

CODE OF CONDUCT

The Sisters of St Joseph Lochinvar



We acknowledge the Traditional Owners of the land on which we live and work.

Introduction and Purpose

The Sisters of St Joseph Lochinvar, their employees and volunteers are committed to a Safeguarding Framework and a Code of Conduct that ensures that we uphold the dignity of each person in both our personal and professional relationships within our environment.

The charism of our founders, Julian Tenison Woods and Mary MacKillop, call us to live gospel values of justice, compassion, hospitality and joy. *Our mission is expressed in ministries to the deprived, degraded and disadvantaged in whatever circumstances of life they may be.* (Constitutions p.6).

The purpose of a *Code of Conduct* is to have a common understanding of what is expected from us as a community as Sisters, employees, or volunteers. It also expresses our commitment to promoting the recommendations of the *Royal Commission into Institutional Child Abuse* as we “need to enter into a period of healing.”

This document sets out the standards of conduct - professional and personal - that promote a safe, supportive and harmonious environment for all. A Code of Conduct reminds us all about our use of personal power and in maintaining personal and professional boundaries.

As employees, sisters and volunteers we will:

1. Ethical Behaviour

- 1.1. Demonstrate personal behaviours that promote respect, care and wellbeing.
- 1.2. Establish just structures working in community, employment and ministry.
- 1.3. Respect and maintain appropriate confidentiality.
- 1.4. Listen and seek to understand different points of view.
- 1.5. Be honest and act with integrity.
- 1.6. Acknowledge and respect differences in cultural and religious traditions.
- 1.7. Extend courtesy to all especially those who have particular needs.
- 1.8. Practice non-violence in mind, heart and action.
- 1.9. Acknowledge the genuine contributions that others make.
- 1.10. Not harass, bully or discriminate against colleagues or members of the public

2. Professional Behaviour

- 2.1. Provide sisters, ministry colleagues and volunteers with access to ongoing formation, professional development and support.
- 2.2. Work with the appropriate authority if an issue of conflict arises or there is a breach of trust.
- 2.3. Take responsibility for the support needed for personal and professional care.
- 2.4. Exercise care, responsibility and sound judgement at all times.
- 2.5. Ensure procedural fairness is followed in all processes.

- 2.6. Take reasonable care of the safety and health of themselves and others.
- 2.7. Not allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.
- 2.8. Report any instance where they or any others have been treated in a discriminatory or harassing manner.
- 2.9. Use the Congregation's resources economically and ethically.

3. Compliance

- 3.1. All in the Congregation must act lawfully and comply with all legislative, contractual and industrial requirements. This includes compliance with all reasonable and lawful directions.

4. Responsibility for implementation

- 4.1 Congregation Leader and Safeguarding Officer are responsible for the implementation of the policy.