

EXTERNAL CONDUCT STANDARDS POLICY

Policy Category: Governance & Risk Management
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Responsible Person: Board Chair

Version: Three
Reviewed: 19 February 2026
Review Date: 19 February 2028

Introduction

One Foundation International Inc. ("One Foundation") is an Australian registered charity and takes seriously its obligations to act in a manner consistent with its charitable purpose, ACNC registration, and applicable Australian and international laws.

This External Conduct Standards Policy sets out the principles, standards and controls that apply to all activities undertaken by or on behalf of One Foundation, whether conducted within Australia or overseas. The policy reflects the requirements of the **ACNC External Conduct Standards**, governance best practice, and proportionate risk management appropriate to the size and complexity of the organisation.

Purpose

The purpose of this policy is:

1. To ensure that all parties are aware of their responsibilities for identifying and establishing preventative controls and procedures.
2. To provide guidance as to action which should be taken when standards are compromised.
3. To provide clarity regarding standards and the necessary controls to ensure compliance.
4. To provide assurance to all parties that any breach of those standards will be investigated and acted upon.

Scope

This policy applies to:

- Board members (Responsible Persons)
- Employees and contractors
- Volunteers
- Partner organisations and third parties acting on behalf of One Foundation
- All activities conducted both within Australia and overseas

Governance and Responsibilities

Board Responsibilities

The Board of Directors has ultimate responsibility for ensuring compliance with this policy and the ACNC External Conduct Standards. The Board will:

- Oversee the implementation and review of this policy
- Ensure appropriate systems, controls and delegations are in place
- Monitor compliance and address material breaches
- Ensure risks associated with external activities are identified and managed proportionately

Management and Operational Responsibilities

Management and delegated officers are responsible for:

- Implementing procedures consistent with this policy
- Maintaining appropriate records and documentation
- Managing relationships with third parties and partners
- Reporting material risks, incidents or breaches to the Board

External Conduct Standards

Activities and Use of Resources

One Foundation will:

- Ensure all activities are consistent with its charitable purpose and ACNC registration
- Apply reasonable controls to ensure funds, assets and resources are used appropriately and for intended purposes
- Use proportionate due diligence and risk management processes when engaging third parties
- Ensure funds and resources provided to partners are subject to clear agreements, monitoring and accountability mechanisms

Records and Reporting

One Foundation will:

- Keep accurate and complete records of activities undertaken in Australia and overseas
- Maintain financial and operational records sufficient to demonstrate compliance with ACNC requirements
- Retain records for the periods required under Australian law
- Prepare summaries of overseas activities and expenditure where required

Fraud, Corruption and Conflicts of Interest

One Foundation will:

- Identify and manage risks of fraud, corruption, bribery and financial misconduct
- Implement preventative controls proportionate to the level of risk
- Require disclosure and management of actual, potential or perceived conflicts of interest
- Investigate suspected misconduct in line with the Grievance and Complaints processes

Protection of Vulnerable Individuals

One Foundation is committed to safeguarding vulnerable individuals. It will:

- Take reasonable steps to ensure the safety and wellbeing of beneficiaries, including children and other vulnerable persons
- Apply child safe and safeguarding principles in program design and delivery
- Require partners and third parties to meet minimum safeguarding standards
- Respond promptly and appropriately to any safeguarding concerns or incidents

Breaches and Non-Compliance

Any suspected or actual breach of this policy must be reported promptly. Breaches will be assessed and addressed in a manner proportionate to their seriousness, which may include corrective action, reporting to regulators, or termination of relationships with third parties.

Review

This policy will be reviewed by the Board of Directors at least every two years to ensure ongoing compliance with ACNC requirements, relevant legislation, and that it remains appropriate to the nature, size, and complexity of One Foundation's activities.

The Board may also amend this policy at any time to reflect changes in law, regulatory guidance, or organisational operations.

Related Documents

- Ethical Fundraising Policy
- Child Safeguarding Policy
- Conflict of Interest Policy
- Grievance and Dispute Resolution Policy
- Privacy Policy
- Record Keeping Policy
- Distribution of Funds Policy

AUTHORISATION



Michael Chant
Board Chair

Date: 19 February 2026