
EDGE Worldwide Limited

Human Resources Policy

1. Purpose

This HR policy outlines the procedures and expectations for vetting and recruitment of Responsible Persons, members, staff, volunteers, and overseas partners who will be involved in EDGE Worldwide's activities in Cambodia. The policy ensures that EDGE Worldwide adheres to ethical standards, maintains a safe working environment, and complies with regulatory requirements as an ACNC-registered charity. All parties involved with EDGE Worldwide are expected to abide by these standards to uphold the integrity and mission of the organization.

2. Recruitment and Vetting Process

2.1 Responsible Persons (Board Members & Directors)

Criteria for Selection:

- Demonstrated experience in governance, financial management, or the relevant sector of EDGE Worldwide's operations (e.g., international development, charity management).
- Commitment to the values of EDGE Worldwide and the responsible conduct of charity operations.
- Good reputation and standing in the community.
- Understanding of compliance and legal obligations related to ACNC regulations, Australian charity law, and Cambodian laws.
- An understanding of EDGE Worldwide's purpose and strategic direction.

Background Checks:

- National police checks (including any applicable international checks if living overseas).
- Reference checks with prior employers or professional contacts.
- ACNC and Australian government checks for any disqualifying convictions (e.g., fraud, financial crimes).
- Verification of qualifications and professional memberships.

Code of Conduct & Policy Agreement:

All Responsible Persons must read and sign EDGE Worldwide's Code of Conduct and relevant policies, including the Conflict of Interest Policy, Child Protection Policy, and Confidentiality Agreement.

2.2 Members

Criteria for Membership:

- Alignment with EDGE Worldwide's mission and values.
- Proven interest and dedication to the work of EDGE Worldwide.
- Ability to contribute skills or resources to the organization's goals.

Background Checks:

- Police checks, particularly for members who will engage in direct work with vulnerable communities (e.g., children or those with disabilities).
- Reference check

Code of Conduct & Policy Agreement:

Members must read and sign EDGE Worldwide's Code of Conduct, which outlines acceptable behaviours and expectations regarding integrity, safety, and accountability.

2.3 Staff (Local and International)

Criteria for Selection:

- Relevant qualifications and experience for the position.
- Ability to demonstrate commitment to EDGE Worldwide's values, ethical standards, and mission.
- Positive personal and professional references.
- Understanding and adherence to local (Cambodian) laws and regulations.

Background Checks:

- Criminal background checks (local and international as applicable).

- Verification of qualifications and professional references.
- Health checks (if relevant to the role).

Code of Conduct & Policy Agreement:

All staff members must read, acknowledge, and sign the organization's Code of Conduct and all relevant policies (e.g., Child Protection and Safeguarding Policies).

2.4 Volunteers

Criteria for Selection:

- Personal or professional interest in EDGE Worldwide's mission.
- Willingness to undergo training and adhere to organizational policies and procedures.

Background Checks:

- Police checks (particularly for volunteers who will be in direct contact with vulnerable groups).
- Reference checks from previous volunteering roles or professional experiences.

Code of Conduct & Policy Agreement:

Volunteers must sign the organization's Code of Conduct and any relevant policies before beginning their volunteer work. These policies ensure a clear understanding of EDGE Worldwide's expectations regarding behaviour and safety.

2.5 Overseas Partners

Criteria for Selection:

- Established track record of working in international development, charity, or related sectors.
- Alignment with EDGE Worldwide's mission and values.
- Positive reputation in the relevant communities and sectors.

Background Checks:

- Local criminal checks (if applicable).
- Reference checks from international or local agencies, donors, or partners.

Code of Conduct & Policy Agreement:

All overseas partners must adhere to EDGE Worldwide's Code of Conduct, particularly when working with vulnerable populations or managing funds. They will be required to read, understand, and sign the appropriate policies.

3. Continuous Monitoring and Compliance

EDGE Worldwide will ensure ongoing compliance with this HR policy through regular performance reviews, feedback from stakeholders, and mandatory training for all staff, volunteers, and Responsible Persons on key policies (e.g., safeguarding, child protection, anti-corruption).

Failure to comply with the HR policy or its provisions can lead to disciplinary actions, including termination of the person's involvement with EDGE Worldwide.

4. Safeguarding and Ethical Standards

In all recruitment processes, EDGE Worldwide emphasizes a strong commitment to safeguarding and ethical behaviour. All individuals involved in the activities of EDGE Worldwide will be expected to act with integrity, respect, and responsibility, particularly when working with vulnerable groups. Training will be provided on safeguarding, anti-corruption, and the prevention of exploitation.

For questions or concerns, contact the designated Child Protection Officer at EDGE Worldwide Limited Worldwide Limited.

Effective Date: 17-03-2025

Reviewed By: Kate Bevan

Next Review Date: 17-03-2026