



Catholic Diocese of Sale

Staff Code of Conduct Policy

(This policy is sourced and in line with the Catholic Education Office)

1 INTRODUCTION

The purpose of this Code of Conduct is to provide staff with guidance on the professional standards of behaviour expected of them in performing their duties of employment. These standards exist alongside the standards of behaviour and performance required of employees under their contract of employment, Diocese of Sale policies, industrial agreements and legislation.

2 PURPOSE

The Code of Conduct provides employees with a clear understanding of the personal and professional behaviour expected of them whilst employed at Diocese of Sale. This Code applies to all employees of Diocese of Sale and their interactions with visitors and contractors at the workplace.

3 PRINCIPLES

- 3.1 Diocese of Sale is committed to providing a workplace where expectation of behaviours and performance is commensurate with its values, policies, procedures and guidelines.
- 3.2 Diocese of Sale will comply with relevant legislation and regulations.
- 3.3 Diocese of Sale will ensure all staff are aware of their responsibilities under the Code.
- 3.4 Diocese of Sale will respond appropriately to any breach of this Code in a timely and confidential manner.
- 3.5 Diocese of Sale is committed to child safety and all it entails.
- 3.6 Diocese of Sale staff have a responsibility of reporting to the Professional Standards Officer when a reasonable belief is formed that a child has been harmed or is at risk of being harmed.

4 PROCEDURES

4.1 Professional conduct

Employees must:

- 4.1.1 Respect and uphold the strategic priorities and directions of the Diocese of Sale as determined by the Bishop
- 4.1.2 Perform duties with skill, honesty, care and diligence
- 4.1.3 Maintain a high standard of integrity and professionalism
- 4.1.4 Abide by policies and procedures, reasonable instructions, and legislation

- 4.1.5 Act in accordance with legal requirements that pertain to their profession, in particular in relation to:
- Discrimination and harassment
 - Mandatory reporting
 - Privacy
 - Occupational health and safety
 - Grooming
 - Cybersafety
 - Regulatory bodies
 - Commission for Children and Young People – *Reportable Conduct Scheme*
 - Department of Justice and Regulation – *Working With Children Check*
 - Victoria Police – *National Police Record Check*
 - Victorian Institute of Teaching – *Teacher Registration*
 - Responding to police
 - Protection of children and disclosure of abuse
- 4.1.6 Not harass, bully or discriminate against colleagues, members of the public and employees
- 4.1.7 Maintain a professional relationship with Parishes, schools, staff, students, and families
- 4.1.8 Treat colleagues, visitors, contractors and members of the public with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and wellbeing
- 4.1.9 Contribute to a harmonious, safe and productive work environment
- 4.1.10 Foster positive professional workplace relationships

4.2 Child Safety

Diocese of Sale is committed to Child Safety. Staff are expected to actively contribute to the promotion of child safety at all times.

- 4.2.1 All Diocese of Sale staff are expected to:
- Protect children from all forms of abuse.
 - Adhere to the Child Safety Policy of each school at the time of visiting and to the Child Protection and Safety Policy of Diocese of Sale.
 - Be familiar with and abide by the requirements of the Victorian Reportable Conduct Scheme.
 - When visiting schools on their first visit annually, Diocese of Sale staff must read, sign off and adhere to each school's Child Safety Code of Conduct.

- Complete Diocese of Sale identified child safety training as detailed below but not limited to:
 - 'Protecting Children and Vulnerable Adults' - CCI online module completed as per Diocese of Sale training schedule
- Understand and comply with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic), including Failure to Protect, Failure to Disclose and Grooming laws.
- Ensure as far as practicable that adults are not alone with a child.
- Take into account the diversity of all children, including (but not limited to);
 - the needs of Aboriginal and/or Torres Strait Islander children
 - the needs of children with culturally and/or linguistically diverse backgrounds
 - the needs of children with a disability

4.2.2 All Diocese of Sale staff must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children that could be seen as favouritism
- Engage in open discussions of a mature or adult nature in the presence of children, for example, personal social activities
- Use inappropriate language in the presence of children
- Express personal views on culture, race or sexuality in the presence of children
- Have contact with a child or their family outside of work, without the knowledge and consent of their Diocese of Sale manager. For example, unauthorised contact could be after-hours tutoring, private instrumental/other lessons or sport coaching. Accidental contact, such as seeing people in the street, would not be seen as unauthorised contact.
- Have any unnecessary, non-work related online contact using business devices, with a child or their family
- Use any personal communication channels/device such as a personal email account for work related purposes
- Exchange personal contact details such as phone number, social networking sites or email addresses.

4.3 Dress code

4.3.1 Employees are required to:

- Dress in professional attire that is neat, tidy, appropriate to the workplace and properly maintained
- Wear appropriate safety apparel where required.

4.3.2 Safety and Protective Clothing

Where safety and protective clothing is provided, these items must be clean and neatly pressed at all times. All provided clothing is required to be returned on ceasing employment.

4.3.3 Prohibited Clothing / Appearance

Employees are not to wear any clothing, jewellery, or tattoo that conveys a negative statement toward a race, gender, sexual orientation, age, religion, disability, or is otherwise considered harassing or offensive.

4.4 Alcohol and drugs

Diocese of Sale recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

Diocese of Sale is committed to creating and maintaining a safe, healthy and productive workplace for all employees, visitors and contractors. Diocese of Sale does not tolerate attending work under the influence of illicit drugs or alcohol.

4.4.1 Employees must not attend work or drive Diocese of Sale vehicles whilst under the influence of illicit drugs.

4.4.2 Illicit drugs shall not be consumed whilst in the Sion House precinct, other work related business premises or in work vehicles.

4.4.3 It is understood that employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, the relevant manager/deputy director must be notified.

4.4.4 The responsible consumption of alcohol will be permitted in certain proscribed circumstances (which have the approval of the Bishop) for employees, Diocesan staff, visitors and contractors, over the age of 18.

- On these exceptional occasions the consumption of alcohol by employees, Diocesan staff, visitors and contractors' legal limits must be observed.

4.5 Smoke free workplace

Diocese of Sale is a smoke free workplace. Smoking is not permitted in Sion House buildings and grounds or Diocese of Sale vehicles.

4.6 Privacy and Confidentiality of information

Employees are required to respect others' rights to privacy and must maintain the integrity, confidentiality and privacy of any information provided to them in the course of employment. All employees must:

- 4.6.1 Not disclose any confidential information outside of the legitimate performance of their duties
- 4.6.2 Not misuse official information for personal or commercial gain
- 4.6.3 Respect the confidentiality and privacy of all information
- 4.6.4 Ensure the secure storage of sensitive or confidential information.

4.7 Fraudulent and corrupt behaviour

Employees must act responsibly when using Diocese of Sale information, funds, equipment and facilities. Employees must:

- 4.7.1 Not engage in fraud or corruption
- 4.7.2 Report any fraudulent or corrupt behaviour to the relevant Executive member of their Staff Group
- 4.7.3 Report any breaches of the Code of Conduct to the relevant Executive member of their Staff Group

4.8 Conflict of interest

Employees must avoid situations that give rise to a conflict of interest or the appearance of a conflict of interest. Where such a situation arises employees must:

- 4.8.1 Disclose the conflict of interest to the relevant Executive member of their Staff Group
- 4.8.2 Refrain from taking part in any further conduct, discussion or decision making that might be associated with the matter.

4.9 Acceptable use of Information Communications and Technology

All use of Information, Communications and Technology (ICT) resources must be legal, ethical and consistent with the vision, mission and values of Diocese of Sale. Staff are responsible for exercising good judgement regarding the appropriate use of Diocese of Sale ICT resources and must act in accordance with Diocese of Sale policies and relevant legislation.

4.10 Intellectual property and security

All intellectual property developed by employees during their employment will remain the property of Diocese of Sale. Employees that have access to confidential information, data, or other related property in order to perform their duties must protect this information and only use it in the interests of Diocese of Sale, Parishes, schools, staff and students.

5 BREACHES OF THE CODE OF CONDUCT

- 5.1** An employee who, in good faith, raises a concern or discloses an alleged breach will not be disadvantaged.
- 5.2** If any employee has a genuine concern about the conduct of another employee it is important their concern is raised with the relevant Executive member of their Staff Group.
- 5.3** If an employee makes an intentionally false or malicious claim, they may be found in breach of the Code.
- 5.4** All alleged breaches of the Code will be investigated in accordance with Clause 13 – Managing Employee Concerns of the Victorian Catholic Education Multi Enterprise Agreement 2013 (VCEMEA).
- 5.5** Any employee in breach of this policy may be subject to disciplinary action, ranging from a verbal warning through to the termination of employment for serious breaches.

6 EXPECTED OUTCOME

- 6.1** Staff conduct is aligned to Diocese of Sale's values, policies and procedures.
- 6.2** Diocese of Sale delivers outcomes that are best practice because standards are clear and guided by sound ethics.
- 6.3** All breaches are managed in accordance with relevant legislation.

7 REFERENCES

Privacy Act 1988 and Privacy Amendment Act 2012

Occupational Health and Safety Act 2004 (OHS Act 2004)

Workplace Gender Equality Act 2012 (Cth)

Fair Work Act 2009 (Cth)

Equal Opportunity Act 1995 (Vic)

Equal Opportunity Act 2010 (Cth)

Disability Discrimination Act 1992 (Cth)

Sex Discrimination Act 1984 (Cth)

Racial Discrimination Act 1975 (Vic)

Age Discrimination Act 2004 (Cth)

Victorian Catholic Education Multi Enterprise Agreement 2013

Crimes Amendment (Grooming) Act 2014

Serious Sex Offenders (Detention and Supervision) Act 2009

Children, Youth and Families Act 2005

Working with Children Act (2005)

Children Legislation Amendment (Reportable Conduct) Act 2017

8 Related policies

Diocese of Sale Occupational Health and Safety Policy

Diocese of Sale Gifts and Benefits Policy

Diocese of Sale Workplace Equal Opportunity Policy

Diocese of Sale Anti-Bullying Policy

Diocese of Sale Acceptable Use Information Communications and Technology Resources

Diocese of Sale Child Protection and Safety Policy

Diocese of Sale Privacy Policy

9 REVIEW

Implementation Date: September 2014

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Review Date: November 2019