

<b>Title</b>	Code of Conduct
<b>Description of policy</b>	Sets out obligations and standards of behaviour the Catholic Education Archdiocese of Canberra and Goulburn (CECG) requires of its workers to promote a safe and harmonious workplace and the integrity of CECG.
<b>Required because</b>	To ensure professional conduct consistent with CECG's Catholic ethos and role as a provider of high quality education and care to children and young people.
<b>Description of changes</b>	<p>Adding specific obligations on all employees and leaders in relation to preventing and reporting bullying and harassment, including sexual harassment, in the workplace.</p> <p>Information for non-employees about sanctions for breaching the Code of Conduct.</p> <p>Minor grammatical changes.</p>
<b>Applies to</b>	<input checked="" type="checkbox"/> Organisation-wide <input type="checkbox"/> Specific (location, schools/ELCs&SACs, Service Area) <input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
<b>Status</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Major revision of existing document <input type="checkbox"/> Minor revision of existing document

<b>Publication location</b>	<a href="#">Intranet</a> and <a href="#">Public Website</a>
<b>Related documents</b>	<a href="#">Guidelines for Professional Conduct When Working With Children and Young People</a> <a href="#">Conflict of Interest Policy</a> <a href="#">Workplace, Health, and Safety Policy</a> <a href="#">Workplace Discrimination, Harassment, and Bullying Policy</a>
<b>Intranet category</b>	Employment
<b>Review date</b>	01/09/2025
<b>Trim reference number</b>	R643304

<b>Approval authority for this version:</b>	People and Culture Area Leader
<b>Approval date:</b>	27/08/2024
<b>Accountable authority</b>	People and Culture Area Leader
<b>Responsible officer</b>	Employee Relations Officer

## 1. Summary

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- 1.1 The Code of Conduct sets out obligations and standards of behaviour the Catholic Education Archdiocese of Canberra and Goulburn (**CECG**) requires of its workers to promote a safe and harmonious workplace and the integrity of CECG.
- 1.2 The Code of Conduct applies to all CECG workers, including employees (permanent, casual, and temporary), contractors and sub-contractors, volunteers, apprentices, work experience students, or a minister, priest, or other religious leader or member of a religious organisation.

## 2. Code of Conduct

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- 2.1 In the course of their duties, workers must uphold this Code of Conduct and respect, support, and uphold the mission, ethos and teaching of the Catholic Church and the values of CECG.
- 2.2 All workers must be familiar with the requirements of this document and ensure they comply with the behaviours and obligations outlined within it, including when dealing with one another, students, and members of the community.
- 2.3 For employees, failure to comply with the Code of Conduct may result in disciplinary action, up to and including termination of employment, notification to external agencies, and/or criminal charges (as applicable).
- 2.4 For contractors and sub-contractors, volunteers, apprentices, work experience students, or members of a religious organisation, failure to comply with the Code of Conduct may result in their engagement being terminated, notification to external agencies, and/or criminal charges (as applicable).

## 3. Professional Behaviour and Obligations

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- 3.1 CECG workers must:
  - a. Understand this Code of Conduct and comply with it at all times.
  - b. Comply with all other CECG policies, guides, and procedures.
  - c. Comply with all legislative, contractual, and industrial requirements.
  - d. Comply with all lawful directions given by CECG.
  - e. Act with fairness, honesty, propriety, reasonableness, courtesy, respect, and without discrimination, harassment, or bullying.
  - f. Use and manage CECG resources in a proper manner and for a proper purpose.
  - g. Take up reasonable opportunities to improve their knowledge and skills, including participation in relevant professional development/training.
  - h. Comply with all Work, Health, and Safety obligations to themselves and others, including when working with children.

### **Standards of Behaviour**

- i. Behave in a way that upholds CECG's values and good reputation of CECG, even if it is in a private capacity.
- j. Act in good faith by not making unfounded complaints with malicious, frivolous, or vexatious intent against another person.
- k. Model effective leadership and respect in interactions with students, colleagues and other members of their school community.

- l. Refrain from rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, or derogatory language and physical abuse or intimidation towards others.
- m. Refrain from making any unwelcome sexual advances, unwelcome requests for sexual favours, or engaging in any other unwelcome conduct of a sexual nature.
- n. Take reasonable steps to prevent or address any bullying and harassment, including sexual harassment, in the workplace.
- o. Inform their manager if they have been charged with a criminal offence and notify any external regulatory bodies as required.

### Drugs and Alcohol

- p. 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.
- q. Not take any illegal drugs or restricted substances to any CECG workplace.
- r. Not engage in smoking, vaping, or use of tobacco on CECG premises, or at any work event (e.g. excursions) where students or children are present.
- s. Not purchase for or offer, supply, or give to students, or condone or encourage the use of illegal drugs, alcohol, tobacco, restricted substances, or medication (unless administering medication in accordance with relevant policy).

## 4. Leadership behaviours

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- 4.1 Managers have higher expectations, standards, and obligations to uphold the Code of Conduct and the mission, values, ethos, and teaching of the Catholic Church and the values of CECG.
- 4.2 In addition to the above responsibilities outlined under section 3, Managers must:
  - a. Promote collaborative and collegial workplaces.
  - b. Implement performance and development processes that are consistent with workers' conditions of engagement.
  - c. Provide ongoing support and feedback to workers.
  - d. Establish systems that support effective communication, within their area of responsibility.
  - e. Consult with and involve their staff in appropriate decision-making.
  - f. Inform workers of the Code of Conduct and all relevant policies and ensure the documents are accessible to them.
  - g. Respond appropriately and in a timely manner to any complaints of bullying and/or harassment, including sexual harassment, in line with relevant CECG policies.
  - h. Take appropriate action if there are suspected breaches or breaches of the Code of Conduct or other policies, procedures, or mandatory compliance obligations.

## 5. Conflict of Interest

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- 5.1 All workers must disclose and take reasonable steps to avoid, any conflict of interest (real or apparent) connected to their duties with CECG or employment.
- 5.2 CECG workers must disclose and mitigate any conflict of interest, in line with the [Conflict of Interest Policy](#).
- 5.3 A conflict of interest exists if a person's personal interests, or the interests of a relative or close associate, conflict with their responsibility to impartially carry out their duties and act in the best interests of CECG (or might reasonably be seen to conflict with duties).

- 5.4 Personal interests are not limited to financial interests. The duty to avoid conflicts of interest includes not taking improper advantage of any information gained in the course of employment and ensuring personal political views/affiliations or other personal interests do not influence the performance of their duties or exercise of responsibilities.

## 6. Breaches of the Code of Conduct

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- 6.1 Where a worker believes that they or another person in their workplace has breached the Code of Conduct, then they should refer to the CECG [Complaints Policy](#) which outlines the processes and steps for lodging complaints.
- 6.2 Complaints will be determined on the facts and circumstances when deciding on the appropriate action to be taken. Appropriate action is determined by considering:
- The nature and seriousness of the breach.
  - Any prior breaches.
  - An assessment of the risk to CECG.
- 6.3 Sanctions for breaches of the Code of Conduct may include:
- Informal counselling.
  - Performance and/or conduct management.
  - Professional learning/development.
  - Increased supervision or monitoring.
  - Coaching or mentoring.
  - Letter of expectation.
  - Informal or formal disciplinary action.
  - Demotion.
  - Termination of employment.
  - Any other proportionate sanction.
- 6.4 For contractors and sub-contractors, volunteers, apprentices, work experience students or members of a religious organisation, sanctions for breaches of the Code of Conduct may include whatever action CECG considers appropriate. This could include the termination of the person's engagement or association with CECG.
- 6.5 Depending on the nature of the breach, workers may also have reporting obligations under Reportable Conduct Policies or Mandatory and Voluntary Reporting Policies (available on the [CECG Policy Library](#), with separate policies for the ACT and NSW).
- 6.6 Workers are protected if they report in good faith any suspected breach of the Code of Conduct to relevant persons in line with the Code of Conduct or relevant policies. No detrimental action (i.e. victimisation) can be taken against workers for reports in made good faith where the worker has reasonable grounds to suspect a report is necessary.

## 7. Confidentiality

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- 7.1 Other than reporting potential breaches in line with this and CECG Complaints Policy, workers must keep information about potential breaches of the Code of Conduct confidential.
- 7.2 Breaching confidentiality may have implications under privacy law and may result in disciplinary action, including termination of employment.

- 7.3 Workers who are alleged to have breached the Code of Conduct or other CECG policy may discuss the matter with advisors or a support person. Advisors and support persons must keep discussions confidential.
- 7.4 Where a worker is in doubt as to the requirements of confidentiality, they should seek advice from their Manager.

## 8. Definitions

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- 8.1 **Worker:** All people engaged in, paid or unpaid, work for CECG including employees (permanent, casual, and temporary), contractors and sub-contractors, volunteers, apprentices, work experience students, or a minister, priest, or other religious leader or member of a religious organisation.
- 8.2 **Manager:** Managers include the CECG Executive Director, Deputy Director, Performance Improvement Leaders, Principals, Service Area Leaders, Managers, Supervisors, and Coordinators.
- 8.3 **Students:** Students include all people enrolled in a school or other educational institution.

## 9. Contact

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- 9.1 For support or further questions relating to this policy, contact the CECG People and Culture Team ([people.culture@cg.catholic.edu.au](mailto:people.culture@cg.catholic.edu.au)) for general Code of Conduct issues or enquires and contact the Child Protection Team ([childprotection@cg.catholic.edu.au](mailto:childprotection@cg.catholic.edu.au)) for Conduct When Working With Children.