



ACFID Code of Conduct Committee

TERMS OF REFERENCE

ACFID's Code of Conduct is independently governed on behalf of the ACFID Board and ACFID Council by the Code of Conduct Committee. The Code of Conduct Committee (CCC) is a Committee established under the Rules and Objects of ACFID, in accordance with the Code of Conduct and responsible for matters identified in the Code of Conduct.

STATEMENT OF PURPOSE:

We are custodians of the ACFID Code of Conduct, which supports Australian international development and humanitarian organisations in achieving the highest standards by promoting integrity, accountability and impact.

TERMS OF REFERENCE:

The Code of Conduct Committee operates in accordance with the Rules and Objects of ACFID (Rules) and has the following responsibilities:

1. In cooperation with the ACFID Board, promote the Code of Conduct to agencies, donors, and the wider public
2. Contribute to the development and review of strategies for enhancing member compliance with the Code of Conduct and good practice.
3. Provide advice to the ACFID Board and ACFID Council (Council) on areas in which the Code of Conduct needs to be strengthened or developed further. Consider advice from the ACFID Board on such matters and collaborate with them in making necessary amendments/additions to the Code or the Quality Assurance Framework.
4. Approve applications for Code Signatory Status, maintain an up-to-date list of signatories to the ACFID Code of Conduct (suspending or revoking Code Signatory Status as appropriate).
5. Deal with complaints received under the Code of Conduct, through investigation, mediation, referral, determination, and notification to relevant bodies.
6. Initiate own inquiries into potential breaches of the Code of Conduct
7. Monitor adherence to the minimum standards necessary for a signatory organisation to maintain its compliance with the Code of Conduct, and report to ACFID Board the failure of any signatory to adhere to these requirements, and to DFAT where appropriate.
8. Report on the activities of the Code of Conduct Committee and key aspects of Code compliance. Present the Code of Conduct's report annually at Council.

9. Maintain effective governance of the Code through operating in accordance with these terms of reference, the Rules and Objects of ACFID, and the Code of Conduct Committee's governance framework.
10. Update the Code of Conduct Committee's governance framework as required from time to time and notify the ACFID Board of changes made.