



Catholic Archdiocese  
of Perth

# POLICY



## CODE OF CONDUCT

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Approved: 17-07-2024

Effective: 30-07-2024

Policy Category: People & Culture

Sub-category: Workplace Behaviours

*"Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good."*

*1 Corinthians 12: 4-7*



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## DOCUMENT INFORMATION

<b>Name of Policy:</b>	Code of Conduct
<b>Description:</b>	A Code promoting and encouraging the highest standard of social and ethical behaviour by all those who serve the Church.
<b>Policy applies to/scope:</b>	Clergy, Religious Brothers and Religious Sisters, Seminarians, Employees, Volunteers, Church Workers, Board Members, and Consultants, Contractors & Third-Party Users of Church Property, where required.
<b>Policy Status:</b>	<input checked="" type="checkbox"/> New Policy, or <input type="checkbox"/> Revision of Existing Policy
<b>Policy Category:</b>	People & Culture
<b>Policy Sub-category:</b>	Workplace Behaviours
<b>Approval Authority:</b>	Roman Catholic Archbishop of Perth
<b>Governing Authority:</b>	Executive Team
<b>Responsible Officer:</b>	Head, People & Culture
<b>Approval Date:</b>	17-07-2024
<b>Date of Policy review<sup>1</sup>:</b>	01-12-2025
<b>Assistance:</b>	Questions related to the <i>Code of Conduct</i> can be directed to the Head, People & Culture by email: <a href="mailto:peopleandculture@perthcatholic.org.au">peopleandculture@perthcatholic.org.au</a> .

<sup>1</sup> Unless otherwise indicated, this Policy will still apply beyond the review date.



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This Code of Conduct for the Church community of the Catholic Archdiocese of Perth supports the ACSL National Catholic Safeguarding Standards



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## 1. PURPOSE

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- 1.1 This Code of Conduct sets out the standard of professional conduct expected of all those who serve the Church. It provides guidance to assist members of the Church Community to make informed choices about their behaviour and integrate Gospel values into their everyday working lives.
- 1.2 This document supports and upholds the principles and standards of *Integrity in Our Common Mission*, a national code of conduct framework for Catholic ministry and service developed by the Australian Catholic Bishops Conference<sup>2</sup>.

## 2. SCOPE

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- 2.1 This Code of Conduct applies to:
  - a) Clergy, Religious Brothers and Religious Sisters, Seminarians, Employees, Church Workers, Volunteers, Board Members; and
  - b) Consultants, Contractors, and Third-Party Users of Church Property, where appropriate as determined by an Executive Director, Director, Senior Manager or Parish Priest.

## 3. GOSPEL VALUES

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- 3.1 All people who serve the Church have a responsibility to uphold the teachings of the Gospel by acting in a manner that follows the example of Christ as the founder of our Church. The Gospel Values of Faith, Compassion, Forgiveness, Gentleness, Hope, Humility, Integrity, and Justice are beautiful truths that are brought to life in the way we relate to each other, serve others, and conduct our day-to-day work.
- 3.2 Gospel values find expression in:
  - Respect for the **dignity of each person** based on a conscious appreciation of the sacredness and diversity of the individual's creation and sensitivity to the fact that every individual has emotions, fears, hopes and an innate goodness which flows from creation in the image of God.
  - Acknowledgment of the **giftedness of each person** which involves understanding and acknowledging these gifts and empowering individuals and groups to use their gifts.

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<sup>2</sup> Published by Australian Catholic Safeguarding Ltd, November 2023



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- Commitment to building **positive relationships** and maintaining **professional boundaries** which flow from being welcoming, open, and inclusive, honest, loyal, and trustworthy and willing to share knowledge, skills, resources, and insights.
- **Privacy and confidentiality** based on respect for others and professionalism.
- **Accountability for actions** by committing to the mandate and commitment of the Archbishop of Perth and acceptance of responsibility for any action or initiative at a personal and professional level.

#### **4. SPECIFIC STANDARDS TO BE OBSERVED IN PERFORMING DUTIES**

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In keeping with Gospel Values, the Archdiocese requires all people to whom this Code applies to observe the following standards and obligations in their exercise of their duties, roles, and responsibilities:

##### **4.1 Mission and Values of the Church**

- a) Uphold the mission, ethos, values and traditions of the Catholic Church;
- b) Observe and comply with Canon Law;
- c) Observe and comply with the principles and standards of *Integrity in Our Common Mission*<sup>3</sup>.

##### **4.2 Legal and Regulatory Frameworks**

- a) Observe and comply with all Commonwealth, State and Local laws;
- b) If professionally registered, observe all laws, professional codes of conduct and ethics relating to professional memberships.

##### **4.3 Acknowledgement of Country and Reconciliation**

- a) Acknowledge the Traditional Custodians who have walked on and cared for this land for thousands of years and respect and value the continued deep spiritual attachment and relationship of Aboriginal and Torres Strait Islander Peoples to this country;
- b) Demonstrate commitment to the ongoing journey of reconciliation through celebration of Indigenous culture and the creation of culturally safe communities.

##### **4.4 Work Practices**

- a) Be familiar with and observe Archdiocesan policies and procedures as amended from time to time;

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<sup>3</sup> Ibid.



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- b) Carry out duties diligently, ethically and conscientiously and in accordance with reasonable and lawful supervisory directions;
- c) Exercise supervisory responsibility properly, respecting the dignity, rights, and entitlements of others;
- d) Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to areas of expertise;
- e) Maintain a respectful, co-operative and collaborative approach to all working and work-related relationships and take all reasonable steps to resolve issues in a fair and timely manner;
- f) Exercise due diligence in identifying and minimising organisational risk.

#### **4.5 Respect**

- a) Act equitably, fairly and reasonably;
- b) Treat others with honesty, respect, courtesy, and compassion;
- c) Avoid behaviour that could reasonably be perceived as harassment, discrimination, victimisation or bullying;
- d) Avoid behaviour that could reasonably be perceived as intimidating or threatening.

#### **4.6 Honesty and Integrity**

- a) Act honestly and with integrity at all times;
- b) Avoid conflict of interest situations and immediately disclose potential conflict of interest situations;
- c) Not accept any direct or indirect pecuniary, gift or other benefit in connection with the performance of duties, roles and responsibilities unless it is in accordance with related policy and procedure;
- d) Not engage in any behaviour that may cause disrepute of the Church;
- e) Not distribute, sell, possess or be impaired by the use of drugs and alcohol in the workplace or any Church premises;
- f) Behave appropriately and professionally at all after-hours work or service-related events or engagements;
- g) Take reasonable steps to protect and not disclose confidential information;
- h) Use all forms of social media platforms and online activities belonging to or connected with the Archdiocese in a responsible and appropriate manner and not bring the Church into disrepute through personal use of social media;
- i) Only make public comment when authorised to do so and in accordance with Archdiocesan policy and procedure;
- j) Act with authenticity, sincerity and truthfulness and engage in genuine dialogue with other stakeholders through transparent, open, and honest communication.



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#### **4.7 Safeguarding**

- a) Be aware of the position of trust that is held with other members of the Church Community and the increased obligation to protect the safety and wellbeing of children and adults;
- b) Pay particular attention to the needs of Children and Adults at Risk including, but not limited to:
  - Aboriginal and Torres Strait Islander people;
  - individuals who are elderly, are living with disability, are suffering from an illness, or who are otherwise 'at risk';
  - individuals from culturally and linguistically diverse (CALD) backgrounds;
  - children in out of home care, or those who are homeless; and
  - children and adults of diverse sexuality<sup>4</sup>.
- c) Be aware of the inherent power imbalance that exists in the provision of ministry and services between members of the Clergy and members of the Church Community and at all times respond to that power imbalance with understanding, respect and integrity;
- d) Not engage directly with a Child after work hours or service-related events or engagements without parent/carer consent;
- e) Respond and report any concerns, observations or disclosures of harm or abuse;
- f) Comply with the terms of the *Policy: Safeguarding* at all times.

#### **4.8 Stewardship of Property, Facilities and Resources**

- a) Use equipment, facilities and resources in a proper manner;
- b) Show consideration for the workplace and property of the Church and others;
- c) Expend Church funds with proper consideration and care and in accordance with required authorisations and delegations;
- d) Only access or use information, including information on electronic systems and hard copy files, for an authorised purpose;
- e) Comply with Archdiocesan policy and procedure relating to data and cyber security.

#### **4.9 Work, Health & Safety**

- a) Maintain and observe all work, health and safety policies, procedures and practices in the workplace;
- b) Not do any act or omission which may cause injury or harm to any other person or oneself;
- c) Identify and report all hazards, workplace work, health and safety incidents and risks or security incidents.

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<sup>4</sup> Refer Definition of 'Adults at Risk'



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#### **4.10 Accountability**

- a) Be accountable for the work you complete as outlined in the scope of your job description;
- b) Admit and take responsibility for mistakes or involvement in situations that result in unfavourable outcomes and work to rectify problems as quickly as possible;
- c) Ensure that those who have admitted mistakes are treated with fairness and dignity;
- d) Adhere to proper records and information management practices and procedures, so that records are secure, complete, up-to-date and capable of providing organisational accountability;
- e) Disclose and/or report suspected unethical behaviour or wrongdoing by another Employee, Clergy member, Volunteer, Church Worker, Consultant or Board Member to the Head, People & Culture and/or a member of the Executive Team.

#### **4.11 Decision Making**

- a) Exercise a high standard of professional and ethical judgement, making decisions fairly, objectively and without bias;
- b) Consider the possible impact of decisions on others, the environment and on the operation and reputation of the Church.

### **5. ASSISTANCE**

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- 5.1 Where a member of the Church Community has queries or concerns about what is acceptable or unacceptable behaviour and cannot identify or resolve their concerns by application of the standards outlined in this Code, guidance should be sought from the Head, People & Culture.

### **6. BREACH OF CODE**

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- 6.1 The Archdiocese shall take all alleged breaches of the Code of Conduct seriously. Alleged breaches shall be investigated, and disciplinary action may be taken against a person who is found in breach of this Code, in accordance with legislation, Canon Law, and Archdiocesan policies.
- 6.2 Complaints concerning allegations of conduct by Employees that may breach this Code of Conduct will be dealt with by the processes outlined in the *Policy and Procedure: Workplace Behaviours*.
- 6.3 Complaints concerning allegations of conduct by Board Members, Consultants, Contractors & Third-Party Users of Church Property that may breach this Code of Conduct will be investigated and action may be taken





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to remove that person from their engagement with the Archdiocese if found to be in breach of this Code.

- 6.4 If a person becomes aware of a possible breach of the Code, this should be raised with the Head, People & Culture and/or a member of the Executive Team.
- 6.5 In certain circumstances a protected disclosure may be made in accordance with the *Policy: Whistleblower Protection*. The Archdiocese will investigate and support and protect Disclosers in line with this policy.
- 6.6 Any personal threats, emergencies, and serious incidences where the law may have been broken should be reported to the police and Head of People and Culture.
- 6.7 This Code does not stop any person who serves the Church taking an action external to Archdiocesan processes.

## **7. RELATED DOCUMENTS**

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- Canon Law: TBA
- Integrity in Our Common Mission, ACSL, November 2023
- Our Common Mission, ACSL, October 2022
- National Catholic Safeguarding Standards Edition 2, 2022
- *Code of Conduct - Short Form*
- *Code of Conduct - Easy English*
- *Code of Conduct - Other Languages (TBC)*
- *Policy: Workplace Behaviours*
- *Policy: Complaints' Management*
- *Policy: Conflict of Interest*
- *Policy: Gifts & Benefits (TBA)*
- *Policy: Delegations of Authority & Register*
- *Policy: Procurement & Supply*
- *Policy: Privacy & Confidentiality*
- *Policy: Wellbeing, Health & Safety*
- *Policy: Safeguarding*
- *Policy: Screening & Monitoring*
- *Policy: Grievance Resolution*
- *Policy: Whistleblower Protection*



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## 8. DEFINITIONS | GLOSSARY OF TERMS

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For the purposes of this Code and any related documents, the following definitions apply:

**Adults at Risk** means any person aged 18 years and over who is at increased risk of experiencing abuse, such as people:

- who are elderly
- with a disability
- who suffer from mental illness
- who have diminished capacity
- who have cognitive impairment
- who have suffered previous abuse
- who are experiencing transient risks
- who in receiving a ministry or service are subject to a power imbalance
- who identify as Aboriginal and Torres Strait Islander
- who are from a culturally and linguistically diverse background
- who are of diverse sexuality
- who have any other impairment or adversity that makes it difficult for them to protect themselves from abuse.

*(Refer to extended definition within the NCSS – Edition 2)*

**Agency** means an agency that is formally mandated by the Roman Catholic Archbishop of Perth to undertake a work of the Catholic Church in the Archdiocese of Perth.

**Archdiocesan Organisation** means a canonical organisation established by the Roman Catholic Archbishop of Perth including but not limited to St Charles' Seminary, Redemptoris Mater Missionary Seminary, Archives Office, Archdiocesan Tribunal Office.

**Board Member** includes advisory council members, advisory committee members, and any other party as defined under the Corporations Law or other relevant legislation.

**Child** means a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age.

**Church Worker** means and includes Paid and Unpaid Church Workers.

**Clergy** means all those ordained—Archbishops, bishops, priests (including Parish Priests) and deacons—who administer the rites of the church and includes *Visiting Clergy*.

**Church Community** All members of the Church community including but not limited to Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers and Parishioners.

**Consultant** means a person who provides advice and other purposeful activities in an area of specialisation for the Catholic Archdiocese of Perth.



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**Contractor** means and includes a third-party contractor and/or subcontractor who provides goods and/or services for the Catholic Archdiocese of Perth.

**Employee** is a person employed by the Catholic Archdiocese of Perth whether permanent, continuing, fixed term, maximum term, seconded, temporary, full time, part time or casual.

**Executive Team** means the senior leadership team who support the Archbishop and members of the Curia in their leadership of the Archdiocese.

**Office** means an Archdiocesan-owned office including but not limited to, the Safeguarding Office and the Communications Office.

**Paid Church Worker** means and includes paid parish staff and/or any other person who serves the Church in a *paid* capacity.

**Parish** means a parish of the Catholic Archdiocese of Perth.

**Parish Priest** means a priest assigned to a parish including in a subordinate capacity.

**Religious Brothers and Religious Sisters** means members of a religious congregation or order who have been appointed by the Archbishop to an official role within the Archdiocese.

**Seminarian** means a student who is a member of, or educated in, a seminary and who is preparing for the priesthood.

**Third-Party User** means persons or entities with whom the Archdiocese has given permission by contractual agreement or otherwise to use Church Property.

**Unpaid Church Worker** is an individual who willingly gives time to the church and parish life but receives no financial reward or remuneration. Unpaid Church Workers may also be referred to as Volunteers.

**Visiting Clergy** means Clergy from other Dioceses and Congregations (including intrastate, interstate or overseas) who have an official appointment and the appointment is covered by a Memorandum of Agreement between the Archbishop and the diocese/congregation of the Clergy member.

**Volunteer** is an individual who willingly gives time to the mission of the church, its services, and Agencies, but receives no financial reward or remuneration. Volunteers may also be referred to as Unpaid Church Workers. For the purposes of this Policy, Volunteer includes an individual on Work Experience Placement.

**Work Experience Placement** is where an individual, as part of a vocational requirement for a registered educational institution, agrees to perform unpaid work experience within an Office, Organisation, Agency, or Parish of the Catholic Archdiocese of Perth.



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## 9. REVISIONS MADE TO THIS POLICY

Date of Approval	Editorial <sup>5</sup> , Minor or Major Amendment	Approved By	Description
17-07-2024	N/A	+AB	New Policy (includes reference to ACSL publications; stipulates specific standards of conduct to be observed; alignment with national code of conduct - Integrity in Our Common Mission).

This Code is scheduled for review every three (3) years or more frequently, if appropriate.

<sup>5</sup> Refer to the Policy Framework for definitions of Editorial, Minor and Major amendments.