

# **CRC CHURCHES MISSION INCORPORATED**



**No. A0115614W – 2022**

## **Four External Conduct Standards**

This policy outlines the four External Conduct Standards that are required to be adhered to by all personnel involved in overseas missions conducted by CRC CHURCHES MISSION INCORPORATED No. A0115614W – 2022. These standards are designed to ensure ethical behaviour, transparency, and accountability in all activities carried out during overseas missions. Adherence to these standards is essential to uphold the reputation and integrity of the organization, while promoting positive outcomes for the communities and stakeholders involved.

The Australian Charities and Not-for-profits Commission (ACNC) has established the External Conduct Standards to guide the conduct of registered charities when operating outside of Australia.

**External Conduct Standard 1 (ECS1) focuses on the management and governance of a charity's activities and resources outside of Australia.**

**External Conduct Standard 2 (ECS2) focuses on the prevention of activities that could be related to terrorism financing or other forms of financial abuse.**

**External Conduct Standard 3 (ECS3) - Protection of Vulnerable Individuals Policy**

**External Conduct Standard 4 (ECS4) - Anti-Corruption and Bribery Policy.**

By adopting and adhering to this policy, CRC demonstrates its commitment to the four External Conduct Standards.

## **Policy Title: External Conduct Standard 1 (ECS1) Compliance Policy**

1. Purpose and Scope: This policy outlines the principles and procedures that CRC CHURCHES MISSION INCORPORATED No. A0115614W – 2022 hereafter known as “CRC” will adhere to the External Conduct Standard 1 (ECS1) as established by the Australian Charities and Not-for-profits Commission (ACNC). The policy applies to all activities and resources managed by CRC outside of Australia.

2. Definitions:

ACNC: Australian Charities and Not-for-profits Commission.

ECS1: External Conduct Standard 1, which pertains to the management and governance of a charity's activities and resources outside of Australia.

3. Compliance Principles: CRC is committed to upholding the following principles to ensure compliance with ECS1:

Transparency: CRC will maintain transparency in its overseas activities, including financial transactions, partnerships, and decision-making processes.

Accountability: The board members and senior management of the CRC will be accountable for overseeing and monitoring CRC's activities and resources outside of Australia.

Good Governance: CRC will ensure that effective governance practices are in place to manage and mitigate risks associated with overseas activities.

Ethical Conduct: CRC will operate in a manner consistent with its values and the broader ethical standards, respecting local laws, customs, and cultures.

4. Risk Management: CRC will conduct thorough risk assessments for its overseas activities, taking into consideration potential legal, financial, operational, reputational, and ethical risks. Risk assessments will be conducted prior to initiating new overseas projects and will be periodically reviewed.

5. Due Diligence: CRC will conduct due diligence when entering into partnerships or collaborations with overseas entities. This will include assessing the credibility, reputation, and alignment of the partner organization with CRC's mission and values.

6. Financial Management: Financial transactions related to overseas activities will be conducted in accordance with established financial policies and procedures. CRC will maintain accurate and transparent financial records, and funds allocated for overseas projects will be used solely for their intended purposes and be kept for at least 7 years.

7. Reporting and Transparency: CRC will provide timely and accurate reports to the ACNC regarding its overseas activities, including financial information, partnerships, and outcomes when called for. These reports will be made publicly available on CRC's official website or other appropriate platforms.

8. Review and Monitoring: CRC's board and senior management will regularly review the implementation of this policy and assess its effectiveness in ensuring compliance with ECS1. Any identified areas for improvement will be addressed promptly.

9. Training and Awareness: CRC will provide training to its staff, volunteers, and key stakeholders on the requirements of ECS1 and the importance of ethical and compliant conduct in overseas operations.

10. Non-Compliance: Instances of non-compliance with this policy or ECS1 will be thoroughly investigated. Appropriate corrective actions will be taken, which may include revising procedures, providing additional training, or implementing disciplinary measures.

## **Policy Title: External Conduct Standard 2 (ECS2) - Prevention of Terrorism Financing and Financial Abuse Policy**

1. Purpose and Scope: This policy outlines the principles and procedures that CRC will adhere to the External Conduct Standard 2 (ECS2) as established by the Australian Charities and Not-for-profits Commission (ACNC). The policy applies to all activities and resources managed by CRC outside of Australia.

### **2. Definitions:**

ACNC: Australian Charities and Not-for-profits Commission. ECS2: External Conduct Standard 2, which pertains to the prevention of activities related to terrorism financing and other forms of financial abuse.

3. Compliance Principles: CRC is committed to upholding the following principles to ensure compliance with ECS2:

**Risk Assessment:** CRC will conduct comprehensive risk assessments to identify and mitigate the risks associated with activities that could be related to terrorism financing or financial abuse.

**Due Diligence:** CRC will exercise due diligence when entering into partnerships, collaborations, or financial transactions with overseas entities, ensuring they are not involved in or linked to such activities.

**Transparency:** CRC will maintain transparency in its financial transactions and partnerships, providing accurate and complete information to relevant authorities as required.

4. Risk Management: CRC will establish a systematic process for identifying, assessing, and managing the risks associated with activities that could potentially contribute to terrorism financing or financial abuse.

5. Due Diligence: Prior to engaging in any partnerships, collaborations, or financial transactions involving overseas entities, CRC will conduct due diligence to ensure that these entities are not engaged in activities related to terrorism financing or financial abuse.

6. Financial Integrity: CRC will maintain the integrity of its financial operations by implementing robust financial management practices, including accurate record-keeping, transparent reporting, and internal controls.

7. Reporting Obligations: CRC will promptly report any suspicious activities or transactions that could be linked to terrorism financing or financial abuse to the appropriate authorities, in accordance with relevant laws and regulations.

8. Training and Awareness: CRC will provide training to its staff, volunteers, and key stakeholders to raise awareness about the risks of terrorism financing and financial abuse, and to educate them on the importance of compliance with ECS2.

9. Monitoring and Review: CRC will regularly monitor and review its activities and partnerships to ensure ongoing compliance with ECS2. Any identified issues or areas for improvement will be addressed promptly.

10. Non-Compliance: Instances of non-compliance with this policy or ECS2 will be thoroughly investigated. Appropriate corrective actions will be taken, which may include revising procedures, providing additional training, or implementing disciplinary measures.

11. Contact Information: For inquiries related to this policy or concerns about activities potentially related to terrorism financing or financial abuse, individuals can contact [Designated Contact Person] at [Contact Information].

## **Policy Title: External Conduct Standard 3 (ECS3) - Protection of Vulnerable Individuals Policy**

1. Purpose and Scope: This policy outlines the principles and procedures that CRC will adhere to the External Conduct Standard 3 (ECS3) as established by the Australian Charities and Not-for-profits Commission (ACNC). The policy applies to all activities and resources managed by CRC outside of Australia.

2. Definitions: ACNC: Australian Charities and Not-for-profits Commission. ECS3: External Conduct Standard 3, which pertains to the protection of vulnerable individuals in the context of overseas activities.

3. Compliance Principles: CRC is committed to upholding the following principles to ensure compliance with ECS3:

**Safeguarding:** CRC will take all necessary measures to safeguard vulnerable individuals who may be affected by its overseas activities, including children, elderly individuals, persons with disabilities, and other marginalized groups.

**Duty of Care:** CRC will exercise a duty of care to ensure the safety, well-being, and dignity of vulnerable individuals, including protection from abuse, exploitation, and harm.

**Participation and Empowerment:** CRC will strive to include vulnerable individuals in decision-making processes that affect them, ensuring their voices are heard and respected.

4. Risk Assessment: CRC will conduct thorough risk assessments for its overseas activities to identify potential risks to vulnerable individuals and implement measures to mitigate those risks.

5. Code of Conduct: CRC will establish and communicate a clear and comprehensive code of conduct that outlines the behaviour expected of all staff, volunteers, and stakeholders when interacting with vulnerable individuals.

6. Staff and Volunteer Screening: CRC will implement thorough screening and training for all staff and volunteers who will be working directly with vulnerable individuals.

7. Reporting Mechanisms: CRC will establish and communicate accessible and confidential reporting mechanisms that enable individuals to report concerns or incidents related to the protection of vulnerable individuals. Reports will be promptly and appropriately addressed.

8. Training and Capacity Building: CRC will provide training and capacity-building programs for staff, volunteers, and partners on the importance of protecting vulnerable individuals and the specific measures to be implemented.

9. Local Context and Culture: CRC will respect and take into consideration the local context, culture, and customs when implementing protection measures for vulnerable individuals.

10. Monitoring and Review: CRC will continually monitor and review its activities to ensure the protection of vulnerable individuals and the effectiveness of its safeguarding measures.

11. Non-Compliance: Instances of non-compliance with this policy or ECS3 will be thoroughly investigated. Appropriate corrective actions will be taken, which may include revising procedures, providing additional training, or implementing disciplinary measures.

12. Contact Information: For inquiries related to this policy or concerns about the protection of vulnerable individuals, individuals can contact [Designated Contact Person] at [Contact Information].

## **Policy Title: External Conduct Standard 4 (ECS4) - Anti-Corruption and Bribery Policy**

1. Purpose and Scope: This policy outlines the principles and procedures that CRC will adhere to the External Conduct Standard 4 (ECS4) as established by the Australian Charities and Not-for-profits Commission (ACNC). The policy applies to all activities and resources managed by CRC outside of Australia.

2. Definitions: ACNC: Australian Charities and Not-for-profits Commission. ECS4: External Conduct Standard 4, which pertains to the implementation of anti-corruption and anti-bribery measures in overseas activities.

3. Compliance Principles: CRC is committed to upholding the following principles to ensure compliance with ECS4:

**Integrity:** CRC will maintain the highest standards of integrity, transparency, and accountability in all overseas activities, with zero tolerance for corruption and bribery.

**Prohibition of Bribery:** CRC and its representatives will not engage in, facilitate, or tolerate any form of bribery, extortion, or corruption in any aspect of its overseas operations.

**Due Diligence:** CRC will exercise due diligence in its interactions with partners, contractors, and stakeholders to prevent corruption and ensure compliance with anti-corruption laws.

4. Risk Assessment and Management: CRC will conduct comprehensive risk assessments to identify potential corruption risks associated with its overseas activities. Mitigation measures will be established and continuously reviewed to minimize such risks.

5. Gifts, Hospitality, and Donations: CRC will establish clear guidelines for giving and receiving gifts, hospitality, and donations to prevent conflicts of interest and the perception of improper influence.

6. Conflicts of Interest: CRC will implement measures to identify and manage conflicts of interest that may arise in its overseas operations, ensuring that decisions are made impartially and in the best interest of CRC's mission.

7. Whistleblower Protection: CRC will establish and communicate a confidential and secure mechanism for staff, volunteers, and stakeholders to report any concerns or suspicions related to corruption or bribery without fear of retaliation.

8. Training and Awareness: CRC will provide training and awareness programs for staff, volunteers, and partners on anti-corruption and anti-bribery policies, laws, and best practices.

9. Due Diligence for Partners: CRC will exercise due diligence when selecting and engaging partners, contractors, and other third parties, ensuring that they share the same commitment to anti-corruption and anti-bribery principles.

10. Reporting and Transparency: CRC will maintain accurate and transparent financial records for all overseas activities, and any transactions involving partners or stakeholders will be documented and reported in accordance with applicable laws and regulations.

11. Non-Compliance: Instances of non-compliance with this policy or ECS4 will be thoroughly investigated. Appropriate corrective actions will be taken, which may include revising procedures, providing additional training, or implementing disciplinary measures.

By adopting and adhering to this policy, CRC demonstrates its commitment to the four External Conduct Standards.