

## CODE OF CONDUCT DECLARATION

The management, staff (paid and volunteers), ordinary and Board members of the Fiji Girl Guides Association (FGGA) are expected to comply with this Code of Conduct at all times and:

- behave in a way that upholds the Guide principles and Law and the Associations' good reputation;
- behave honestly and reliably;
- take reasonable steps to avoid any conflict of interest (real or apparent);
- work at all times safely and to best of their ability;
- use the Association's resources & assets in a safe manner and for the purpose for which they were bought;
- treat everyone with respect and courtesy;
- treat everyone fairly and equally, without any threats, abuse or harassment;
- respect the Rights of everyone, particularly the Rights of children, women (girls) and people with disabilities;
- maintain appropriate confidentiality when dealing with sensitive matters, particularly with children;
- comply with all Fiji's laws;
- comply with all of the Association's policies and guidelines;
- comply with any lawful and reasonable direction given by Supervisors/Commissioners;
- not make improper use of FGGA information; and
- not provide false or misleading information in response to official requests for information.

Failure to comply with this Code will be considered misconduct, and may result in termination of employment or removal from a voluntary position in the Association.

### DECLARATION

I have read and understood the above and agree to comply with this Code.

Name ----- Signature ----- Date -----

Witness ----- Signature----- Date -----