ABN 57 102 400 993

Policies and Procedures of Global Development Group

Table of Contents

Abbreviations

ACFID   Australian Council for International Development

ACNC   Australian Charities and Not-for-profit Commission

ATO   Australian Taxation Office

DFAT   Department of Foreign Affairs and Trade

OAGDS   Overseas Aid Gift Deduction Scheme

_____

AP   Australian Partner

GDG   Global Development Group

ICP   In-Country Partner

_____

SEAH   Sexual Exploitation, Abuse and Harassment

PSEAH   Prevention of Sexual Exploitation, Abuse and Harassment

Aid and Development Policy

Global Development Group carries out quality aid and development projects in developing countries across the world with approved partners. Global Development Group seeks to help *build better lives for the world's poorest people* in a sustainable and empowering way, working with local beneficiary communities.

As defined by the ACFID Code of Conduct, 'Development and Humanitarian Initiatives' refers to activities undertaken in order to reduce poverty and address global justice issues. In the NGO sector, this may occur through a range of engagements. Organisations should give priority to activities that have a primary objective and major focus on implementing one or more of the following:

1. Capacity-building
2. Child protection
3. Community development
4. Disability empowerment
5. Education and vocational training
6. Emergency relief and prevention
7. Environment
8. Gender equality and empowerment
9. Microenterprise
10. Social justice
11. Sustainability
12. WASH (Water, Sanitation and Hygiene)

Activities must be aimed at *sustainable development* rather than *welfare* or short-term relief. In some cases, these activities may also include those traditionally understood as *emergency* relief, as defined under DFAT's Overseas Aid Gift Deduction Scheme.

Please note that ***non-development activities*** (evangelism, welfare or political activities) ***cannot be funded by, or form part of a Global Development Group aid and development project***. While Global Development Group may partner with organisations that carry out non-development activities, these activities are not part of, nor funded by, an approved Global Development Group aid and development project.

Anti-Terrorism Policy

Global Development Group is concerned with the security of its projects and personnel and takes a conservative approach to risk.

☒ Terrorism

Global Development Group and its partners DO NOT support, endorse or undertake terrorism or terrorist activities.

☒ Support Terrorist Organisations

Global Development Group is not and will not be involved with individuals or organisations that directly or indirectly undertake, endorse or support — financially or otherwise — terrorist activities and agendas.

☑ UN Resolution, Australian Legislation and DFAT Guidelines

The Australian Government, in line with UN member State obligations, has a range of measures to strengthen Australia's counter-terrorism capabilities. The following two requirements are vital for partners to consider and implement:

1. Partners must make all effort and adopt strategies to ensure that aid funds and resources are not being used to support terrorist activity and avoid any association with such groups and individuals.

2. Partners, their staff and volunteers, need to be aware of terrorism and general personal security risks to themselves in the relevant country. The DFAT website contains Travel Advisory notices providing up-to-date information about the security environment in a particular country, including potential terrorist threats and social unrest. The relevant Australian Embassy or High Commission can also provide advice on these matters.

Further information and advice can be found in full on the DFAT website (www.dfat.gov.au):

The discovery of any links between aid funds and organisations associated with terrorism poses significant risk to continued community support for overseas aid in general, and to an organisation's reputation specifically.

Given the risks and the broad range of development activities Global Development Group is involved with in partner countries, it is essential that all personnel working in development — staff and volunteers — are aware of their legal obligations and adopt strategies to avoid any association with terrorism, including financial systems to prevent the redirection of funds for terrorism financing.

Safeguarding Vulnerable People Policies

Safeguarding is the implementation of actions, policies and procedures that create and maintain protective environments to protect people from exploitation, harm and abuse of all kinds. Vulnerable people refers to those who may be either unable to take care of themselves – due to their age, an illness, trauma, disability, or some other disadvantage – or unable to protect themselves against harm or exploitation. The vulnerability may be permanent (for example, an age related vulnerability) or temporary (for example, a woman forced to move to a shelter due to personal circumstances). An organisation's own workers and volunteers may be vulnerable, particularly if living and working in remote communities or countries experiencing conflict or disaster.

GDG In-Country Partners must have a Child Protection Policy and must conform to the principles of PSEAH outlined below. Alternatively, In-Country partners may have an expanded Safeguarding Policy which protects both children and adults from the risks of abuse, exploitation and harm.

Child Protection Policy

GDG recognises that child abuse and exploitation is a global issue. Therefore GDG is committed to child protection by maintaining the highest professional and ethical standards.

GDG has zero tolerance for any kind of child abuse or exploitation and takes very seriously any allegation of such incidents inrelation to GDG, our partners, projects or beneficiary communities we work with. GDG is committed to professional, non-discriminatory and respectful conduct. GDG requires partners to be committed to ensuring misconduct is not acceptable, power is not abused and vulnerabilities and power inequalities are not exploited.

Australian Partners and Child Protection
Australian partners who have directors, employees or regular volunteers who may work with children, or visit projects overseas which care for children, should ensure each person has the equivalent state working with children check (e.g. QLD Blue Card) or national clearance (e.g. Federal Police Check).

In-Country Partners and Child Protection
GDG requires its In-Country Partners to have and implement a **Child Protection Policy** and Child Protection Procedures whether they work directly with children or not. This policy should be a comprehensive document that meets Australian and any local legal requirements, ensures the protection of children and includes procedures for taking action if an issue arises. Implementation of this policy must be documented and reported on in six-monthly progress reports.

Global Development Group has a sample Child Protection Policy and Procedures available for use by its partners.

Prevention of Sexual Exploitation, Abuse and Harassment Policy

GDG projects have a strong focus and commitment to upholding Child Protection. In 2019, ACFID and the ACNC broadened the scope of this protection to apply to vulnerable adults.

In line with the vision, mission and values of Global Development Group, the following principles underpin our PSEAH policy:

1.   Zero tolerance of inaction:
Sexual exploitation, abuse and harassment (SEAH) are never acceptable. All allegations will be acted on in a fair and reasonable way, with due regard for procedural fairness.

2.   Survivor needs are prioritised:

Actions to address SEAH should be underpinned by a "do no harm" approach, prioritising the rights, needs and wishes of the victim/survivor, while ensuring procedural fairness to all parties.

3.   PSEAH is a shared responsibility:

Partnership is a core value of Global Development Group. We will work with our partners to build their capacity to deal sensitively and effectively with SEAH that occurs in the course of their work. All occurrences of sexual misconduct are to be reported to Global Development Group.

4.   Stronger reporting will enhance accountability and transparency:. Reporting will help to focus organisations on the issue by providing a regular prompt that PSEAH is a core obligation of their work, building better lives for the world's poorest people.

Global Development Group expects partners to adopt and implement these principles. A sample Prevention of Sexual Exploitation, Abuse and Harassment Policy is available for use by its partners.

Environment Policy

Global Development Group recognises that there are often linkages between poverty and environment and is committed to responsible stewardship of the environment, as per the Sustainable Development Goals. People have a responsibility to use the earth's resources in a way that leaves a positive ecological and environmental footprint for future generations.

Project partners, together with community stakeholders, are responsible for the identification of environmental issues and the active search for solutions within their culture and community. Considerations of risks to the environment should form part of project planning. Development projects should always aim to achieve sustainability in the given environment.

Issues such as: *type of technology used and its effect, reduction of water pollution and waste, fertiliser usage, waste disposal, animal contamination of water sources, erosion, soil degradation, forest retention and expansion, over-stocking and over-cultivation*, should be discussed during the 'needs assessment' phase of project planning.

Global Development Group attempts to ensure that:

- Decisions concerning environmental issues are made in close consultation with those affected
- Appropriate technologies are used, with no/minimal detriment to the environment
- Benefits from the exploitation of resources are distributed equitably
- Renewable resources should be utilised whenever possible and managed on a sustainable basis
- Resource regeneration should be encouraged and attempted, whenever and wherever possible
- Endangered species are protected in their natural habitat

Any proposal that will potentially have a significant impact on the environment should have an independent assessment undertaken at the project site.

Evangelism/Religion Policy

Global Development Group is able to partner with both religious and secular organisations to pursue conforming aid and development projects.

However, Global Development Group and partners DO NOT undertake evangelistic activities as a part of an approved aid and development project.

❎ Evangelistic Activities

Global Development Group is signatory to the 'ACFID Code of Conduct' which states in 7.3.2 'Member development initiatives consistently demonstrate the separation of development activities from non-development activities.' Note: 'non-development activity' is defined as 'activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.'

Therefore, in simple terms, the following activities are **not eligible** to be included as part of an approved Global Development Group project:
- Preaching
- Proselytising/an intent to convert
- Establishment of religious schools and religious training
- Religious events, Jihads, or religious crusades
- Buildings specifically constructed for religious purposes (churches, mosques, temples, etc)
- Church, Mosque or Temple planting (defined as the supplying of funds to individuals for the specific purpose of starting a new church, mosque or temple)

Whilst some Global Development Group partners may themselves supply funds directly for these activities, *funds sent for Global Development Group approved projects cannot be used for evangelistic purposes*.

✅ Non-discrimination

Global Development Group does not discriminate against anyone involved in, or potentially involved in the project on religious grounds. Members of staff, beneficiaries, volunteers and project workers may have religious affiliations.

Fundraising Policy

Global Development Group and partners are committed to upholding and adhering to all legal obligations and ethical fundraising principles, as outlined in the ACFID Code of Conduct.

Fundraising activities will be exercised in accordance with the best practice standards of the Fundraising Institute of Australia.

These principles include:
- Ensuring fundraising solicitations are accurate and truthful, avoiding exaggeration, misleading portrayals, material omissions and overstating what a donation may achieve
- Clearly identifying the purpose, name of organisation, its contact details and ABN (as applicable)

Global Development Group partners are required to seek approval before undertaking fundraising activities for a Global Development Group project.

Fundraising requirements are reviewed on a case-by-case basis. All project promotions are required to be submitted to Global Development Group for approval prior to public release. For further information, please refer to information provided by the GDG Compliance Team.

Gender and Development Policy

Global Development Group and its partners recognise that sustainable development can only be achieved with the active participation of all members of the community.

Gender and Development

Providing equal rights, access to resources, and equal opportunities to women and men are integral aspects of human rights and are crucial to achieving the goal of reducing poverty, illiteracy and disease. Goals and priorities for addressing gender equality will vary from country to country and should be sensitive to local needs and cultural considerations.

Aims

• To improve women's access to education, health care and economic resources
• To promote human rights, women's participation and leadership in decision-making at all levels
• To eliminate discrimination against women and girls
• To incorporate, where relevant, a gender perspective in Global Development Group projects

Where relevant, in all aspects of project implementation Global Development Group encourages and actively supports the involvement, advancement and equal status of women, including planning, participating, decision-making, and as beneficiaries.

HIV/AIDS Policy

Unconditional Acceptance

Global Development Group and its partners believe that every individual has value and the potential to flourish. Those who suffer from Human Immunodeficiency Virus (HIV) should not experience rejection at any level from the society in which they live, but should receive unconditional acceptance, without discrimination (including confidentiality of positive HIV test results, as applicable).

Through holistic care, Global Development Group and its partners endeavour to encourage positive change in community attitudes, behaviours, environment and with the development of quality relationships with individuals living with HIV/AIDS.

Support processes

Global Development Group and its partners aim to:
- Increase resources and opportunities for those currently disadvantaged
- Analyse problems within communities and provide education and training
- Develop working models that demonstrate integration and poverty reduction
- Strengthen capacity at all levels within communities, with a view to sustainability

Human Rights Policy

Impartial humanitarian aid and development

Global Development Group and its partners relieve poverty and provide long-term solutions through the delivery of quality aid and development projects around the world. GDG is committed to human rights for all people, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status. GDG is committed to the inclusion and representation of those who are vulnerable or subject to marginalisation and exclusion.

In the management and implementation of aid and development, Global Development Group and its partners will strive always to uphold, maintain and abide by international treaties, customary law, conventions and various international memorandums of understanding.

Global Development Group specifically recognises:

• **Universal declaration of Human Rights** (December 10, 1948)
--As a common standard of achievement for all peoples and all nations, to the end that every individual and every organ of society, keeping this Declaration constantly in mind, shall strive by teaching and education to promote respect for these rights and freedoms and by progressive measures, national and international, to secure their universal and effective recognition and observance, both among the peoples of Member States themselves and among the peoples of territories under their jurisdiction.

• **The Geneva Conventions** (1949) and additional protocols 1 and 2.
International Humanitarian Law (IHL) is also known as the Law of Armed Conflicts or Law of War.

Global Development Group also recognises:

- 'Convention On The Prevention And Punishment Of The Crime Of Genocide' (New York, 9 December 1948)
- 'International Convention On The Elimination Of All Forms Of Racial Discrimination' (New York, 7 March 1966)
- 'International Covenant On Economic, Social And Cultural Rights' (New York, 16 December 1966)
- 'International Covenant On Civil And Political Rights' (New York, 16 December 1966)
- 'Convention On The Elimination Of All Forms Of Discrimination Against Women' (New York, 18 Dec 1979)
- 'Convention Against Torture and Other Cruel, Inhuman Or Degrading Treatment Or Punishment' (New York, 10 December 1984)
- 'Convention On The Rights Of The Child' (New York, 20 November 1989)
- 'Optional Protocol To The Convention On The Rights Of The Child On The Involvement Of Children In Armed Conflict' (New York, 25 May 2000)
- 'Optional Protocol To The Convention On The Rights Of The Child On The Sale Of Children, Child Prostitution And Child Pornography' (New York, 25 May 2000)
- 'International Convention On The Protection Of The Rights Of All Migrant Workers And Members Of Their Families' (New York, 18 December 1990)
- 'Convention On The Rights Of Persons With Disabilities' (New York, 13 December 2006)
- 'Core Humanitarian Standard' (Copenhagen, 12 December 2014)
- Australian Human Rights Commission Act (1986)
- Australian Government 'Racial Discrimination Act' (1975)
- Australian Government 'Disability Discrimination Act' (1992)
- Australian Government 'Age Discrimination Act' (2004)
- Australian Government 'Sex Discrimination Act' (1984)
- Australian Government 'Guidelines on the Recognition of Sex and Gender' (July 2013)

Compliance with international laws and treaties

In all consideration of the above treaties and conventions, Global Development Group and its partners will consciously work within the international regulations and laws that are ratified by the Australian Government. Global Development Group takes no responsibility for partners or individuals whose actions fall out of its knowledge and may violate any international laws or treaties. Any Global Development Group partner wilfully choosing to act inappropriately and in violation of International Human Rights Law will nullify their partnership agreement with Global Development Group.

Political Policy

Global Development Group and its partners DO NOT undertake political activities as a part of, or funded by an approved aid and development project.

☒ Political involvement

Global Development Group is signatory to the 'ACFID Code of Conduct' which states in 7.3.2 'Member development initiatives consistently demonstrate the separate of development activities from non-development activities.' Note: 'non-development activity' is defined as 'activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.'

☑ Positive government relations

Global Development Group expects a positive relationship between the partner, project, and the relevant country's government. Global Development Group and its partners should maintain obligations and relationships with government at all levels in relation to certifications, approvals, agreements, accreditations, resources, etc.

☑ Conform to government requirements

Global Development Group and its partners will conform to all legal requirements of legitimate government in the country where the project is being implemented.

☑ Use legal system

Global Development Group will use the in-country legal and administrative systems, as necessary, to pursue any rights in question, e.g. property rights.

Welfare Policy

✖ Welfare Dependency

Global Development Group and partners DO NOT undertake welfare activities as a part of, or funded by an approved aid and development project.

Global Development Group and its partners facilitate ***aid and development projects***, not create or perpetuate welfare dependency. As such, Global Development Group has a different vision and method of operation than pure mission or welfare organisations.

Difference between Development, Relief and Welfare

✔ Development: a comprehensive economic, social and cultural process that aims at the constant improvement of the well-being of all individuals in the area/community. It involves their active, free and meaningful participation in the process and in the fair distribution of the benefits that result. A development project or activity aims to produce sustainable benefits that will endure after assistance has ceased.

✔ Relief: provision of basic support to people in an emergency situation, including natural phenomena such as earthquakes, or chronic disasters such as famine; or conflict or political instability. Relief measures are usually temporary and directed at providing life-sustaining assistance or short-term recovery support aimed at putting people 'back on their feet'. Relief is provided to groups of people, such as communities, directly affected by a disaster.

✖ Welfare: Assistance that keeps individuals in a particular condition on a long-term basis. Welfare is implemented independently of other sustainable community development activities and includes no strategy for integration into a broader, community development program. It is provided on an individual or family basis, rather than on a community basis, and is unconnected to emergency needs. Welfare activities are implemented on a long-term basis with no clear exit strategy.