



CODE OF CONDUCT

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CATHOLIC EDUCATION DIOCESE OF PARRAMATTA

CODE OF CONDUCT

1. INTRODUCTION AND PURPOSE

This document sets out the obligations, responsibilities and standards of behaviour, Catholic Education, Diocese of Parramatta (CEDP) requires of its staff members to uphold and encourage a safe, supportive, productive and harmonious workplace and the integrity and reputation of CEDP.

Staff members have a responsibility to uphold these standards including upholding the teachings and values of the Catholic Church and to avoid by word, action or public lifestyle, behaviours which are contrary to those teachings and values.

2. SCOPE

This Code of Conduct applies to all staff members of CEDP. Staff members include paid employees, religious, volunteers, contractors, sub-contractors, consultants and students on work placements.

Staff members are to make themselves familiar with the requirements of this document and ensure they comply with the behaviours and obligations outlined within it.

Failure to comply with the responsibilities and obligations outlined in this document may result in disciplinary action being taken (including termination of employment), notification to external agencies and/or criminal charges. While religious, volunteers, contractors, sub-contractors, consultants and students on work placements are not subject to disciplinary action, conduct that is in breach of this document may result in their engagement being terminated.

3. LAWFUL COMPLIANCE

Staff members must act lawfully and comply with all legislative, contractual and industrial requirements while engaged by CEDP. Staff members must also comply with CEDP's policies and procedures and follow all reasonable and lawful directions given by CEDP.

4. ETHICAL BEHAVIOUR

Staff members of CEDP are to:

- respect the dignity, rights and views of others
- listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view)
- act respectfully at all times, including respecting cultural, ethnic and religious differences
- acknowledge the genuine contributions that others make
- express constructive feedback considerately and in a moderate tone
- not harass, bully or discriminate against colleagues, clients or members of the public
- be courteous, fair, sensitive and considerate to the needs of others
- be honest and act with integrity at all times
- actively assist in managing workplace conflict that personally affects them or staff members under their supervision to create positive and constructive outcomes.

5. PROFESSIONAL BEHAVIOUR AND DEVELOPMENT

Staff members of CEDP are to:

- maintain a high standard and quality of work
- maintain and develop knowledge and understanding of their area of expertise and participate in relevant professional development and training
- continuously seek to improve work performance and bring about improvements in the workplace
- work in a collaborative and collegial manner
- exercise care, responsibility and sound judgement when carrying out their duties
- ensure procedural fairness is followed in all processes
- maintain adequate documentation to support any decision making
- take reasonable care of their safety and health
- take reasonable steps that their acts/omissions do not adversely affect the health and safety of others
- comply and co-operate with any reasonable instruction, policy or procedure, including with respect to work health safety matters
- not carry out their duties under the influence of alcohol, any illegal substance, or any drug which impairs work performance or poses a safety risk to themselves or others
- not take any illegal drugs or restricted substances to any CEDP workplace
- refrain from consuming tobacco on CEDP premises or at any related activity where students or children are present
- not ignore work duties or waste time during working hours
- not take or seek to take improper advantage of any information gained in the course of employment
- not take improper advantage of their position to benefit them self or others
- not allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities
- maintain confidentiality and privacy where required

- report to CEDP any instance where the staff member believes they, or anyone within their workplace, have been treated in a discriminatory, bullying or harassing manner
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6. CONFLICT OF INTEREST

A conflict of interest includes any circumstance, whether actual or perceived, arising from a conflict between the performance of a staff member's professional duties with CEDP and their personal interests.

A conflict can arise when there is a reasonable expectation of a personal benefit, direct or indirect, for a staff member that could influence the performance of their duties. This benefit may be financial or non-financial.

Staff members are expected to:

- Restrict the extent to which a private interest could compromise, or be seen to compromise, their impartiality when carrying out their duties
- Abstain from involvement in official decisions and actions which could be compromised by private interests and affiliations
- Avoid private action in which they could be seen to have an improper advantage from confidential/privileged information they might have access to because of their duties
- Not use their position or CEDP resources for private personal gain, or gain by others with whom they have a relationship or personal association
- Ensure that there can be no perception that they have received an improper benefit that may influence the performance of their duties
- Not take improper advantage of their position or confidential/privileged information gained in that position when seeking employment outside CEDP, or provide such advantage to others with whom they have an association.

Unless an exemption is approved, staff members are not to purchase equipment, materials, goods and services from a person or business where it would provide a financial or other tangible benefit to themselves, their spouse, another staff member, a colleague, relatives, close associates or other related organisations.

Staff members must take suitable measures to avoid, or appropriately deal with, any situation or relationship they may have where a conflict of interest could, directly or indirectly, compromise, or be seen to compromise, the performance of their duties. This includes where employees undertake volunteer work outside their employment with CEDP.

Conflicts of interest (including potential conflicts) must be declared in accordance with the CEDP *Conflict of Interest Procedures*.

A staff member may ask themselves the following questions to assist in identifying whether a situation or relationship is potentially a conflict of interest:

- Do I have personal interests that may conflict, or be perceived to conflict, with my position at CEDP?
 - Could there be benefits for me, my relatives or associates now, or in the future, that could cast doubt on my objectivity?
 - How will my involvement in the decision or action be viewed by others?
 - Does my involvement appear fair and reasonable in all the circumstances?
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7. GIFTS AND BENEFITS

Staff members must not solicit or accept gifts, benefits or hospitality, which might be reasonably seen to either directly or indirectly compromise or influence their professional duties with CEDP.

Staff members must declare all gifts (provided and received) in accordance with the CEDP *Conflict of Interest Procedures*.

Gifts of a nominal value generally used for promotional purposes, or moderate acts of hospitality offered as a genuine thank you by a client, or small gifts from students or parents to school staff at the end of the school year or other special occasions, may be personally retained as long as they have not been solicited by the staff member or could be seen to have comprised or unduly influenced the staff member's professional duties with CEDP.

Gifts or hospitality offered as an inducement to purchase, provide information or treat someone favourably are not acceptable regardless of their nature or monetary value. Examples of inducement include a recruitment agency offering theatre tickets for each temporary person employed.

8. SECONDARY EMPLOYMENT

Staff members employed on a full time basis must seek and obtain approval in writing from their manager prior to engaging in any secondary employment or business activity, including employment within a family company.

Part time and casual staff members must also seek approval to undertake secondary employment from their manager if the employment may result in potential conflicts of interest that could adversely impact on the staff member's ability to perform their duties with CEDP, including work, health and safety concerns, or where the secondary employment may affect CEDP's financial position, services, clients or standing in the community.

Approval for secondary employment is still required when staff members are on leave, including periods of leave without pay.

Where a staff member is already involved in secondary employment, they must provide details of the secondary employment to their manager and obtain the necessary approval.

9. USE AND MANAGEMENT OF CEDP RESOURCES

Staff members must use CEDP's resources economically and ethically. Such resources include money, facilities, equipment (e.g. phones, computers, ipads, fax machines), vehicles, services (e.g. internet) and any other property which is owned or is the responsibility of CEDP. Staff members also have a duty to ensure CEDP resources are used only for their intended purpose, are well maintained and secured against theft or misuse.

Staff members are fully accountable for the use of CEDP's work time and resources. Staff members should not use CEDP's work time or resources for an outside interest, secondary employment or personal gain, such examples include the development of a new commercial idea or writing a book. In such cases the staff member must seek and obtain approval in writing from their manager.

Staff members have a duty to report any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability. Staff members should make reports in accordance with the *Whistleblower Policy*.

10. PROTECT DISCLOSURES

In reporting any suspected improper use, fraud, waste or abuse of resources, corrupt conduct, inadequate administration or accountability, staff members are entitled to seek support and protection when making such disclosures, and to be notified of the action taken in relation to the disclosure in accordance with the *Whistleblower Policy*

Staff members are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations, and may be liable for disciplinary action as a result.

11. CONFIDENTIALITY

It is expected that during and after employment staff members will:

- Treat confidential and personal information about students, their families or other staff members respectfully
 - Exercise caution and sound judgement in discussing other people's confidential and personal information
 - Comply with relevant laws, regulations and CEDP policy regarding the collection, dissemination, use, sharing and security of all such information
 - Only use such information for work-related purposes
 - Only communicate such information to those who need to know in order to perform their role.
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12. FURTHER INFORMATION

If you require further information relating to this policy please contact People & Culture via email at enterpriseservicedesk@parra.catholic.edu.au