

CODE OF CONDUCT

*“Are you ready to give your life,
so dear to you are the young
people entrusted to you?”*

~ St John Baptist de La Salle

**De La Salle District of Australia New Zealand
Pakistan and Papua New Guinea (ANZPPNG)**

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1.0 PURPOSE

This Code of Conduct is built on the foundation of Lasallian Values, our faith traditions and is underpinned by Integrity of Ministry <https://www.catholic.org.au/documents/1344-integrity-in-ministry-2010-1/file> and <https://www.catholic.org.au/documents/1345-integrity-in-service-of-the-church-1/file>. It sets out what is required in the clear expectation that at all times and under all circumstances, everyone will uphold the ethical and moral commitment we have to those we serve.

The safety and well-being of children and adults at risk is integral to the delivery of the Lasallian Mission and is reflected within this Code of Conduct.

2.0 SCOPE

The Code of Conduct applies to every person who serves the Lasallian Mission in the District of ANZPPNG including Brothers, employees, volunteers, and Board Members.

This policy also applies to anyone engaged within Lasallian Ministries under contract, volunteering or if they are involved with Lasallian Ministries through other parties.

3.0 CODE OF CONDUCT

As Lasallians we have a shared responsibility to bring to life through our actions and behaviours the word of the Gospel, Lasallian Values and our commitment to upholding them. It is through personal example that we honour the Mission, all people within it and all those to whom it serves.

It is expected that at all times there will be respect for diversity, and the promotion of equality. The District has a zero tolerance to discrimination of any form.

At all times such expected behaviours relate to both face to face and virtual interactions.

All those engaged in the Lasallian Ministry will:

- Act equitably and reasonably and treat all others with honesty, respect, courtesy and compassion.
- Be accountable for their individual actions and act with integrity and authenticity.
- Engage in dialogue which includes respectful listening and genuine appreciation for feedback.
- Behave and communicate in ways which do not intimidate, discriminate, degrade, humiliate, or bully.
- Ensure that behaviours do not constitute any form of harassment or discrimination, including sexual harassment, discriminatory practices, bullying or any form of unlawful behaviour.
- Respect the privacy of others and maintain confidentiality where such confidentiality does not require any violation of mandatory reporting and/or legal requirements.
- Not bring into disrepute the Lasallian Ministry through the inappropriate use of social media, or other online platforms, or through any public commentary or inappropriate behaviour either in person or online.
- Ensure that consent is obtained before undertaking any photography, filming or audio-recording of others. This specifically includes obtaining written consent from parents/guardians before taking photographs or any digital footage of children or minors.
- Use language which is respectful and appropriate, including ensuring that language is appropriate to the audience, specifically to children and young people.
- Maintain a respectful, co-operative and collaborative approach to all working and work-related relationships.
- Be knowledgeable of and comply with all jurisdictional laws including those that relate to child protection, workplace harassment and bullying, discrimination and others as relevant.
- Manage and declare situations which may constitute a conflict of interest or give rise to a perception thereof.
- Take all reasonable action to ensure personal health and safety at work and avoid adversely affecting the health and safety of others.
- Be aware of and maintain appropriate professional boundaries towards children and young people.
- Be unimpaired in the carrying out of duties by being free of alcohol, illegal drugs and any debilitating effects of prescription medication/s.
- Report to the relevant person/s inappropriate conduct which might be reasonably considered to be a breach of this Code of Conduct and/or be illegal.
- Make all reasonable efforts to project a public image which is in line with the Ministry and which does not offend or is insensitive to other cultures, religious groups or individuals.
- Not use their position for advantage or personal gain.

All those in Leadership/Governance Positions:

Leaders of and within Lasallian Ministries by the nature of their roles hold privileged positions and as such have the additional responsibility to:

- Be role models, leading by example the behaviours and standards expected within Lasallian Ministries and outlined in this Code of Conduct.
- Act promptly in response to a complaint/s received related to breaches of the Code of Conduct or any other policies.
- Make decisions fairly, impartially and promptly, taking into consideration all legislation, information and related policies and procedures.
- Ensure that all those engaged within the Ministry understand what is expected of them with regard to the Code of Conduct and as such proactively socialise this document with those under their responsibility, including detailing how feedback will be provided with regard to complaints received.

All Brothers:

In addition to the Code of Conduct, the document Integrity of Ministry sets out the behaviour standard expected of all religious within the Catholic Church of Australia. Where no such document exists within other jurisdictions the principles of this document will apply.

4.0 LASALLIAN MINISTRIES

It is expected that each Lasallian Ministry in the District of ANZPPNG will in addition to this over-arching Code of Conduct develop their own Code of Conduct reflective of their unique Ministry and which takes into account any specific legislative requirements and local conditions. However, in doing so it must align and encompass the District Code of Conduct and align with all safeguarding requirements.

Each Ministry must communicate the District Code of Conduct and any specific Ministry Code of Conduct to all personnel and ensure that they are signed as part of their terms and conditions of employment.

Policies are to be considered public documents and are to be made easily available to stakeholders, including children, and their families with versions appropriate to these and other audiences in both hard copy and electronic format. Furthermore regular promotion of policies is to be proactively undertaken to ensure that all have knowledge of their existence and understand their aims and principles.

Such means of communication may include but not be limited to the Ministries website, existing communication channels such as newsletters as well as through tools including webinars, briefings, staff meetings and gatherings as examples.

5.0 BREACHES/CONSEQUENCES OF NON-COMPLIANCE

All those engaged within Lasallian Ministries are required to abide by the Code of Conduct and ensure others also comply. Where an individual/s suspect a breach of the Code of Conduct may have occurred they should report it to the Head of their respective Ministry as soon as possible.

A breach of the Code of Conduct may result in a range of outcomes, including counselling, performance management, and/or disciplinary action (including dismissal) following proper investigation. Breaches of the code of conduct which relate to alleged criminal behaviour will be reported to the Police and/or relevant statutory body.

Any person who has reasonable grounds to suspect that the Head, or Board Member or Brother engaged in the Lasallian Ministry has breached the Code of Conduct, may raise their concern directly to the Professional Standards Officer.

6.0 RELEVANT LEGISLATION AND STANDARDS

Relevant legislation and standards applicable to this Code of Conduct include but are not limited to the following:

- The normative protocols and procedures of the Roman Catholic Church determined for each jurisdiction
- Australian Fair Work Act 2009
- Australia Work Health and Safety Act 2011
- New Zealand Employment Relations Act 2000
- New Zealand Health and Safety at Work Act 2015
- PNG Employment Act (Chapter 373) and/or Common Rules
- Integrity in Ministry – Principles and Standards for Catholic Clergy and Religious
- Integrity in Service – Principles and Standards for Lay Workers

7.0 ASSOCIATED DOCUMENTS

In support of the Code of Conduct the District has a wide range of policies of which individuals and Lasallian Ministries must also ensure compliance with. All policies developed at the District level will be socialised across the District. In addition to District policies there are also a number of external documents which outline compliance requirements. Such policies and procedures include, but are not limited to:

- Safeguarding Commitment Statement
- District Safeguarding Policy
- Disclosure of Abuse or Harm Policy

- Response to Allegations Procedures
- Child Safeguarding Risk Management Plan
- Integrity in Ministry

8.0 CODE OF CONDUCT STATUS AND REVIEW

This Code of Conduct is approved by the Brother Visitor and is a mandatory document for all Lasallian Ministries in the ANZPPNG District.

Information and/or support with regard to the Code of Conduct can be sought from the District Professional Standards Officer.

This policy will be reviewed annually by the District Safeguarding Committee.