



CODE OF CONDUCT

POLICY OVERVIEW

The code of conduct for the Archdiocese of Brisbane is based on the document, “*Integrity in the Service of the Church*”, and aims to help Church Workers reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards within our Code of Conduct, reflect the fundamental belief that all people are made in the image of God and are worthy of respect.

OBJECTIVES

The objectives of the Code of Conduct is to bring the 10 Principles embodied in Catholic Social Teachings (Appendix A) into principles and standards applied in the workplace.

The principles and standards put forward in this Code are extensions of five basic principles for Church Workers in which they:

1. are committed to justice and equity;
2. uphold the dignity of all people and their right to respect;
3. are committed to safe and supportive relationships;
4. reach out to those who are poor, alienated or marginalized;
5. strive for excellence in all their work.

Service, given according to these principles, is life-enriching for both providers and recipients.

SCOPE

The Code of Conduct applies to:

- Fully applicable to the following Agencies of the Archdiocese of Brisbane:
 - ADS;
 - ADF;



- Centacare;
 - Episcopal Offices;
 - Evangelisation Brisbane;
 - Financial Administrator's Office; and
 - Parish employees and volunteers
- The Code applies to all paid workers and volunteers – referred to as “Church Workers” or “Employees”. Reference to one is inclusive of the other.

CODE OF CONDUCT

Those who serve in the Archdiocese of Brisbane, including employees and volunteers shall:

- 1. Commit to justice and equity** by exhibiting the highest Christian ethical standards and personal integrity in their professional conduct.
- 2. Uphold the dignity of all people and their right to respect** by conducting themselves in a moral manner consistent with the discipline, norms and teachings of the Catholic Church.
- 3. Commit to safe and supportive relationships** by not taking advantage of any pastoral or authoritative role for their own benefit; and by adhering to the requirements of the law of Queensland and Australia regarding reporting any suspected abuse of children, young people and vulnerable adults.
- 4. Respond with integrity to those who are poor, alienated or marginalised** by not acting in an abusive or neglectful manner; and by sharing concerns about suspicious or inappropriate behaviour with the appropriate person in their management structure.
- 5. Strive for excellence in all their work** by accepting their professional responsibility in the protection of children, young people and vulnerable adults from all forms of abuse; by providing a professional work environment that is free from harassment; and following the policies and procedures of the Archdiocese of Brisbane. (In achieving



this principle, the expectations on managers and those in supervisory positions are more onerous than for employees as the requirement to provide leadership and deliver management responsibilities are greater than for employees).

The behaviours that reflect these 5 principles are detailed in Integrity in the Service of the Church (extract), Appendix B.

DEFINITIONS

Church Worker is a Lay Church Worker: being a person who undertakes work for the Archdiocese in either a paid or unpaid arrangement. The work undertaken is not connected with spiritual or religious matters and the person is not bound by religious rule, nor belongs to or lives in a monastic or other order.

QUALITY CONTROL

Employees are expected to comply with this code not only in their daily work activities, but also outside of work hours where they can be readily identified as an employee and/or a representative of the Catholic Archdiocese of Brisbane (e.g. in nominated community leadership roles and/or communication mediums - refer to **Section 22 Use of Communication Mediums**).

A parish/agency will support an appropriate standard of behaviour (Code of Conduct) incorporating the above intentions. It will provide guidance to staff on how to conduct themselves in a fit and proper manner consistent with Catholic Social Teachings on:

- Respect for Human Dignity;
- Respect for Human Life;
- The Principle of Association;
- The Principle of Participation;
- Preferential Option for the Poor and Vulnerable;
- The Principle of Solidarity;
- The Principle of Stewardship;
- The Principle of Subsidiarity;



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- Human Equality;
 - The Principle of Common Good.

Persons who hold positions of pastoral/ministerial leadership (and/or perceived power) will be held accountable in both their work and personal lives for teaching and/or acting in accordance with the doctrine and moral teachings of the Catholic Church.

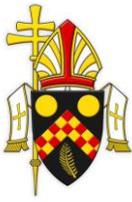
Those persons involved in pastoral ministry will draw upon “Integrity in Ministry” for standards of behaviour consistent with the Church’s teachings.

Conduct not consistent with this Code of Conduct in the workplace includes being engaged in activities or situations that can give the appearance of:

- bullying;
- sexual or other harassment;
- exploitation;
- sexual exploitation;
- conflict of interest;
- abuse as defined in the Church’s Towards Healing document;
- possession or distribution of pornographic material;
- abuse of alcohol, drugs or gambling in a way that interferes with the person’s service of the Church;
- any form of criminal conduct including stealing;
- any other form of theft; or
- any form of assault.

Breaches of this policy may lead to the discipline of those found to be in breach which may lead to the termination of employment.

Organisational guidelines, policies and procedures are developed by the Archdiocese to assist in the effective management of its business. Such guidelines, policies and procedures are not intended to be legally binding on the organisation. They are not⁴



incorporated in contracts of employment. The Archdiocese may modify, replace or withdraw any of its guidelines, policies and procedures at any time and it reserves the right to depart from them in individual cases.

ASSOCIATED DOCUMENTS

Centacare Delegation of Authority Policy

Centacare Branding Policy

IMPLEMENTATION – COMMUNICATION / TRAINING PLAN FOR EFFECTIVE IMPLEMENTATION

The Code of Conduct has been in place for some time and displayed on the Archdiocesan Intranet. It will be replaced with this code and training material and induction material updated with this document.

APPENDICES

Appendices A and B below although separate documents are incorporated into and form part of this Code of Conduct.

Appendix A 10 Principles of Catholic Social Teachings

Appendix B Integrity in the Service of the Church (extract)



Approval Details

Approval Authority:	Director, Human Resources
Approval date:	07/01/2016
Issue date:	07/01/2016
Document no:	HR/006/1
Edition no:	1.0
Date for next review:	07/01/2019
Keywords:	Policy, procedure, code of conduct, Integrity in the service of the Church
Contact Person/Unit:	Consultant, Organisation Development, Human Resources

Revision History

Version	Revision date	Description of changes	Author
1.0	07/01/2016	Procedure established	Stacey Emery
Written By:	Consultant, Organisation Development, Human Resources		
Reviewed By:	Director, Human Resources		
Authorised By:	Director, Human Resources		
Recipient	<ul style="list-style-type: none">• ADS;• ADF;• Centacare;• Evangelisation Brisbane;• Financial Administrator's Office; and• Parish Employees.		