ACFID Code of Conduct Frequently Asked Questions
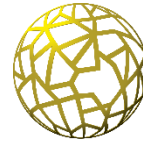
The following FAQs provide information about the ACFID Code of Conduct and its related reporting process.

WHERE DO I ACCESS MY ORGANISATION'S ACFID CODE REPORTING?

ACFID Code reporting is submitted through the **online MyACFID portal** at https://acfid.powerappsportals.com/ or through the link on ACFID's website. All Code reporting can be found on the My Code of Conduct Reports page, available in the drop-down menu under your profile name.
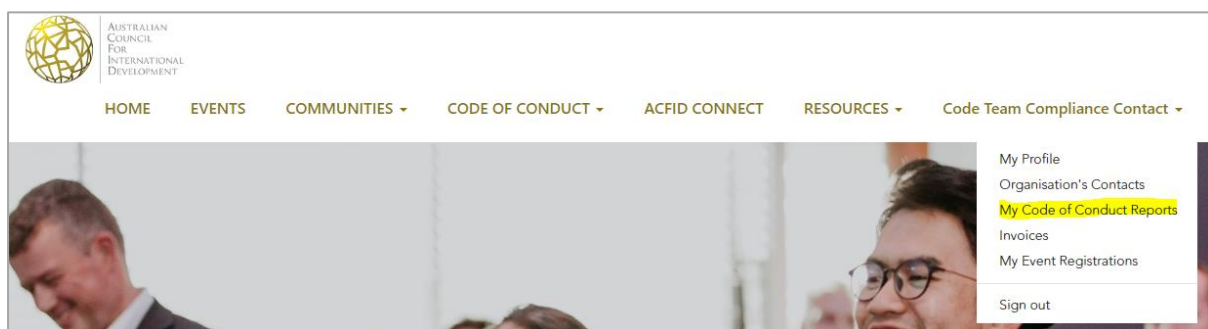
You can find step-by-step guides in the Code of Conduct tab on how to edit and submit a CSA, how to edit and submit an Exceptions Report, how to download a Certificate of Compliance, and many other functions.

You can also access ACFID's Communities of Practice and connect with ACFID staff through MyACFID.

HOW OFTEN DOES MY ORGANISATION HAVE TO SUBMIT REPORTING TO ACFID AND WHEN WILL IT BE DUE?

ACFID members commit to being compliant with all aspects of the Code, and to continuously monitor their compliance. ACFID members submit reporting to ACFID annually, which is **due five months after the end of their financial year**. For example, if your organisation has a financial year end of 30 June 2023, your Code reporting will be due 30 November 2023. Members with a financial year end of 31 December 2023, will be due 31 May 2024.

HOW CAN I FIND OUT THE STATUS AND DUE DATE FOR OUR REPORTING?

This information is available on the My Code of Conduct Reports page in MyACFID.

My Exceptions Report Submissions

CSA ID	Compliance Contact	Organisation	Status	Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?	
ER-002837	Code Team Compliance Contact	Code Team Test	ACFID review complete	09/05/2023	31/07/2023	January 2022 - December 2022	⌄
ER-002838	Code Team Compliance Contact	Code Team Test	ACFID review complete	29/05/2022	31/05/2022	January 2021 - December 2021	⌄

WHAT CAN I DO IF MY ORGANISATION CANNOT REPORT BY THE DUE DATE?

If you are not able to submit your reporting by the due date, you can apply for an extension by contacting the the Standards and Code Team at code@acfid.asn.au. You should provide the reason for not reporting on time and say how much longer you need. Please note that the Standards and Code Team are only authorised to provide you with **one extension of up to 3 months**. Requests in excess of this must be considered by the Code of Conduct Committee's Compliance Sub-committee.

WHAT DO WE NEED TO SUBMIT TO ACFID?

ACFID Code reporting operates on a three-year cycle. Every three years your organisation will be asked to submit a **Code Self-Assessment (CSA)**. You will be asked to provide a written response explaining how your organisation is compliant with each of the Commitments in the Code, identify compliance with Compliance Indicators and Good Practice Indicators, and upload an annual report and audited financial statements. You may also be asked to upload a small number of policies or other documentation related to current focus areas.

On the other two years that your organisation is not required to complete a CSA, you must complete an **Exceptions Report**. This is an online form which notes any exceptions to compliance that occurred during the previous year, and outlines actions undertaken to ensure that compliance is met. You will also be asked to upload your annual report and audited financial statements.

You can find more information on compliance with the Code of Conduct on ACFID's website and in MyACFID.

WHAT INFORMATION OR POLICIES DO WE NEED TO HAVE ON OUR WEBSITE?

Members are required to have the following information on their website:

- o   Information on its governance: structure, responsible persons and organisational contact information.
- o   ABN.
- o   Organisation's governing instrument (e.g. Constitution)
- o   Information on their work, including key projects or programs.
- o   Information on partners and their roles.
- o   A statement of commitment to adherence to the Code.
- o   The scope for and mechanism/process for lodging a complaint against the organisation, and a point of contact.
- o   Identification of the ability to lodge a complaint alleging a breach of the Code with the ACFID Code of Conduct Committee, and a point of contact.
- o   An Annual Report including the ACFID-Code-compliant financial statement in line with ACFID requirements (as outlined in Compliance Indicators 8.3.1 and 8.3.2).
- o   Staff Code of Conduct (or equivalent)
- o   Key policies relevant to the public including but not limited to, privacy, complaints, transparency, non-development activity, child protection, prevention of sexual exploitation and abuse, and conflict of interest.

HOW DOES THE CEO AND BOARD CHAIR APPROVE OUR ORGANISATION'S CODE REPORTING?

Once the Code Self-Assessment or Exceptions Report has been submitted by the Compliance Contact, your organisation will need to arrange for the report to be approved by the CEO and Board Chair. There are **no automated emails** sent to the CEO or Chair. The CEO and Chair will need to **login to MyACFID using their own account** to approve the report. Please contact code@acfid.asn.au if these roles have changed.

Download step-by-step instructions for CEOs and Chairs which explain how to approve a Code Self-Assessment or Exceptions Report through the Useful Resources page in MyACFID.

If you are asked to resubmit a Code Self-Assessment, only CEOs need to approve the updated report.

WHERE DO I UPLOAD OUR ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS?

These documents are now **submitted as part of completing your Code Self-Assessment or Exceptions Report** through [MyACFID](#). There is no longer a separate section for these documents.

ARE THERE ANY PARTS OF THE CODE WHICH ARE NOT MANDATORY FOR ALL ACFID MEMBERS?

Yes, there are **two commitments which are not mandatory** for all members. These are those regarding humanitarian initiatives (1.3) and those which are specifically child-focused (2.5). Only members who undertake work in these areas need to comply and report on these areas of the Code. If they are not relevant to your activities or focus, you can list these as N/A.

There are also **two compliance indicators which are not mandatory**. These relate to the requirements around advocacy (3.2.3) and research (4.2.3). If they are not relevant to your activities or focus, you can list these as N/A.

WE ARE UNDERGOING DFAT ACCREDITATION BUT ARE ALSO SCHEDULED FOR A CODE SELF-ASSESSMENT IN THE SAME YEAR. WHAT CAN WE DO?

Organisations going through DFAT accreditation can **request to defer their Code Self-Assessment for one year**. Some organisations may choose not to defer, and instead use time and resources to prepare for both simultaneously. For this reason, this accommodation is made on request. ACFID doesn't map DFAT accreditation cycles to our compliance cycles. Requests for deferring Code reporting can be made to the ACFID Standards and Code Team by emailing code@acfid.asn.au.

WHEN AND HOW SHOULD I SUBMIT MY ORGANISATION'S EMERGENCY APPEALS TO ACFID?

During humanitarian crises, the Standards and Code Team checks ACFID members' website appeals and promotional material for Code compliance. The purpose of these checks is to ensure that, at a time when ACFID members may be experiencing high levels of pressure and are in more frequent contact with their stakeholders, they continue to comply with the Code of Conduct.

Compliance checks are only undertaken for emergency appeals where information on ACFID members undertaking appeals is listed on the ACFID website and the Humanitarian Reference Group is convened to engage on issues relevant to the appeal. **Read [how to submit your appeal page to ACFID](#) and to download the [Emergency Appeal Website Checklist](#)**.

WHAT TRAINING DOES ACFID PROVIDE ON THE CODE?

A **free online e-learning course "Introduction to the ACFID Code of Conduct"** is available through [Learn with ACFID](#). Anyone can create an account and sign up to this course.

The **online [Good Practice Toolkit](#)** provides an in-depth exploration of the Code, along with guidance on how to meet the reporting requirements associated with each compliance indicator. The Toolkit also provides resources and examples to help you understand the Code and its requirements.

Sign up to [The ACFID Weekly](#) to keep in touch with other learning opportunities provided by ACFID. The Standards and Code Team are available to help if you have any questions. Email code@acfid.asn.au.