

## HUMAN RIGHTS POLICY

ORGANISATION:	Kokoda Track Foundation
ACN:	103 660 948
POLICY TITLE:	Human Rights Policy
VERSION:	3.0
STATUS:	FINAL
ALLIED POLICIES / PROCEDURES:	Code of Conduct Child Protection Policy Working with Communities Policy Communications and Media Policy Life Stories & Photography Guidelines Partnerships Policy Volunteer Policy Volunteer Recruitment and Management Procedure Discrimination, Harassment & Bullying Policy
OWNER:	Senior Management
APPROVED BY:	CEO
LAST UPDATE:	01.05.2019
NEXT REVIEW DATE:	01.05.2022



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### INTRODUCTION:

Kokoda Track Foundation (KTF) is an Australian development organisation implementing programs in Papua New Guinea (PNG) aimed at helping to improve the lives and futures of communities. A number of these programs cover areas of Human Rights as identified in the United Nations Human Rights Sustainable Development Goals.

This policy outlines KTF's commitment to upholding the standards set out in the Universal Declaration of Human Rights to be upheld by all staff, volunteers, directors, and partners across all areas of the organisation.

KTF considers carefully the risks and related rights affected from the development and planning of its programs through to the implementation delivery and evaluation.

### SCOPE:

This policy applies to the following:

1. All personnel and associates of KTF:
  - Permanent, part-time and casual staff
  - Individual contractors and consultants
  - Volunteers
  - Board members
  - Partners with a formal/contractual relationship with KTF
  - Interns
  - Work experience students
2. For others engaged by KTF (known as 'representatives') involved in all programs such as:
  - Journalists and media personnel
  - Photographers
  - Donors
  - Supporters
  - Guest presenters
  - Visitors including the spouse/partner or family member of KTF personnel or associates

The policy does need to be signed by all people engaged in KTF activities due to the wide spectrum of the human rights coverage cross cutting through, and is intrinsic to, all programs. Awareness of the policy with KTF tasks is of paramount importance in any engagement.

#### PRINCIPLES:

1. All prospective employees shall be made aware of KTF's commitment to Human Rights
2. All prospective employees, volunteers, partners, and board directors will be interviewed to determine suitability;
3. All interviewed applicants will be required to affirm their support of KTF's commitment to Human Rights and demonstrate an understanding of its application;
4. Prior to an employment (paid or voluntary) or directorship offer being made, appropriate character reference checks of the prospective employee or director shall be conducted. All nominated referees will be asked whether, to their knowledge, there is anything in the prospective appointee's character / past that could be considered inappropriate for someone working with KTF;
5. During the induction process, all employees, volunteers, interns and directors will be issued with KTF's Code of Conduct and Human Rights Policy and be required to read and sign.

#### POLICY:

KTF is an international development agency that respects, protects and promotes human rights for all, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class, or socio-economic status.

KTF and all its personnel and representatives:

1. Support and respect the human rights as set out in the Universal Declaration of Human Rights and the United Nations Sustainable Development Goals.
2. Agree that human rights are for everyone, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identify, sexuality, sexual orientation, poverty, class or socio-economic status.
3. Comply with applicable legislation that supports human rights in any country we operate. On the occasion that our Policy reaches beyond that of the local laws we will operate to our policy.
4. Have an expectation that all staff, including board members, volunteers, interns and directors adhere to this policy.
5. Are dedicated to creating and maintaining a supportive, fair and safe working environment for anyone working with us, which allows people to feel valued and engaged in their work, free from any intimidation or discrimination.
6. Respect the rights and privacy of all people that we work with across programs and countries.
7. Amongst the communities we work in and the workforce we are, value and promote diversity, to be an inclusive employer, evaluating our programs to ensure consistently respectful operations.

8. Will not tolerate, in any form, the overlooking or breaking of the Declaration of Human Rights and related human rights to the sustainable development goals set out by the United Nations.
9. Ensure ethical trading and consideration of environmental damage within the communities we work.
10. Reflect on our work to commit to continually improving ourselves and taking responsibility for the suppliers we use, caring about the way in which they run their business and the implications that has for communities beyond the work we do.
11. Will not condone corruption. Bribery, secret payments or inflated commissions are not acceptable in any form and will not be tolerated.

If any behavior is witnessed to be inconsistent with this policy KTF encourages staff to speak to their managers about any improper actions or activities they have experienced or seen.

#### MEASURES FOR BREACH OF POLICY:

The following measures can be applied for any personnel, associate or representative who breaches the Human Rights Policy and / or Code of Conduct:

- Meeting to discuss breach and opportunity for person to provide their account / understanding of the situation [L] [SEP]
- Performance management [L] [SEP]
- Further education on the Human Rights Policy and Code of Conduct [L] [SEP]
- Formal warning and monitoring [L] [SEP]
- Transfer to other duties [L] [SEP]
- Suspension pending investigation [L] [SEP]
- Internal investigation [L] [SEP]
- Dismissal [L] [SEP] These measures will apply alongside any criminal investigation where relevant. [L] [SEP]

#### RISK ASSESSMENTS [L] [SEP]

KTF personnel will undertake a human rights risk assessment on all programs, projects, activities and personnel. The assessment should identify risks, classify any high-risk activities, and document steps being taken to reduce or remove these risks. [L] [SEP] Human Rights Risk Assessments should be undertaken at the program design and proposal stage and at all reporting intervals. [L] [SEP]

#### UPDATING DOCUMENTS AND PROCEDURES: [L] [SEP]

KTF employees will periodically assess all KTF documentation, policies and procedures against these standards and accordingly, recommend and implement changes if necessary. [L] [SEP]

STATEMENT BY ALL KOKODA TRACK FOUNDATION PERSONNEL, ASSOCIATES & REPRESENTATIVES:

I have read and understood Kokoda Track Foundation's:

- Human Rights Policy

I agree to comply with the Policy.

I understand that a breach of this Policy may provide grounds for my appointment or association with the organisation to be terminated. I also understand that a breach of the Policy could result in criminal prosecution.

I understand that it is my responsibility, as a person associated with Kokoda Track Foundation, to use common sense and avoid actions or behaviours that would breach any of the United Nations Human Rights, or could be construed as such.

I authorize Kokoda Track Foundation to undertake any necessary inquiries, including criminal record checks and reference checks, as a part of my appointment by or association with the organisation.

Name:	
Role:	
Sign:	
Date:	

END