

# **Sisters of St Joseph Lochinvar**



## **Code of Conduct**

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This Code reflects the requirements contained in the  
National Catholic Safeguarding Standards (NCSS) Edition 2.

# CODE OF CONDUCT

## The Sisters of St Joseph Lochinvar



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

### Introduction

The Congregation of the Sisters of St Joseph Lochinvar [The Congregation], its members, employees and volunteers are committed to a Safeguarding Framework and a Code of Conduct that ensures that all uphold the human rights, dignity and well-being of each person and safeguard children and adults at risk from abuse and harm.

The charism of our founders, Julian Tenison Woods and Mary MacKillop, call us to live gospel values of justice, compassion, hospitality and care for the deprived, degraded and disadvantaged in whatever circumstances of life they may be. (cf. *SSJL Constitutions p.6*)

### Purpose

The purpose of a *Code of Conduct* is to ensure a common understanding of what is expected from us as a community and as individual Sisters, employees, and volunteers.

It establishes principles for ethical conduct and provides clear information about conduct by personnel towards children and adults at risk that is not acceptable. It reminds us all about our use of personal power and the importance of maintaining personal and professional boundaries.

All personnel employed by and working voluntarily with the Congregation have a responsibility to promote the standards embodied in the Code in addition to the teachings and values of the Catholic Church more broadly.

The Code should be read alongside the SSJL Safeguarding Policy and related documents including the Risk Management Strategy and Complaint Handling Policy.

### Scope

The Code of Conduct applies to all personnel, including members of the Congregation, employees, volunteers.

Before commencing any role, personnel must sign an acknowledgement that they have reviewed the Code of Conduct, agree to comply with it, and understand the consequences of breaching the Code.

Personnel will then be required to review and sign the Code of Conduct regularly and not less than every three years to reaffirm their understanding of their obligations. The Safeguarding Officer is responsible for ensuring that this occurs and for maintaining appropriate records.

### Responsibility for implementation

The Congregation Leader and Safeguarding Officer are responsible for the implementation of the policy, ensuring procedural fairness is followed in all processes, and providing all personnel with access to ongoing formation, professional development and support.

### Reviewing the Code

The content of the Code of Conduct will be reviewed whenever a breach is identified and at least every three years. The Safeguarding Officer is responsible for ensuring the review is completed.

## Ethical Behaviour

### The Congregation promote the following principles:

1. Reflect the beliefs and gospel values of the Catholic faith
2. Demonstrate personal behaviours that promote respect, care and wellbeing
3. Establish just structures working in community, employment and ministry
4. Be courteous, fair, sensitive and considerate to the needs of others
5. Respect and maintain appropriate confidentiality
6. Listen and seek to understand different points of view
7. Be honest and act with integrity
8. Acknowledge and respect differences in cultural and religious traditions
9. Extend courtesy to all especially those who have particular needs
10. Practice non-violence in mind, heart and action
11. Acknowledge the genuine contributions that others make
12. Not harass, bully or discriminate against colleagues or members of the public
13. Acknowledging and respecting differences in cultural, political and religious traditions
14. Taking an inclusive approach that does not discriminate against or harass any person because of their gender, sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual orientation or gender identity. Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977.

## Professional and Personal Behaviour and Development

### In performing their duties, personnel must:

1. Take reasonable care of the safety and health of themselves and others
2. Not allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities
3. Report any instance where they or any others have been treated in a discriminatory or harassing manner
4. Use the Congregation's resources economically and ethically
5. Be alert to staying safe online at all times and not giving out personal information – one's own or another's - to strangers (e safety). This includes all the ways people communicate, using the internet e.g. mobile phones, email, twitter etc.
6. maintain a high standard and quality of work
7. demonstrate a duty of care
8. comply and cooperate with legislative and industrial requirements and any reasonable instruction, policy or procedure
9. use appropriate language
10. maintain adequate records
11. work with the appropriate authority if an issue of conflict arises or there is a breach of trust
12. exercise care, responsibility and sound judgement at all times

### In performing their duties, personnel must not:

1. act in ways that adversely affect the health and safety of others
2. come to work or stay at work while affected by alcohol, any illegal substance, or any drug which impairs work performance or poses a safety risk to themselves or others
3. consume any substance during working hours which would impair their ability to work safely and effectively and would be a risk to the safety of others

4. bring alcohol onto work premises without permission
5. smoke in the workplace, including in stairwells, fire escapes and foyers and before, during and after normal office hours
6. ignore work duties or waste time during working hours
7. take or seek to take improper advantage of any information gained in the course of employment
8. take improper advantage of their position to benefit themselves or others
9. allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities



## Compliance

All personnel in the SSJL community must act lawfully and comply with all legislative, contractual and industrial requirements. This includes compliance with all reasonable and lawful directions. A breach of the Code of Conduct is a disciplinary matter which may result in formal warning, suspension or dismissal (with or without notice) and possible criminal proceedings. In the case of a Sister disciplinary action will be taken according to the Constitutions of the Sisters of St Joseph Lochinvar and Church law.

Note: Where a complaint about the sexual abuse of a child or adult by religious is substantiated under a civil standard, Congregation will undertake a risk management process to determine the appropriate action, in keeping with Church protocols.

***I have read this Code of Conduct and I understand what is being asked of me in both my personal and professional behaviour. I support these directions as part of my commitment to the Sisters of St Joseph, Lochinvar.***

Signed: ..... Date: .....

Code of Conduct approval		Sr Laretta Baker Congregational Leader	August 2020
Code of Conduct review		Sr Laretta Baker Congregational Leader	September 2023