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How to Submit a Code of Conduct Exception Report in ACFID's Portal

20 Steps [View most recent version on Tango.us](#) 

Created by

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Creation Date

May 9, 2023

Last Updated

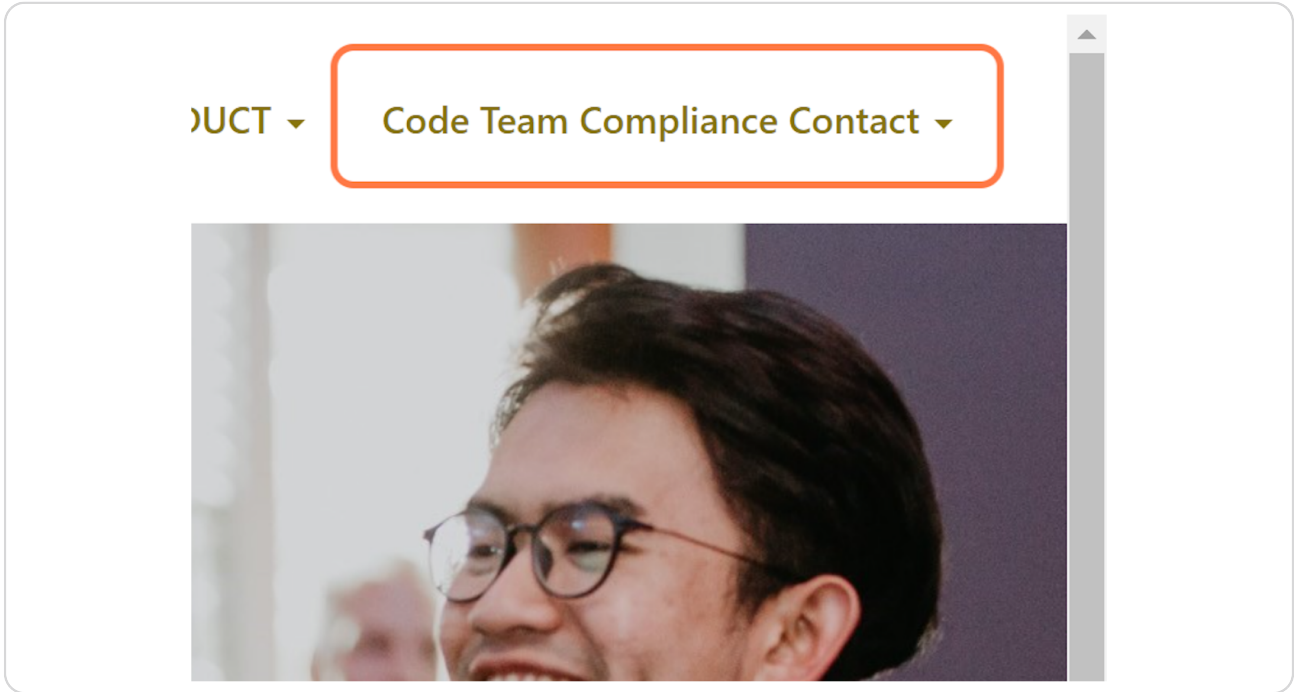
May 9, 2023

STEP 1

[Go to MyACFID and log in](#)

STEP 2

Click on your profile name



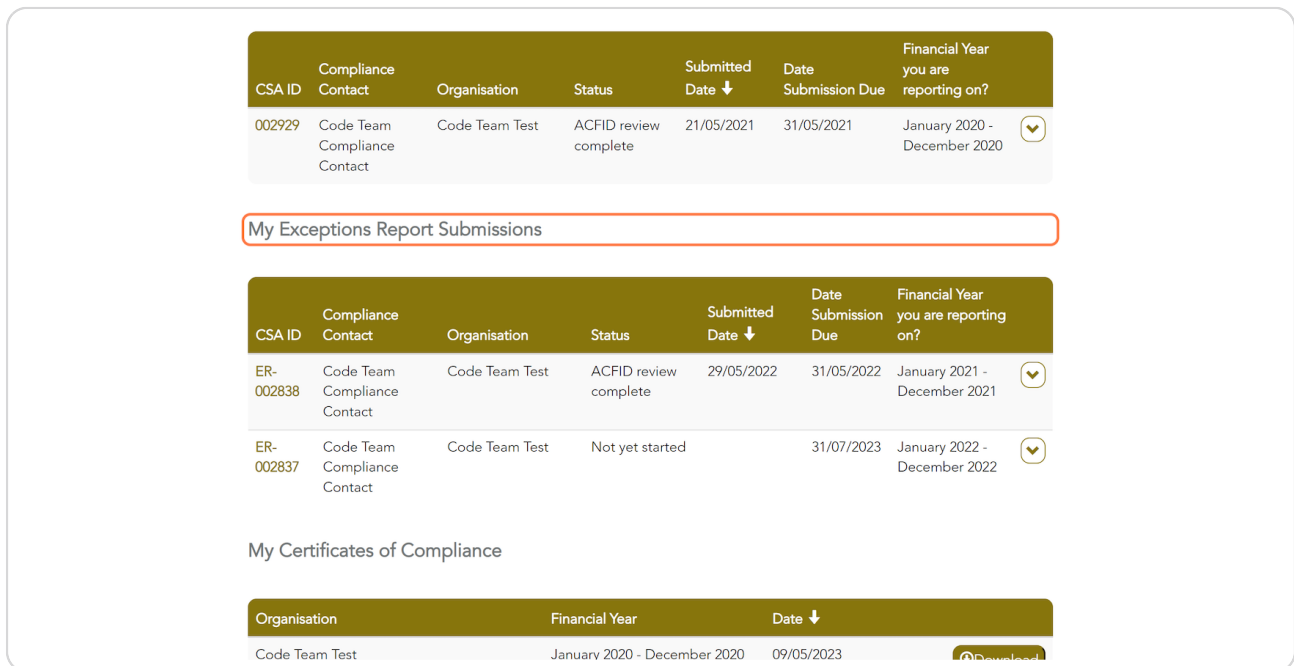
STEP 3

Click on My Code of Conduct Reports





STEP 4

Go to My Exceptions Report Submissions





STEP 5

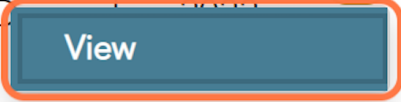
Look for the correct financial year. Click on action menu

Due	on?	
31/05/2022	January 2021 - December 2021	
31/07/2023	January 2022 - December 2022	

STEP 6

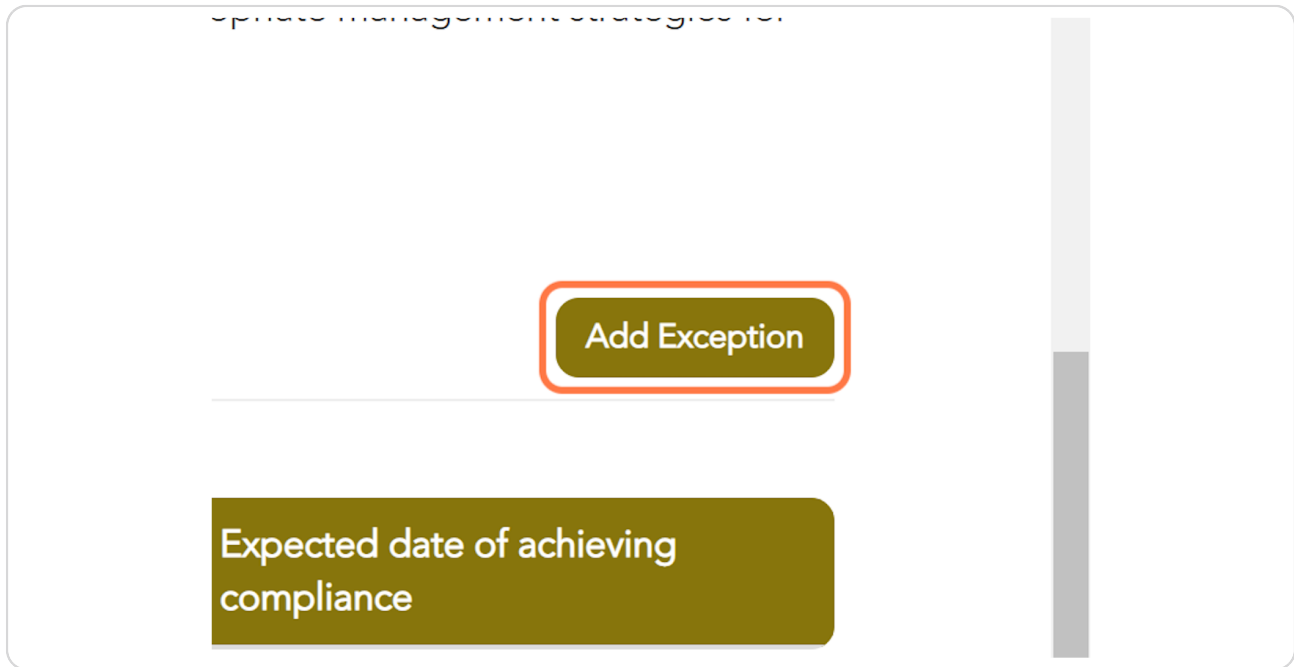
Click on View

31/05/2022	January 2021 - December 2021	
31/07/2023	January 2022 - December 2022	



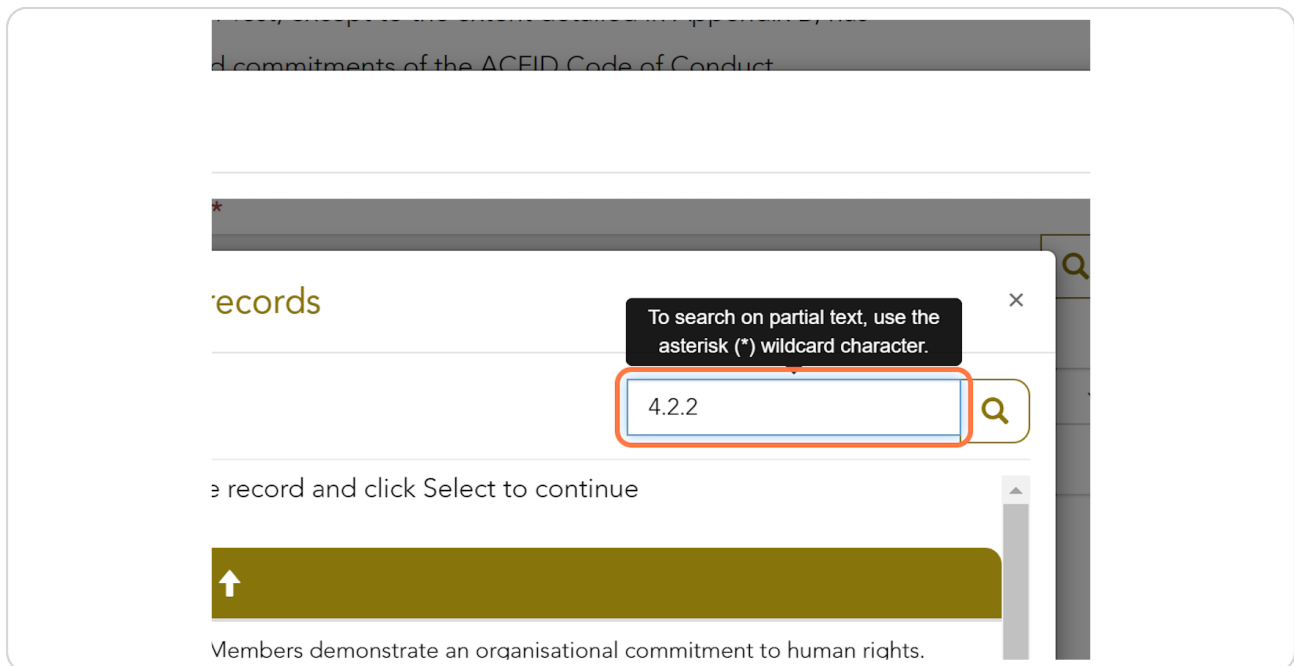
STEP 7

If you have any Exceptions to report, click on Add Exception



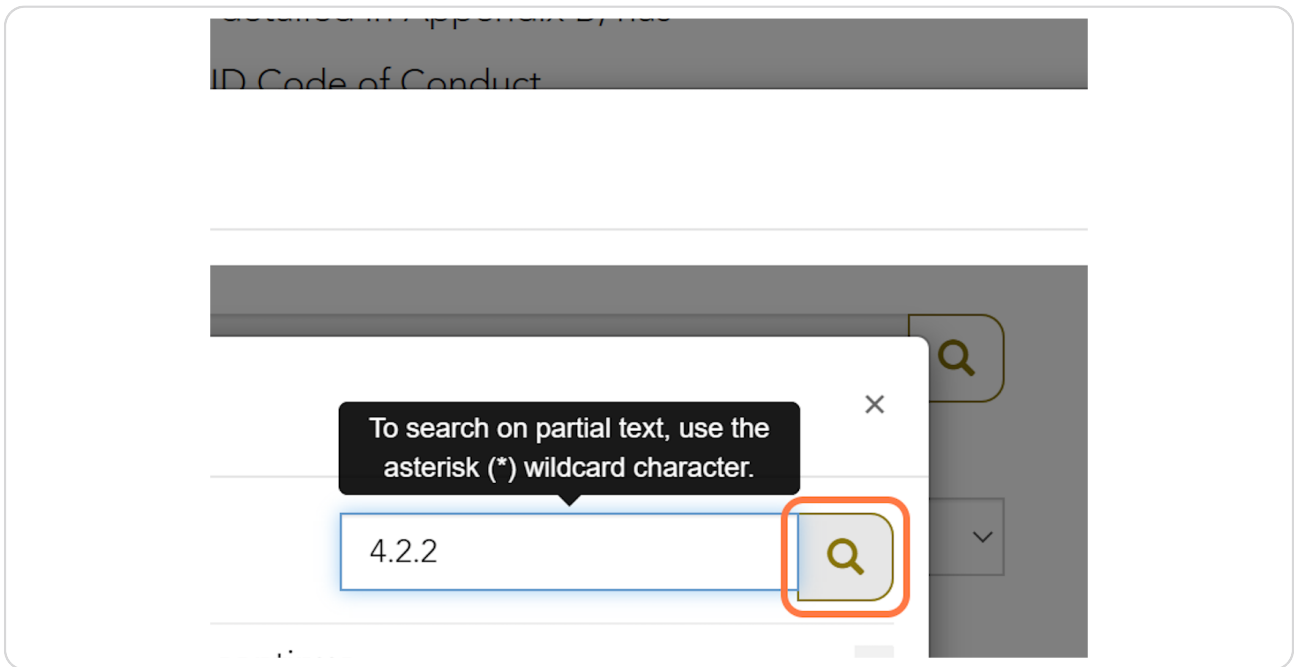
STEP 8

Type the relevant Compliance Indicator or a word in the search box



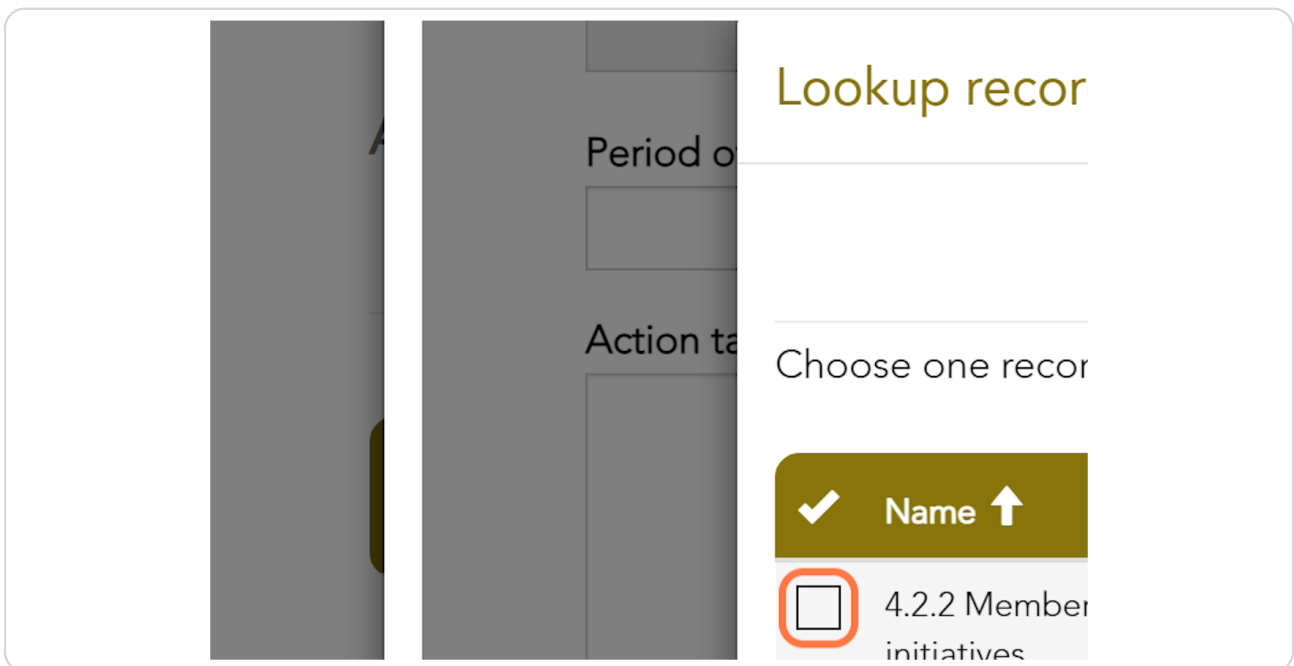
STEP 9

Click on Search Results



STEP 10

Select the relevant Compliance Indicator



STEP 11

Select the period of non-compliance and type a description of the action taken or plans in place to address the relevant exception.

The screenshot shows a 'Create' form with the following fields:

- Compliance Indicator ***: A dropdown menu with the selected value '4.2.2 Members assess and manage risk in their development and humanitarian initiatives'.
- Period of non-compliance ***: A dropdown menu with the selected value 'Between 3 and 6 months'.
- Action taken or plans in place to address ***: A large empty text area, highlighted with a red border.
- Expected date of achieving compliance ***: A date input field with the placeholder 'DD/MM/YYYY' and a calendar icon.

STEP 12

Select the expected date of achieving compliance.

NB: This can be in the past if you have already addressed the exception.

The screenshot shows the 'Create' form with the following fields:

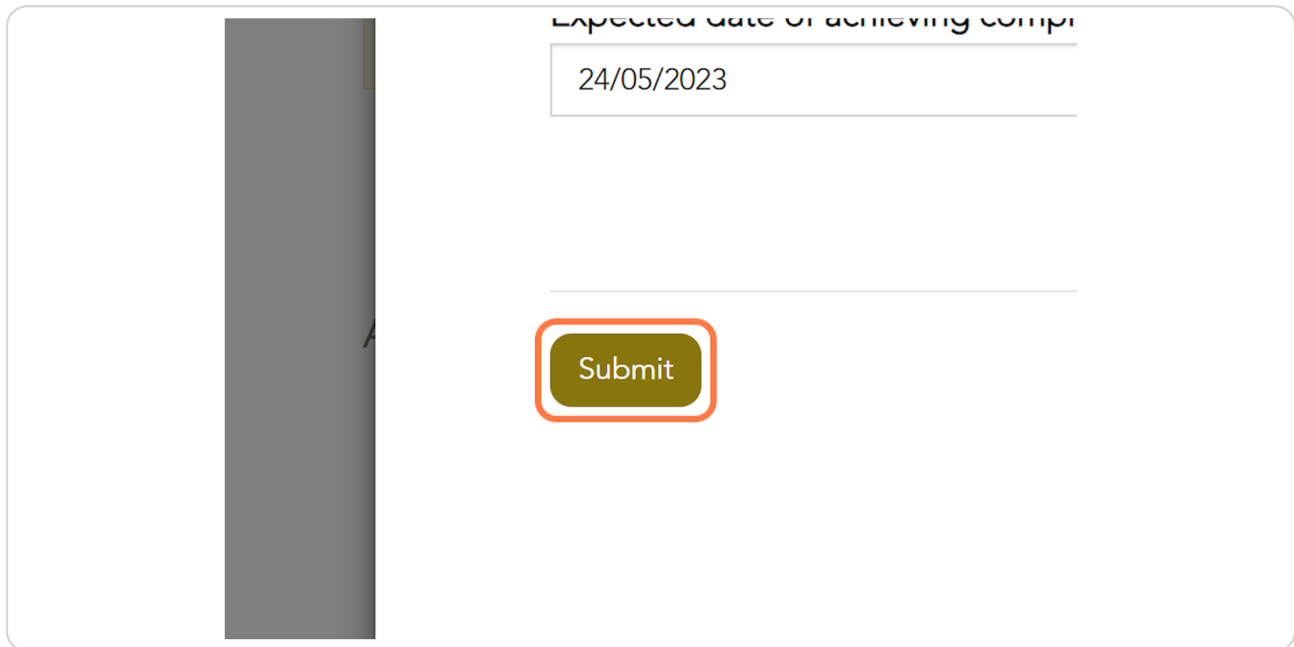
- Action taken or plans in place to address ***: A text area containing the text: 'The Code Team has introduced a new risk assessment process which is currently under review by the Board.'
- Expected date of achieving compliance ***: A date input field with the placeholder 'DD/MM/YYYY' and a calendar icon.
- Submit**: A yellow button.

A calendar is open, showing the date 24/05/2023 selected. The calendar is for May 2023 and shows the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

STEP 13

Click Submit



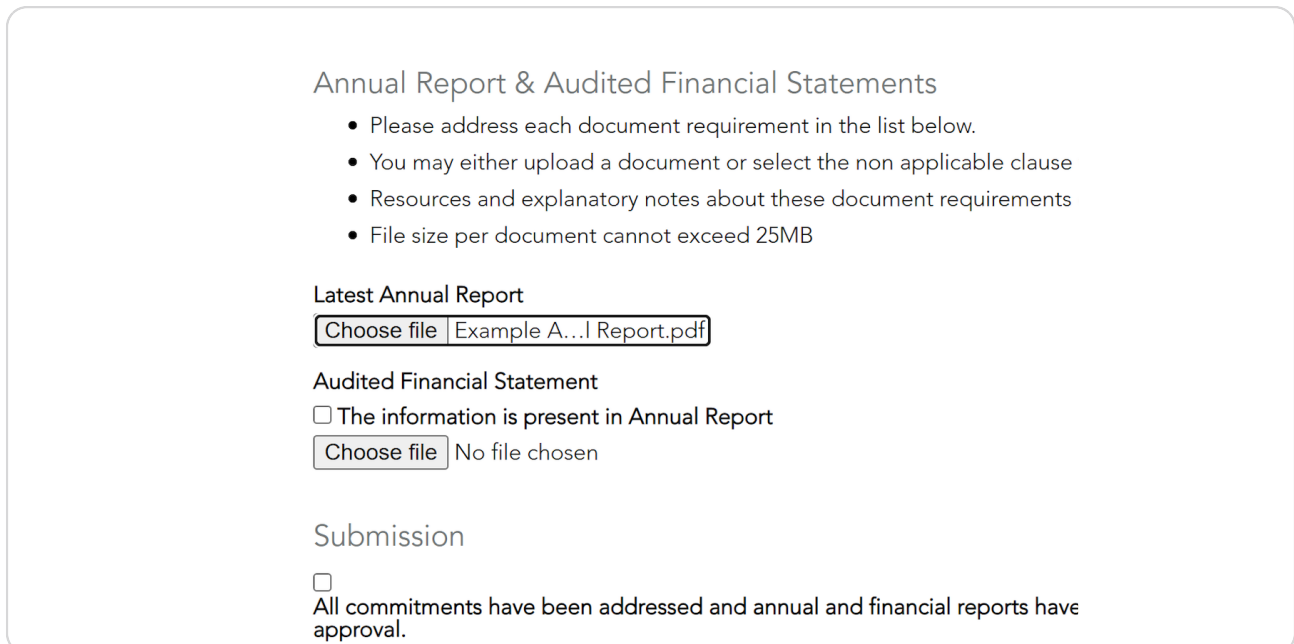
Expected date of achieving compli

24/05/2023

Submit

STEP 14

To upload an Annual Report click 'Choose file' and select relevant document from file upload menu



Annual Report & Audited Financial Statements

- Please address each document requirement in the list below.
- You may either upload a document or select the non applicable clause
- Resources and explanatory notes about these document requirements
- File size per document cannot exceed 25MB

Latest Annual Report

Example A...l Report.pdf

Audited Financial Statement

The information is present in Annual Report

No file chosen

Submission

All commitments have been addressed and annual and financial reports have approval.

STEP 15

If your audited financial statements are present in your Annual Report click the check box, or 'Choose file' to upload a separate document.

The size per document cannot ex...

Latest Annual Report

Example A...l Report.pdf

Audited Financial Statement

The information is present in Annual I

No file chosen

Submission

STEP 16

You can save the Exceptions Report and return to it later if required.

... compliance contact, they can receive automated emails sent to the CEO or CFO. The Exceptions Report can be downloaded. If you have any questions or need help, please contact us.

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STEP 17

Click on Submit.

ACFID compliance contact, it is your role to respond to automated emails sent to the CEO or Chairperson.

The Exceptions Report can be downloaded from the system.

If you have any questions or need help, please contact your ACFID compliance contact.

[Submit](#) [Save](#)

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STEP 18

To check the status of the Exceptions Report, click on My Code of Conduct Re...



The screenshot shows the ACFID website header with the logo and navigation links: HOME, EVENTS, COMMUNITIES. Below the header is a breadcrumb trail: Home / My Code of Conduct Re... / Code of Conduct Exce. The main heading is 'Code of Conduct Exce'. Below the heading is a form field labeled 'Financial Year you are reporting on? *' with the value 'January 2022 - December 2022'.

STEP 19

The status should say "Complete, waiting for CEO and Chair approval"

Organisation	Status	Submitted Date ↓	Date Submitted Due
Code Team Test	Complete, waiting for CEO and Chair approval	09/05/2023	31/07/2023
Code Team Test	ACFID review complete	29/05/2022	31/05/2022

STEP 20

Contact your CEO and Chair to notify them that the Exceptions Report is ready for their approval.

NB: There are no automated emails sent to CEOs and Chairs. Organisations are required to coordinate this process internally.

Tango

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