



Code of Conduct Policy

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1. Introduction and Purpose

This document sets out the obligations, responsibilities and standards of behaviour Catholic Schools Parramatta Diocese (CSPD) requires of its staff members. All staff are required to uphold a safe, productive and harmonious workplace that supports the integrity and reputation of CSPD.

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 CSPD. Staff members include permanent, temporary and casual employees, religious, volunteers, contractors or subcontractors (including their employees), employee/s of a labour hire company who have been assigned to work with CSPD, students on work placements, apprentices and trainees.

Staff members are to make themselves familiar with the requirements of this document and ensure they comply with the expected standards of behaviour 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, including NSW Police. While religious, volunteers, contractors or subcontractors (including their employees), employee/s of a labour hire company who have been assigned to work with CSPD and students on work placements, apprentices and trainees, are not subject to disciplinary action by CSPD, conduct that is in breach of this document may result in a review of their engagement which 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 CSPD. Staff members must also comply with CSPD's policies, guidelines and procedures and follow all reasonable and lawful directions given by CSPD.

4. Ethical Behaviour

Staff members of CSPD 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 and professionally 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 other staff members, 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.
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5. Professional Behaviour

Staff members of CSPD 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 health and safety
 - Take reasonable steps that their acts/omissions do not adversely affect the health and safety of others
 - Comply and cooperate with any reasonable and lawful instruction, policy, or procedures, including with respect to work health safety matters
 - Not carry out their duties under the influence of alcohol, any illegal substance, or any medication which impairs work performance or poses a safety risk to themselves or others
 - Not take any illegal drugs or restricted substances within the meaning of section 4 of the *Poisons and Therapeutic Goods Act 1966* (NSW), as amended or replaced, to any CSPD workplace
 - Must not use, consume or smoke any tobacco product, non-tobacco smoking product or e-cigarette on CSPD 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 their position or any information gained in the course of employment
 - 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 CSPD any instance where the staff member believes they, or anyone within their workplace, have been treated in a harassing, bullying or discriminatory manner.
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6. Conflict of Interest

A conflict of interest involves a conflict between a CSPD staff member's official duties and responsibilities, and the staff member's private interests. A conflict of interest can arise from avoiding personal losses as well as gaining personal

advantage. These situations may involve gaining advantage for oneself, or another person/persons.

A conflict may be actual, perceived, or potential and may be pecuniary or non-pecuniary.

All CSPD staff must avoid a conflict of interest.

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 interest 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 CSPD resources for private personal gain or gain by others with whom they have a relationship or affiliation
- 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 CSPD 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/affiliations.

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 CSPD.

For full details regarding CSPD's expectations regarding conflicts of interest, including declaring and managing a conflict of interest, staff members are to refer to CSPD *Conflict of Interest Policy*.

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 CSPD.

For full details regarding CSPD's expectations regarding gifts and benefits, staff members are to refer to CSPD's Gifts and Benefits Policy.

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.

Approval may not be granted if secondary employment or business activity as described above, in CSPD's view, may result in:

- potential conflicts of interest
- work, health, and safety concerns
- affect CSPD's financial position, services, clients or standing in the community
- otherwise adversely impact on the staff member's ability to perform their duties with CSPD.

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 for consideration.

9. Use and Management of CSPD Resources

Staff members must use CSPD's resources economically and ethically. Such resources include money, facilities, equipment (e.g. sports equipment, electronic devices, phones), vehicles, services (e.g. internet) and any other property which is owned or is the responsibility of CSPD. Staff members also have a duty to ensure CSPD 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 CSPD's work time and resources. Staff members should not use CSPD's work time or resources for an outside interest, secondary employment or personal gain, such examples include the development of a new commercial idea, the creation of a new product or service. 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. Confidentiality

It is expected staff members both during, and after, their employment (or engagement) with CSPD:

- Will respect and maintain the confidentiality of information and documents to which they have access in the course of or arising from their employment (or engagement)
- Treat confidential and personal information about students, their families, or other staff members respectfully
- Exercise caution and sound judgement regarding confidential or personal information in the performance of their duties
- Comply with relevant laws, regulations and CSPD 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.

11. Related Documents

- Conflict of Interest Policy
- Gifts and Benefits Policy
- Whistleblower Policy

12. Further Information

Further information on this policy for CSPD staff can be directed to People and Culture via the Enterprise Service Desk on (02) 9840 5620 or via email

esd@parra.catholic.edu.au or the ESD Self Service Portal.

Further information for people external to CSPD, can be directed to the Community Liaison Unit on (02) 9840 5796 or cl@parra.catholic.edu.au.
