing, leering, physical contact (e.g. touching, kissing, deliberately brushing against) and sexual assault;
- requests for sex or dates, and intrusive questions about a person’s private life or sexuality.

Sexual harassment is unwelcome sexual behaviour which is offensive from the viewpoint of the person being harassed. In determining whether a person’s behaviour constitutes sexual harassment, their motive or intention is irrelevant. Sexual harassment may occur as a single incident or as a series of incidents.

8. Sex-based harassment

We must not engage in workplace sex-based harassment.

Sex-based harassment is any unwelcome conduct in relation to another person by reason of their sex, in circumstances where a reasonable person would have anticipated the possibility that the person being harassed would be offended, humiliated or intimidated.

Examples of sex-based harassment include:

- verbally abusing, ignoring, isolating or excluding someone because of their sex;

- making offensive sexist remarks or jokes concerning gender stereotypes or displaying or sending sexist material.

9. Hostile workplace environments on the ground of sex

We must not subject another person to a workplace environment which is hostile on the ground of sex.

Subjecting a person to a **workplace environment which is hostile on the ground of sex** is where a person engages in conduct in a workplace, and a second person is in the workplace at the same time or after the conduct occurs, and a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the conduct would result in a workplace environment being offensive, intimidating or humiliating to the second person, by reason of:

- the second person's sex;
- a characteristic that ascertains generally to their sex; or
- a characteristic that is generally imputed to a person of the sex of the person.

Examples of conduct which may subject others to a workplace environment which is hostile on the ground of sex include:

- displaying obscene or pornographic materials;
- sexual banter, innuendo or offensive jokes.

10. Bullying

We must not engage in workplace bullying.

Workplace bullying is repeated, unreasonable behaviour directed towards a person or group that creates a risk to their physical or psychological health and safety.

Unreasonable behaviour means behaviour that victimises, humiliates, undermines, or threatens someone, or would reasonably be expected to do so.

Examples of bullying include:

- abusive, insulting or offensive comments or gestures, spreading malicious rumours;
- unjustified criticism, unreasonable scrutiny and setting meaningless or impossible tasks;
- excluding a person from workplace activities, or withholding information they need to do their job.

Bullying behaviour can be perpetrated through the use of information and communication technologies, often referred to as cyberbullying. Cyberbullying using the internet, mobile

phones, digital recordings etc, can be particularly malicious and dangerous due to the ability of harmful material to be shared widely and rapidly, and its invasive nature, making it difficult for individuals impacted to escape from the unreasonable behaviour.

Bullying does not include reasonable management action undertaken in a reasonable way – such as:

- disciplining someone for unacceptable behaviour;
- allocating work, directing and controlling how it's done, and managing work performance;
- making decisions about organisational change, promotions or termination of employment.

11. Harassment

We must not engage in harassment of others.

Harassment may include verbal, non-verbal or physical actions or other similar behaviour whether it is directed at a particular individual, a group of people or otherwise, which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment can be perpetrated in person, online or through other forms of communication or publication.

Harassment is unwelcome behaviour (including a single incident or action) which is offensive from the viewpoint of the person or group of persons impacted or potentially impacted. In determining whether a person's behaviour constitutes harassment, their motive or intention is irrelevant.

Examples of harassment include:

- telling an insulting joke about a particular racial group;
- asking intrusive questions or making comments based on a particular identity or beliefs;
- posting offensive material to social media or making other public statements of that are offensive to a particular group or individual;
- making derogatory comment/s, joke/s or taunt/s about a person's disability.

Harassment does not include reasonable management action undertaken in a reasonable way – such as:

- disciplining someone for unacceptable behaviour;
- allocating work, directing and controlling how it's done, and managing work performance;
- making decisions about organisational change, promotions or termination of employment.

12. Victimisation

We must not engage in victimisation of others.

Victimisation means treating someone unfavourably or detrimentally (or threatening to do so) because they have (or are believed to have):

- made or been involved in a report under this Code of Conduct (or propose to do so), workplace laws, under Philanthropy Australia's Whistleblower Policy or other Philanthropy Australia policies and procedures; or
- exercised workplace rights by making a report about employment (or propose to do so).

Examples of victimisation include:

- excluding, demoting or refusing to work with someone because they have made a report;
- varying someone's work responsibilities because they supported a colleague to make a report or were a witness in a report.

13. Vilification

We must not engage in vilification. Vilification is a serious breach of our standards and will not be tolerated under any circumstances.

Vilification is a public act which incites hatred towards, serious contempt for, or severe ridicule of, a person or group on the ground of race, religion, homosexuality or sexual orientation, HIV/AIDS status, transgender or disability.

Examples of vilification include engaging in behaviour that:

- speaks, writes, or communicates (in person or online) in a way that incites others to hate, ridicule, or severely disrespect someone based on their sex, gender identity, race or religion;
- publishes false or unsupported claims about serious criminal behaviour involving a racial or religious group;
- engages in repeated or serious verbal or physical abuse (in-person or online) based on someone's protected characteristic, such as race, religion, disability, gender identity or sexual orientation;
- encourages violence or harm against a person or group due to their sex, gender identity, race, or religion, including damage to property;
- disseminates hate through speeches, printed materials, posters, digital communications, websites or social media.

Such conduct damages individuals and communities, violates Australian law, and is inconsistent with our values and purpose. Vilification may also amount to a criminal offence reportable to the police if physical harm is threatened towards a person or their property.

Free speech is protected, so the following things are not vilification:

- a fair report by TV, radio or newspaper of someone else's act of hatred (unless extra material has been added which is vilifying);
- fair discussions or debates about issues, done "reasonably and in good faith"; or
- material used in parliament, courts, tribunals or other government inquiries.

14. Legal and Ethical Responsibilities

All representatives must:

- abide by all relevant local, state and federal laws;
- act ethically and with due diligence in all decisions and transactions; and
- ensure all reporting and communications are accurate and not misleading.

15. Safe, Healthy and Inclusive Work Environment

We are committed to a physically and psychologically safe workplace. We must:

- follow all health and safety policies and instructions;
- report hazards, unsafe behaviour, or incidents immediately;
- support accessibility and inclusion for all people, including those with disability; and
- contribute to our reconciliation journey by respecting Aboriginal and Torres Strait Islander cultures and engaging in cultural learning and reflections.

16. Use of Resources and Information

We are expected to:

- use organisational property and funds for authorised and appropriate purposes only;
- maintain the confidentiality and privacy of information entrusted to us in connection with Philanthropy Australia;
- protect Philanthropy Australia's digital systems and avoid misuse of devices and data; and
- never use organisational resources for illegal, unethical, or inappropriate activities (e.g. hate speech, harassment, or pornography).

17. Social media

Philanthropy Australia recognises that social media can be a positive tool for engagement on interesting topics, raising your profile and the profile of the organisation. However, it is expected that we behave on social media in a way which is appropriate to our roles and the organisation. Accordingly, your use of social media is subject to this Code of Conduct, whether such use is work-related or personal, whether it uses our IT or your own IT, and whether in work time or your own time, and even where your comment is stated to be a personal view or you say that the views are your own.

Social media includes professional networking sites (e.g. LinkedIn), social networking sites (e.g. Facebook, Instagram, TikTok), microblogging sites (e.g. X, Tumblr), content sharing sites (e.g. YouTube), discussion forums (e.g. Reddit), blogging platforms (e.g. WordPress, Blogger) and other similar sites or web-based applications as developed from time to time, which allow user participation and/or user generated content.

When using social media, we must be conscious of the consequences of our association with Philanthropy Australia. In particular:

- when using social media, we must consider and act in accordance with this Code of Conduct and our values of Respect and Trust;
- we must not use social media in a way which brings risk of negatively affecting the reputation of Philanthropy Australia or its stakeholders, adversely affecting our colleagues, negatively impacting the working environment, or affecting our ability to carry out our roles successfully;
- we must comply with our duties:
 - to obey lawful and reasonable directions issued by Philanthropy Australia;
 - to obey the law, for example not engaging in any conduct that is harassing, bullying or otherwise unlawful (for example, expressing discriminatory or racist views); and
 - of good faith and to avoid conflicts of interest, to act in the best interests of the organisation and avoid advancing personal interests which might conflict with those of Philanthropy Australia.

This applies not only to what we say, but also to how we say it. Our words, tone and timing must not be extreme, offensive or inflammatory. Where we do comment, we expect our language and tone to be temperate, measured and not sensationalist or personalised.

18. Reporting and resolution options

We promote a culture of openness and trust. If you observe unacceptable behaviour as described in this Code of Conduct or feel something isn't right, you are encouraged to speak up

to report and address such behaviour. If unacceptable behaviour is reported, it will be treated seriously, confidentially, supportively and with the aim of resolving it as quickly as possible.

There are 3 main options for reporting and resolving unacceptable behaviour:

- resolving it informally – with or without assistance from People and Culture or management;
- making a formal report about it to Philanthropy Australia;
- reporting it to an external agency

Resolving concerns or reports informally

If we are comfortable and confident to do so, we can choose to try and resolve our concerns informally, by raising them directly with the person involved. This usually involves having a conversation with the person involved, to explain our concerns and ask them to stop or change their behaviour. Our People and Culture team members can support and guide us on how to have this sort of conversation.

An informal approach may resolve our concern quickly and effectively. However, if it does not, or if we are not comfortable with raising our concern directly with the other person, or if our concern involves a serious breach of this Code of Conduct, we can choose to use one of the formal options below.

Making a formal report to Philanthropy Australia

Formal reports can be made to:

- your manager or executive leader;
- the Head of People & Culture; or
- the Co-Chairs, CEO or Company Secretary.

A report can be made either orally or in writing.

If a report is made, Philanthropy Australia will assess it and make a decision about what action to take to address it. This may include formally investigating it, and/or taking other steps to resolve it and provide support and ensure the safety and wellbeing of those involved. We support those who report concerns in good faith and strictly prohibit retaliation.

Depending on the subject matter, it may be possible to make a report pursuant to Philanthropy Australia's Whistleblower Policy – refer to that policy for further information.

Reporting to external agencies

In addition to, or instead of, using the processes provided by Philanthropy Australia, we may be able report unacceptable behaviour to an external agency such as police, safety regulators or human rights tribunals to seek support, advice or resolution.

19. Support

Experiencing or witnessing unacceptable behaviour, or being involved in a workplace behaviour report, can seriously impact on people's mental and physical health and wellbeing. A vital part of Philanthropy Australia's approach to addressing unacceptable behaviour is providing support to people impacted.

In addition to the support and advice that supervisors, managers, and the People and Culture team can provide, Philanthropy Australia offers free, confidential counselling and support from its Employee Assistance Program provider, TELUS Health.

In addition to Philanthropy Australia's support services, free, confidential support is available from external counselling and crisis support agencies and organisations, including:

- Lifeline on 13 11 14
- Beyond Blue on 1300 224 636
- 1800RESPECT on 1800 737 732
- Suicide Call Back Service on 1300 659 467

Accessing support, advice or treatment from a personal doctor, counsellor or psychologist is another option.

20. Bystanders – taking action if we see or hear about unacceptable behaviour

Managers and supervisors are expected to intervene to stop any conduct they are aware of that breaches this Code of Conduct.

Philanthropy Australia encourages and supports us to take safe and reasonable action if we see or hear about unacceptable behaviour in our workplace. We can take action by:

- 'calling' unacceptable behaviour when we see it;
- offering support to colleagues impacted by unacceptable behaviour – including by providing them with information about support services they can access, this Code of Conduct and avenues for raising their concerns; or
- reporting unacceptable behaviour.

Philanthropy Australia supports bystanders and will take action against anyone who engages in retaliation against them. Bystanders are protected from victimisation pursuant to this Code of Conduct.

21. Breaches and Consequences

Engaging in the types of behaviour outlined in this Code of Conduct is unacceptable at Philanthropy Australia and, in many cases, unlawful under Australian state and federal laws. Anyone who engages in this type of behaviour will breach this Code of Conduct and may face disciplinary action as outlined below. If their behaviour is unlawful, they and Philanthropy Australia may also face legal action.

Breaches of this Code of Conduct will be treated seriously. If a report is substantiated, Philanthropy Australia will take appropriate action. Depending on the circumstances of the case, consequences may include:

- an apology;
- counselling;
- a formal warning;
- removal of access to electronic communication;
- transfer;
- removal from governance roles; and/or
- termination of employment (with or without notice).

In some cases, conduct may be referred to the police or other authorities.

22. Other obligations and policies

The terms of this Code of Conduct apply in addition to any other obligations that we hold under a contract of employment, engagement or appointment, as well as under common law and legislation.

Furthermore, Philanthropy Australia has other policies and procedures which define how we interact with each other and how we behave, including:

- Philanthropy Australia Constitution
- Board Charter
- Employment Contract

23. Review and Applicability

This Code of Conduct is reviewed periodically and forms part of our broader governance and conduct framework.

Philanthropy Australia reserves the right to revise, supplement, or rescind this Code of Conduct or any portion of it from time to time as it deems appropriate, in its sole and absolute discretion and consistent with the requirements of law. Philanthropy Australia also reserves the right to apply or not apply any part of this Code of Conduct to a particular set of circumstances.

This Code of Conduct and any obligations on Philanthropy Australia set out in this Code of Conduct and any amendments to it do not form part of your contract of employment.

Policy Owner:	Company Secretary
Approved by:	Board
Next Review:	June 2026
Version History:	June 2025