

# External Conduct Standards Policy

**Policy Category: Governance**  
**Drafted By: Phil Pynor**  
**Responsible Person: Board Chair**

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## Introduction

One Foundation take seriously its responsibility to act in a manner consistent with its aims and status as an Australian Not for Profit charity. One foundation is committed to ensuring that all its activities are of the highest standard as outline in this policy.

One Foundation takes seriously all risks and liabilities associated with its activities.

## Purpose

The purpose of this policy is:

1. To ensure that all parties are aware of their responsibilities for identifying and establishing preventative controls and procedures.
2. To provide guidance as to action which should be taken when standards are compromised.
3. To provide clarity regarding standards and the necessary controls to ensure compliance.
4. To provide assurance to all parties that any breach of those standards will be investigated and acted upon.

## Responsibilities

The Board of One Foundation has the ultimate responsibility for maintaining standards. The Board commits itself to the following standards and the necessary controls to ensure compliance.

The following standards apply to all activities, both within and outside of Australia.

### Activities and control of Resources (including funds) (Schedule A)

1. Ensure all One Foundation activities are consistent with its purpose and charitable status.
2. Maintain reasonable internal control procedures to ensure that funds, equipment, supplies and other resources are used in a way consistent with One Foundation's purpose and charitable status.
3. Ensure that funds, equipment, supplies and other resources provided to third parties are applied with reasonable controls and risk management processes in place.

### Annual review of activities and record keeping. (Schedule B)

Obtain and keep records for its operations both inside and outside Australia.

- Detailed summary of its activities and related expenditure on a case by case, country-by-country basis.
- Records to be kept for each financial year in which a charity.

### Anti-fraud and anti-corruption (Schedule C)

1. Identify risks associated with corruption, fraud, bribery or other financial impropriety by its responsible persons, employees, volunteers and third parties.
2. Develop strategies to mitigate risks associated with corruption, fraud, bribery or other financial impropriety by its responsible persons, employees, volunteers and third parties.

3. Identify and document any perceived or actual material conflicts of interest for its employees, volunteers, third parties and responsible persons.

#### **Protection of vulnerable individuals (Schedule D)**

1. Ensure the safety of vulnerable individuals where:
  - a. Individuals are accessing benefits and or services under programs provided by the charity (whether directly or through collaboration with a third party)
  - b. Individuals are engaged to provide benefits and or services under programs provided by the charity (whether directly or through collaboration with a third party).

#### Processes

Conducts and Standards as outlined by this policy will be defined in and agreed to in a Memorandum of Understanding.

#### Related Documents

- OFI Ethical Fundraising Policy
- OFI Social Media Policy
- OFI Privacy Policy
- OFI Grievance Policy
- OFI Child Safe Policy
- OFI Distribution of Funds Policy
- OFI Records Keeping Policy

#### **AUTHORISATION**



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