

Safeguarding Code of Conduct

Atlassian Foundation International Limited (AFIL) is committed to the safety and protection of children, young adults and vulnerable people¹ in all its work as outlined in the AFIL Child and Adult Safeguarding Policy.

AFIL's Safeguarding Code of Conduct provides clear behavioural guidelines and expectations designed to protect all people who come into contact with our organisation from harm, particularly children and vulnerable adults.

All AFIL personnel, (i.e. directors, permanent employees, contractors, volunteers for AFIL or AFIL partners) are required to adhere to this Safeguarding Code of Conduct when undertaking work on behalf of AFIL.

Breaches of this Code of Conduct may lead to disciplinary action, including up to termination of employment.

When working with children, young people and vulnerable adults, I will:

1. **Conduct myself in a manner that is consistent with [Atlassian values](#), [Atlassian Code of Business Conduct & Ethics](#), [AFIL's Child & Adult Safeguarding Policy](#) and this Code; and**
 - Maintain a professional role and establish clear professional boundaries that protect against reasonable misunderstandings or breaching this Code of Conduct.
 - Model appropriate behaviours to ensure a positive culture of respect is maintained.
 - Not engage in conduct that may be, or is, unlawful.

¹ Who is considered a child, young person or person who is vulnerable?

A child means any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child (CRC).

A young person (or youth) means any person under the age of twenty-five (25) years. It is appropriate that personnel working with or in contact with youth apply the same standards of the Code of Conduct as they would to those under 18 years. This is because personnel continue to be in a position of trust and authority and there is the risk this position could be used to abuse or exploit a young person. (Ref: [Oxfam Australia Child Safeguarding Toolkit](#))

A person who is vulnerable (or a vulnerable person/ individual) means any person who is:

- under the age of 18; or
- those who may be either unable to take care of themselves – due to their age, an illness, trauma, disability, or some other disadvantage; or
- those unable to protect themselves against harm or exploitation.

The vulnerability may be permanent (for example, an aged related vulnerability) or temporary (for example, a woman forced to move to a shelter due to personal circumstances).

2. Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers; and

- Respect all people and treat them equally regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, birth or other status.
- Be aware of and respect any cultural differences, sensitivities, and expectations of the different communities we work with, and refrain from any form of behaviour that could reasonably be deemed inappropriate in that setting.
- Use appropriate and inclusive language and communication with all children, young people and vulnerable adults at all times.
- Never use inappropriate, offensive or discriminatory language when speaking with a child, young person or vulnerable adult.
- Encourage open communication between all children, young people, parents, staff and volunteers and encourage children, young people and vulnerable adults to participate in the decision making that affects them (where applicable) so that they may speak out about issues that affect them.
- Never act in a way that shows unfair and differential treatment of children, young people or vulnerable adults.

3. Endeavour to keep children and vulnerable adults safe through child safe and safeguarding practices; and

- Self-assess my behaviours, actions, language and relationships with all children, young people and vulnerable adults (i.e. Check yourself - are your actions complying with this Code of Conduct?).
- Communicate openly with volunteer managers or colleagues to ensure they know where you are and what you are doing at all times.
- Conduct all one-on-one interactions with children, young people and vulnerable adults in an open space or line of sight of another adult. Where possible, conduct online one-on-one interactions from an Atlassian office and with another Atlassian present.
- Listen and respond to the views and concerns of children and vulnerable people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Respond appropriately with respect, including stopping any interaction if a person says stop or if they appear uncomfortable with the interaction.
- Never do things of a personal nature that a child, young person or vulnerable adult can do for themselves, such as assistance with toileting or changing clothes.
- Ensure, as much as reasonably practicable, there is always another adult present when I am engaging with children and/or vulnerable adults.
- Always seek consent in advance of initiating any form of necessary physical contact, and communicate that the individual has full agency to refuse; and



- Ensure physical contact is always appropriate and not an invasion of the individual's privacy and autonomy.
- Where physical contact is necessary in order to provide care for some individuals with disabilities, I will ensure there is agreement and consent from individuals themselves.
- Never allow children, young people or vulnerable adults unsupervised access or unrestricted use of my personal or company devices.
- Never photograph, video or interview a child, young person or vulnerable adult without the consent of their parent or guardian and always comply with the Foundation's Use of Images and Social Media Guide.
- Never publish, disseminate or provide third party access to images, video or interviews involving children, young people, or vulnerable adults, obtained during activities or events, without complying with Foundation's Use of Images and Social Media Guide.

4. Prevent, oppose and combat all exploitation and abuse of children and vulnerable people; and

- Immediately report any concerns or incidents of behaviour that contradicts the behaviour outlined in this Code of Conduct.
- Report all suspected or disclosed harm or abuse as required by Australian law (See reporting guide).
- Comply with local, national and international child protection and safeguarding laws.
- Never emotionally or physically abuse a child, young person vulnerable adult or others, including acting in ways intended to shame, humiliate, belittle, degrade or exploit.
- Never physically assault or use any form of physical punishment on a child, young person or vulnerable adult.
- Never relocate any child, young person or vulnerable adult to a secondary location without the prior consent of their caregiver, parent or guardian, and consent of the program or activity manager.
- Never seek to make contact and spend time with any child, young person or vulnerable adult outside of the program or the scheduled activity times.
- Never hold, kiss, cuddle or touch a child, young person or vulnerable adult, to the extent reasonably practicable.
- Never behave provocatively or inappropriately with a child, young person or vulnerable adult.
- Never take any child, young person or vulnerable adult to my or their home/hotel or sleep in the same room or bed as a child, young person or vulnerable adult.
- Never develop a sexual relationship with a child, young person or vulnerable adult, or a relationship that may be deemed or perceived to be inappropriate, exploitative or abusive.
- Never access or create sexual images of children, young people or vulnerable adults.



- Never use computers, mobile devices, video and digital cameras inappropriately, such as sharing harmful or distressing content, or for the purpose of threatening, exploiting or harassing children, young people or vulnerable adults.

5. Refrain from any involvement in criminal or unethical activities, activities that contravene a human right and child right; and

- Never supply a child, young person or vulnerable adult with alcohol or drugs.
- Never take alcohol or drugs or be under the influence of alcohol or drugs in the course of delivering AFIL activities with children, young people or vulnerable adults.
- Never condone or participate in, behaviour towards children, young people or vulnerable adults that is illegal, unsafe or abusive.
- Never hire children, young people or vulnerable adults as domestic labour or any other labour which is inappropriate for their age or development or without consent.

If I think this Code of Conduct has been breached by another person working on behalf of AFIL I will:

- Act to prioritise the best interests of children, young people and vulnerable adults.
- Take actions promptly to ensure that children, young people and vulnerable adults are safe.
- Promptly report any inappropriate conduct or other conduct that breaches this policy to my manager, AFIL's Safeguarding Officer, the Head of Foundation or another senior manager of AFIL.
- Promptly report any illegal conduct to the police or local authorities and inform the Head of Foundation and AFIL's Safeguarding Officer.
- Follow AFIL's policies and procedures for receiving and responding to complaints and concerns, and any legal requirements for internal and external reporting.

By signing this agreement, I agree:

- To read and comply with the AFIL Child and Adult Safeguarding Policy and this Code of Conduct.
- To report any concerns or incidents in line with procedures set out in the policy.
- To raise awareness of the policy and Code of Conduct in my work environment.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment.

Signed: _____

Name: _____

Date: _____

