



Policy Name:	Code of Conduct	Policy No.:	1.4
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CODE OF CONDUCT

1. OUR VISION

Sustainably empower one smallholder farmer at a time.

The focus is on 'one smallholder farmer at a time' because incremental benefits to smallholders flow on to benefit their households and communities – resulting in a significant impact on food security and livelihoods across entire regions. Over the longer term we aim to create generational change – striving for social cohesion, community resilience and dignity.

2. OUR PURPOSE

We activate markets to solve rural poverty.

We know at the heart of rural poverty is the people.

Our approach starts with questions to unearth what is possible for the people, their community, region and even country. To understand why opportunities in agriculture are limited, we unpack the whole value chain, learning from buyers, suppliers and processors what's needed to open markets, and discover the enablers essential to change the system.

Once informed, we question conventions and assumptions, demonstrating to farmers how to achieve sustainable incomes. Testing and learning until the right resources are in place to enable farmers to earn profits and buyers access to sustainable products.

We challenge the impossible by activating markets to show what is possible for all. In doing so, barriers to sustainable livelihoods are removed and generational poverty can end, resulting in dignity over dependence for the community.

3. CORPORATE CULTURE – OUR PRINCIPLES

Our organisational culture has the following dimensions:

Innovative & Inclusive – Through applying our unique LINC model to create market-based solutions with measurable impact, we can design with all our customers in mind. This human-centred approach – where we embrace our differences from culture, gender or ideology – creates a pathway for creative problem solving and innovation.

Entrepreneurial & Sustainable – Challenging conventional wisdom, testing assumptions, bridging sectors, and embracing change to take measured risks and develop sustainable pathways to livelihoods.

Enabling Transformation – Transformation cannot be realised without execution. We work on the ground tenaciously, questioning the status quo and exploring the systemic changes needed to create new opportunities.



Genuine & Grounded – When it comes to engaging with clients, partners and community members, authenticity and practicality is paramount in empowering generations to come.

Empathetic & Compassionate – Seeking to understand the needs of everyone we work with. Seeing things from their perspective means designing and implementing programs suitable for their community.

Open & Ethical – Remaining open-minded and curious when designing solutions to address systemic causes of poverty, while guided by our moral compass.

4. OUR CONDUCT

Business for Development (B4D) strives to be a leader in all we do. To achieve this, the highest possible level of professionalism is needed in all our endeavours. This Code of Conduct is an expression of the professionalism we strive for throughout our business, and the professionalism we expect of all persons working for B4D or on our behalf in any capacity including staff members, board members, third-party representative, project partners, suppliers, visitors and B4D participants – these include participants on B4D led missions and community visits.

As an ethically and socially responsible organisation, B4D places a premium on dealing fairly with staff members, commercial partners, government authorities and the public. Success in our business ventures depends upon maintaining the trust of these essential stakeholders and remaining accountable to our stakeholders and goals.

This Code of Conduct is fundamental to the task of creating and maintaining such trust.

B4D considers this Code of Conduct to be essential in its relations with its staff members. It shall form an integral part of the terms of engagement and is linked to B4D's Vision, Purpose and Principles.

B4D has adopted this Code of Conduct to describe the standards its staff members and contractors must meet.

5. THE STANDARDS ARE BASED ON:

- Ethical and legal consciousness.
- Loyalty to B4D
- Fair, courteous, and respectful treatment of fellow staff members and contractors
- Fair and appropriate consideration of the interests of other stakeholders (customers, other commercial partners, government authorities and the public) and the environment.
- Professionalism and good business practice.

This Code addresses the following areas:

- Personal obligations
- Discrimination
- Conflict of interest
- Bribes, kickbacks, business entertainment, gifts
- Compliance with the law
- Use and protection of business assets and information.



This Code of Conduct applies to all operations of B4D and supplements present or future policies, guidelines and rules adopted by B4D. The spirit of this Code of Conduct governs the interpretation of any other policies, guidelines or rules adopted by B4D. We strive to ensure that our business partners understand our standards and, wherever possible, act accordingly in all areas of concern.

All staff members and contractors are expected to comply with all B4D policies and procedures.

Staff members and contractors are expected to be aware of all B4D policies, guidelines and rules, and to stay up to date when and if policies, guidelines or rules are updated.

All staff members and contractors are expected to follow the law and adhere to high ethical standards.

All staff members and contractors should demonstrate social and environmental responsibility, professionalism and use good business practices in the performance of their jobs.

Honesty, trust, and integrity are essential aspects of all B4D Operations. Staff members and contractors should also be familiar with good business practices relevant to their roles and should implement them conscientiously.

Staff members and contractors shall use good judgment and common sense in all situations when the requirements of the law or good business practices appear unclear. Staff members and contractors should seek advice and direction from their supervisors in such situations. Many of these requirements have already been explicitly or implicitly established or will be established in B4D policies and directives, such as the Child Protection Policy.

Many of these responsibilities are imposed by society and authorities and are particularly important in areas where B4D is active. This Code places these responsibilities in a general context.

All staff members and contractors are entitled to fair, courteous, and respectful treatment by their supervisors, subordinates, and peers.

B4D will not tolerate discrimination or harassment based on race, religion, creed, national origin, sex, disability, age, or any other relevant category. B4D operates in an inclusive manner, promoting diversity and ensuring inclusion and safeguarding of vulnerable individuals, including but not limited to children.

All staff members and contractors shall conduct themselves in accordance with the letter and the spirit of these principles.

Business transactions must be conducted with the best interests of B4D in mind.

In accordance with the Conflict of Interest Policy, nobody, whether an individual, a commercial entity, or an organisation with a relationship to a B4D staff member or contractor may improperly benefit from B4D through their relationship with the staff member or contractor or because of that person's position in the organisation. Furthermore, no staff member or contractor may personally benefit in an improper way. Situations that may cause conflict between a staff member or contractor's responsibilities towards B4D and their personal interests should be avoided. Nevertheless, a conflict of interest, or the appearance thereof, may occasionally arise. Should such a situation occur, communication between the organisation and staff members and/or contractors is of utmost importance, and the parties concerned shall attempt to resolve the matter in good faith.



As stated in the Anti-Fraud and Anti-Corruption Policy, no staff members or contractors shall make any payment, or kickback, or offer improper financial advantage to an official of a government or a government-controlled entity for obtaining business or other services.

Business entertainment and business gifts to government officials, if permitted, must comply with B4D policy and with the rules and regulations of the government agency or legislative body concerned. Third parties must not be used to circumvent any of the policies mentioned above.

Staff members and contractors must refrain from disclosing confidential information to anyone, including friends and family.

Staff members and contractors having information about B4D or any other organisation with which B4D is affiliated may not disclose such information to another person. Confidential information is defined as information that a competitor would consider important in gaining market advantage. It includes, for example, confidential information about plans, strategic alliances, financial results, product developments or important agreements. Public information or public data is not confidential information.

As part of its commitment to professionalism and ethical standards B4D, its staff members and contractors must not make detrimental statements in relation to any other organisations, including other ACFID members, for any reason including with the intention of creating a reputational or other advantage to B4D.

Good business practice dictates the careful use and protection of B4D business assets.

Information and trade secrets should be protected by keeping them confidential and, if appropriate, by seeking additional protection through acquisition of intellectual property rights.

B4D staff members or contractors who receive or learn of confidential business information or trade secrets of B4D or others may not, for non-business purposes, disclose that information to third parties (including friends and family members) or make any other non-business use of such information. Moreover, they should take reasonable measures to otherwise safeguard and protect information and trade secrets.

Handling and dissemination of information is a management task and all staff members and contractors shall respect the need of B4D for professional information management. They shall keep relevant information confidential even if there is no formal secrecy obligation. In disseminating information, management will appropriately seek inputs and feedback from all stakeholders.

Compliance with the law is a requirement for B4D and its personnel.

All staff members and contractors are expected to be familiar with the law as it applies to their role; management is expected to provide necessary instruction and advice. B4D expects its staff members and contractors to comply with all laws designed to protect health, safety, and the environment, to obtain all required permits and to operate its facilities in accordance with the relevant laws.

Issues of compliance with governmental agencies may also arise. It is important for B4D management to be informed of any such issues at an early date. All staff members and contractors have the responsibility to inform B4D management immediately if they believe that such an issue may exist.



6. REPORTING A CONCERN

In the event that B4D identify conduct contrary to our Code of Conduct, we will work with all relevant stakeholders to immediately rectify the situation and take action aimed at preventing future violations. Non-compliance with the Code of Conduct by staff members or contractors may result in disciplinary action, including dismissal/cancellation of contract. We operate and implement continuous improvement protocols and are committed to increasing our capacity to identify and respond to concerns.

Staff members or contractors with a concern: Staff members and contractors are expected to report violations of the Code of Conduct to their supervisors. There will be no retaliation or penalty for such reporting. This however does not result in immunity for violations.

Staff members or contractors should report their concern immediately to their manager or the Operations Manager. If the staff member/contractor does not feel comfortable reporting to the Operations Manager or their manager (for example if they feel that the report will not be taken seriously, or if those persons are implicated in the concern) they may report their concern to the CEO or the Board.

Board members with a concern: Board members should report concerns to the CEO or the Chair.

Beneficiaries, visitors and members of the public with a concern: B4D ensures that its beneficiaries, visitors, members of the public, partners and others know they can report a concern to any staff member and that their report will be treated in a safe and confidential manner.

As the concern may be about the behaviour of a B4D staff member or board member it is important that beneficiaries also have an alternative means of raising a concern. B4D ensures that its beneficiaries know they can also report their concern to the client who has engaged B4D. Clients typically always have a direct connection with beneficiaries and the local community.

Any staff member or contractor who receives a concern from a beneficiary, member of the public or from a client must report that concern immediately in accordance with the process that applies to any concern they might have themselves.

In all instances: A complaint can be made directly to the Chief Executive Officer:

Phone: +61 3 9008 9030

Email: feedback@businessfordevelopment.org

B4D's Whistleblowing Policy applies and should be read in conjunction with this policy.



CODE OF CONDUCT: ACKNOWLEDGEMENT

I, _____ (insert name), acknowledge that I have read and understand B4D's Code of Conduct, agree to abide by the terms and conditions as set out.

During my association with B4D I will:

- Further the aims of the vision and purpose of B4D
- Conduct myself in a manner that is consistent with the principles of B4D.
- Hold myself and all shareholders to the highest possible manner of professionalism.
- Remain trustworthy and accountable to all stakeholders.

Signed: _____

Date: _____

