



## **NCP Semester and Mobility Programs Participant Code of Conduct**

The Department of Foreign Affairs and Trade (DFAT) places a high priority on all New Colombo Plan (NCP) participants having a safe and successful overseas study experience. The NCP is a great opportunity to deepen your Indo-Pacific knowledge, understanding and connections. To make the most of this opportunity it is important you abide by the following guidelines:

1. Behave in a way that upholds the good reputation of Australia by demonstrating sound judgement, common sense, and integrity.
2. Refrain from engaging in, or being party to, conduct that could bring the NCP, your home university, host organisation(s), the Australian Government, or the government of your host location(s) into disrepute.
3. Comply with Australian law, and the laws of your host location(s), as well as the terms of your grant and any applicable rules, policies and reasonable directions issued by DFAT (including this Code of Conduct), your home university and host organisation(s).
4. Hold and comply with the requirements of an appropriate visa for your host location(s) as well as any other location that you visit during your NCP program.
5. Treat others with dignity and respect, regardless of cultural background, political views, religious belief or activity, gender, age, sexual orientation, or disability, avoiding any behaviour that could be considered discriminatory or disrespectful.
6. At all times demonstrate a cooperative and collaborative approach that recognises the value of others' knowledge and experience, and that respects others' rights to have their own opinions.
7. Commit to the practice of 'do no harm' during your program by (a) ensuring your actions do not intentionally or unintentionally expose people to additional risk, and (b) recognising how your actions may influence your host location's social fabric, economy, and environment.
8. Take reasonable steps to avoid any conflict of interest (real, apparent, or potential) and promptly notify DFAT and/or your home university, as applicable, of any conflict of interest that could affect your participation in the NCP.
9. Report any instances of fraudulent behaviour relating to the NCP to [ncp.secretariat@dfat.gov.au](mailto:ncp.secretariat@dfat.gov.au) at the earliest opportunity.
10. Do not engage in any unpaid work, paid work and/or business enterprise for personal gain without prior approval. Do not use your position on the program to request advantages or favours.

11. Understand that any overseas experience, even under the safest conditions possible, has risks, and take all reasonable precautions to mitigate risks.
12. Subscribe to, and commit to monitoring and complying with, regular travel advisories issued by DFAT through [Smartraveller](#).
13. Ensure you are always available to be contacted by your home university and/or designated contact point.
14. Ensure you have undertaken the NCP mandatory online training on Child Protection, have read, and will comply with DFAT's [Child Protection Policy](#). You must understand the below professional behaviours, recognising that it is the shared responsibility of all adults to prevent child exploitation:

#### **Child Protection – Professional Behaviours**

- Treat all children with respect.
- Never use language or behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.
- Do not engage children under 18 in sexual activity or pay for sexual services (limited exception applies for consensual relationships between 16–18-year-olds where age difference is  $\leq 2$  years and documented).
- Ensure another adult is present when working near children; do not invite unaccompanied children into private residences.
- Avoid sleeping near unsupervised children unless absolutely necessary and approved.
- Do not exploit children via technology or access child exploitation material.
- Do not use physical punishment or hire children for inappropriate labour.
- Comply with all relevant laws and report any concerns or allegations immediately.
- Disclose any charges or convictions related to child exploitation or abuse.
- When photographing or filming children: obtain informed consent, respect cultural norms, ensure dignity, and protect identifying information. Note that is the preference of the NCP that photographs of children are not taken.
- Immediately report any alleged incident of child abuse, exploitation or harm to the relevant authorities, and to DFAT via [childprotection@dfat.gov.au](mailto:childprotection@dfat.gov.au) where the incident relates to the NCP.

15. Ensure you have undertaken the NCP mandatory online training on Protection from Sexual Exploitation, Abuse and Harassment, have read, and will comply with DFAT's [Protection from Sexual Exploitation, Abuse and Harassment Policy](#). Understand That you are obligated to conduct yourself in a professional, ethical and transparent manner consistent with the requirements of this policy, including:
  - treat people with respect.
  - refrain from behaviour that others may find inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
  - not engage children under the age of 18<sup>1</sup> in any form of sexual intercourse<sup>2</sup> or sexual activity<sup>3</sup>, including paying for sexual services.

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<sup>1</sup> Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded promptly on personnel files.

<sup>2</sup> As defined under the *Criminal Code Act 1995*.

<sup>3</sup> As defined under the *Criminal Code Act 1995*.

- immediately disclose all charges, convictions, current or ongoing investigations and other outcomes of an offence that relates to sexual exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT.
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as sexual exploitation abuse or harassment.
- refraining from using online networks to download or share inappropriate material of a sexually abusive or exploitative nature.
- adhering to mandatory reporting requirements as set out in the PSEAH Policy including immediately reporting any alleged incident of sexual exploitation, abuse or harassment related to the New Colombo Plan to [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au).

16. Behave respectfully, responsibly, and exercise good judgement in all communications, including social media, complying with the NCP Media and Publications Guidelines (Attachment B).

17. Understand [DFAT's policy](#) on storing and managing your personal information in line with the *Privacy Act 1988* (Cth).

Given the diversity of participant experiences, these guidelines cannot address every situation you might encounter. You should therefore seek guidance from your home university or the NCP Secretariat ([ncp.secretariat@dfat.gov.au](mailto:ncp.secretariat@dfat.gov.au)) if you are unsure about how to respond to a particular situation or issue. Ongoing participation in the NCP is contingent upon compliance with this Code of Conduct.