

MAA INTERNATIONAL

CODE OF CONDUCT



Work Product Unique ID: POL-CMP025

© Copyright MAA International, 2025

Version 1.0, Effective immediately.

TABLE OF CONTENTS

1	Introduction.....	3
1.1	Purpose.....	3
1.2	Scope.....	3
2	THE PRINCIPLES.....	4
2.1	Guiding Principles	4
2.2	Compliance with Law.....	4
2.3	Duties of Responsible People.....	4
2.4	Ethical Fundraising.....	4
2.5	Respect for Donors.....	4
2.6	Conduct Toward Beneficiaries.....	4
2.7	Conflicts of Interest	5
2.8	Confidentiality and Privacy.....	5
2.9	Reporting Concerns	5
2.10	Breaches of the Code.....	5
2.11	Code of Conduct Acknowledgement.....	5
3	Governance Alignment.....	6
4	Document CONTROL.....	7

1 INTRODUCTION

1.1 PURPOSE

This Code of Conduct is aligned with ACNC Governance Standards and the Fundraising Institute Australia (FIA) Code.

MAA International (MAA) is registered with the Australian Charities & Not-for-profits Commission (ACNC). This registration and associated ACNC Tick of Charity Registration (the Registered Charity Tick) aims to give reassurance to the public that the charity is transparent and accountable by highlighting its presence on the ACNC Charity Register.

MAA is also a signatory and a full member of the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management to be in place. The ACFID Code of Conduct requires members to ensure that 'Funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a particular party'.

1.2 SCOPE

This Code applies to all areas of MAA.

This policy applies to all individuals acting on behalf of MAA including directors, Responsible People, employees, volunteers, contractors, consultants, fundraising representatives, suppliers and partners.

2 THE PRINCIPLES

2.1 GUIDING PRINCIPLES

All representatives of MAA must uphold the following principles:

- Integrity and honesty.
- Compassion and respect.
- Transparency and accountability.
- Responsible stewardship of donations.
- Maintaining public trust in the charity sector.

2.2 COMPLIANCE WITH LAW

All personnel must comply with applicable Australian Commonwealth, State and Territory laws including charity regulation, fundraising legislation, privacy obligations and workplace laws. MAA does not tolerate fraud, corruption, bribery, money laundering or misuse of charitable funds.

2.3 DUTIES OF RESPONSIBLE PEOPLE

Responsible People must act with reasonable care and diligence, act honestly and in the best interests of MAA, disclose conflicts of interest, ensure responsible financial management and avoid misuse of their position or information.

2.4 ETHICAL FUNDRAISING

MAA commits to ethical fundraising practices consistent with the Fundraising Institute Australia (FIA) Code. Fundraising must be truthful, respectful and transparent. Donors must not be pressured, misled or harassed, and donor privacy must be protected.

2.5 RESPECT FOR DONORS

MAA will respect donor preferences regarding communications and provide accurate information about how donations are used. Donors may request to opt out of communications at any time.

2.6 CONDUCT TOWARD BENEFICIARIES

MAA representatives must treat beneficiaries with dignity and respect. Images, stories or information about beneficiaries must not be used without consent and must not be misleading, discriminatory or demeaning.

2.7 CONFLICTS OF INTEREST

Actual, potential or perceived conflicts of interest must be disclosed promptly and managed in accordance with MAA policy.

2.8 CONFIDENTIALITY AND PRIVACY

Personnel must protect confidential information relating to donors, beneficiaries, staff and organisational operations in accordance with privacy legislation and MAA policies.

2.9 REPORTING CONCERNS

Any person who becomes aware of misconduct, fraud, unethical fundraising, safeguarding concerns or legal breaches must report the matter through appropriate organisational channels.

2.10 BREACHES OF THE CODE

Breaches of this Code may result in disciplinary action including termination of employment or engagement and referral to regulatory authorities where required.

2.11 CODE OF CONDUCT ACKNOWLEDGEMENT

I confirm that I have read and understood the MAA International Code of Conduct Policy and agree to comply with its requirements.

Name

Position / Role

Department / Team

Signature

Date

3 GOVERNANCE ALIGNMENT

ACNC Governance Standard	How this Policy Supports Compliance
Standard 1 – Charitable Purpose	Ensures resources are used only for MAA’s charitable objectives
Standard 2 – Accountability to Members	Promotes transparency, reporting and accountability
Standard 3 – Compliance with Australian Laws	Requires compliance with all relevant laws
Standard 4 – Suitability of Responsible People	Sets expectations for ethical leadership
Standard 5 – Duties of Responsible People	Defines duties including care, diligence and conflict disclosure
Standard 6 – Public Trust	Promotes ethical behaviour and protection of beneficiaries

4 DOCUMENT CONTROL

Document version details	
Version identifier:	V1.0
Approval authority:	Board of Directors
Effective date	31 December 2026
Next review date:	31 December 2028 or as required