

#### **4.4.1 Code of Conduct**

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This Code of Conduct sets out the standards of conduct and personal behaviour required of Employees of Catholic Mission. It applies to all workers within Catholic Mission including employees, volunteers, religious and contractors.

##### 4.4.1.2 Introduction and purpose

It is expected that a worker, in performing his/her duties, will avoid by word, action or public lifestyle, anything which is contrary to the teachings and values of the Catholic Church.

Workers have a responsibility to meet the standards of professional and ethical behaviour required by Catholic Mission, the public, the Catholic community, and the community at large.

Workers must familiarise themselves and comply with the mission, vision, values, policies, procedures and guidelines of Catholic Mission. In the absence of policy, for clarification of policy, or, if faced with a policy, which is at variance with their own view, they should discuss the matter with an appropriate manager to resolve the issue.

##### 4.4.1.3 Scope

This Code of Conduct applies to all workers so that they can meet professional and ethical standards of behaviour and act in accordance with the mission, vision and values of Catholic Mission.

##### 4.4.1.4 Code details

###### *4.4.1.4.1 Legal Compliance*

Workers must comply with legislation, regulations and standards relevant to their position, and always act in accordance with their legal duty of care to others, including donors. This includes, but is not limited to, legislation relating to industrial relations, child protection, privacy, discrimination and work, health and safety.

###### *4.4.1.4.2 Professionalism and Ethics*

In the performance of your duties and publicly representing (including email) Catholic Mission, workers are required to comply with this Code of Conduct and maintain professional and ethical behaviour at all times.

Workers must respect the dignity, rights and views of others by:

- a) listening to and seeking to understand different points of view (this does not necessarily mean agreeing with the point of view);
- b) respecting cultural, ethnic and religious differences;
- c) acknowledging the genuine contributions that others make in meeting Catholic Mission's mission and vision;
- d) expressing constructive feedback that is considerate and moderate in its tone;
- e) being courteous, sensitive, and considerate to the needs of others;
- f) being honest in communications;
- g) actively managing workplace conflict involving themselves or workers under their supervision to create positive and constructive outcomes;
- h) informing workers of their rights and entitlements where appropriate;

- i) working cooperatively and collaboratively with others to achieve common goals and a harmonious work environment; and
- j) supporting the personal and professional development of workers under their supervision.

Workers will perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability. Workers will:

- a) maintain and improve the skills, knowledge and competencies required for their position;
- b) keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to their area of expertise;
- c) exercise care, responsibility and sound judgement when carrying out their duties and conform to the principles of natural justice;
- d) ensure procedural fairness is followed in all processes;
- e) maintain adequate documentation to support any decisions made;
- f) undertake to be mentally and physically fit to carry out their employment responsibilities at all times, refrain from carrying out their duties if under the influence of alcohol, any illegal substance, or any drug which impairs their performance or poses a safety risk to themselves or others;
- g) not tolerate dishonest behaviour by colleagues or others;
- h) not take or seek to take improper advantage of any official information gained in the course of employment;
- i) not take improper advantage of their position to benefit themselves or others; and
- j) not allow personal political views/affiliations or other personal interests to influence the performance of their duties or exercise of responsibilities.

When representing others in the use of stories, images, quotations or other, workers will ensure the dignity and rights of those represented are always the priority and that they are respected at all times.

#### *4.4.1.4.3 Compliance with Lawful Direction*

Workers will recognise legitimate authority within Catholic Mission. Employees will carry out the reasonable directions of management. Failure to do so may result in disciplinary action, including the termination of employment.

#### *4.4.1.4.4 Conflict of Interest*

Workers have an obligation to ensure that there is no actual or perceived conflict between their personal interests and professional duties. In general, if any personal advantage is obtained or may be perceived to be obtained, there is potential to bring their actions into question.

As a rule of thumb, a good test to apply to difficult situations would be for the worker to ask how he/she would react if all personnel were informed of his/her conduct or behaviour. If the worker would feel uncomfortable then he/she should seek advice prior to proceeding.

Workers have an obligation once they become aware that there is, or may be, a potential conflict between their personal interest and professional duty (whether real or apparent) to immediately inform a manager and seek guidance on how or if to proceed.

In general, it is not necessary for a worker to obtain permission to be involved in voluntary or unpaid activities. However, where a conflict of interest arises between these activities and official responsibilities, the worker has an obligation to raise the issue with his/her manager.

#### *4.4.1.4.5 Acceptance and /or Giving of Gifts or Benefits*

It is expected that an worker will never solicit any gifts or benefits. Nor should the worker accept gifts or benefits either for him/herself or for another person which might in any way, either directly or indirectly, compromise or influence him/her in his/her professional capacity.

Gifts of a nominal value generally used for promotional purposes or moderate acts of hospitality offered as a genuine 'thank you' by a client may be accepted by the worker as long as they have not been solicited.

Gifts or hospitality offered as an inducement to purchase, provide information or treat favourably are not acceptable regardless of their monetary value.

Acceptance of gifts and hospitality is a matter of judgement for the worker, however, the worker must be satisfied that his/her position will not in any way be compromised or appear to be compromised by acceptance of the gift or hospitality. If accepted, the worker must consider what is 'reasonable' and, if made public knowledge, how would the worker be perceived, what may be the impact upon the worker's personal or professional reputation, and how might it impact upon future dealings with clients, stakeholders and contractors.

#### *4.4.1.4.6 Use of Social Media*

Workers have an obligation to use social media responsibly and not in a way that may cause harm – either to reputation, personal wellbeing, business or other – to Catholic Mission employees, people or organisations associated with Catholic Mission, or Catholic Mission itself. Any use of social media (e.g. including but not limited to Facebook, Linked In, Twitter, blogs, online forums, YouTube, podcasts) during working hours or on Catholic Mission equipment/IT systems is to be primarily for the normal business of Catholic Mission. Occasional personal use is acceptable so long as it does not interfere with work in any way, and complies with the requirements of Catholic Mission's policies.

#### *4.4.1.4.7 Reporting of Improper Conduct*

Workers have a responsibility to report immediately to a relevant senior staff member any suspected cases of improper conduct.

#### *4.4.1.4.8 Management of Resources*

Workers must use Catholic Mission's resources economically and ethically. These resources include finances, facilities, equipment, vehicles, and any other property which is the responsibility of Catholic Mission. Workers have a duty to ensure that the organisation's resources are used only for their intended purpose, are well maintained and secured against theft or misuse.

Workers are fully accountable for the use of Catholic Mission's work time and resources. A worker should not use work time or resources for an outside interest or personal gain; examples include the development of a new commercial idea or writing a book.

Workers have a duty to report any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability to their manager.

#### *4.4.1.4.9 Protected Disclosures*

In reporting any improper use, fraud, waste or abuse of resources, corrupt conduct, inadequate administration or accountability workers are entitled to seek support and protection when making such disclosures, and to be notified of the action taken or proposed in relation to the disclosure. Workers are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations. Workers may be liable for disciplinary action as a result.

#### *4.4.1.4.10 Confidentiality*

Catholic Mission workers must not divulge, either during work or after leaving Catholic Mission any confidential information gained as a worker of Catholic Mission that could adversely affect Catholic Mission. Catholic Mission workers must also abide by the requirements of privacy legislation.

#### *4.4.1.4.11 Interaction with other Catholic Mission Policies and Guidelines*

It is expected that this Code of Conduct is read and understood in conjunction with the existing policies and procedures of Catholic Mission. In particular, it is expected that workers understand and regularly review Catholic Mission's policies, procedures and guidelines relating to:

- a) Grievance
- b) Anti-Discrimination
- c) Work Health and Safety (WHS)
- d) Workplace Bullying and Harassment
- e) Use of the Information Technology System
- f) Rehabilitation for Work and Return to Work
- g) Safeguarding Children and Vulnerable Adults
- h) Cross Cutting Policies (Counter-Terrorism, Environmental Sustainability, Gender Equality, Disability, Human Rights, Conflict Sensitivity-Do No Harm)
- i) Employee Assistance Program (EAP)
- j) Performance Development and Review (PDR)

#### *4.4.1.4.12 Breach of the Code of Conduct*

Proven breaches to this Code of Conduct by workers can result in, but is not limited to, any one or more of the following:

- a) Disciplinary action
- b) Dismissal
- c) Notification to an external agency
- d) Criminal charges

Contractors who engage in unacceptable behaviour may have their contract or engagement with Catholic Mission terminated or not renewed.