



General Code of Conduct

INTRODUCTION AND PURPOSE

The Code of Conduct of Schoenstatt Australia is to be used in conjunction with the National Code of Conduct of the Catholic Church in Australia: *"Integrity in Our Common Mission"* (2023).

This document sets out the standards of conduct, professional and personal behaviour that Schoenstatt Australia requires of its members, employees and volunteers.

Members, employees and volunteers have a responsibility to uphold and encourage a safe, supportive, productive and harmonious workplace which includes upholding the teachings and values of the Catholic Church and avoiding by word, action or public lifestyle, behaviours which are contrary to those teachings and values.

SCOPE

This Code of Conduct applies to all members, employees and volunteers of Schoenstatt Australia. It outlines the obligations, responsibilities and standard of behaviour that Schoenstatt Australia require of all members, employees and volunteers: to uphold the values, integrity and reputation of Schoenstatt Australia.

Members, employees and volunteers are to make themselves familiar with the requirements of this document and ensure they comply with the behaviours and obligations outlined within it.

LAWFUL COMPLIANCE

Members, employees and volunteers must act lawfully and comply with all legislative, contractual and industrial requirements while engaged by *Schoenstatt Australia*. Members, employees and volunteers must also comply with *Schoenstatt Australia's* policies and follow all reasonable and lawful directions given by *Schoenstatt Australia*.

ETHICAL BEHAVIOUR

Members, employees and volunteers of *Schoenstatt Australia* are expected to:

- respect the dignity, rights and views of others;
- listen and seek to respect different points of view (this does not necessarily mean agreeing with the point of view);
- act respectfully 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 colleagues, 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; and
- actively assist in managing any workplace conflict that personally affects them or other members, employees and volunteers under their supervision to create positive and constructive outcomes.

PROFESSIONAL BEHAVIOUR AND DEVELOPMENT

Members, employees and volunteers of Schoenstatt Australia are expected to:

- maintain a high standard and quality of work;
- maintain and develop knowledge and understanding of their area of expertise;
- continuously seek to improve work performance and bring about improvements in their area of work;
- exercise care, responsibility and sound judgement when carrying out their duties or assigned tasks;
- ensure procedural fairness is followed in all processes;
- maintain adequate documentation to support any decision making;
- take reasonable care of their safety and health;
- take reasonable steps that their acts/omissions do not adversely affect the health and safety of others;
- comply and cooperate with any reasonable instruction, policy or procedure, including with respect to work health safety matters;
- refrain from carrying out their duties or voluntary work under the influence of alcohol, any illegal substance, or any drug which impairs work performance or poses a safety risk to themselves or others;
- not take or seek to take improper advantage of any information gained in the course of employment or volunteer work;
- not take improper advantage of their position to benefit themselves or others;
- not allow personal political or religious views/affiliations or other personal interests to influence the performance of duties, voluntary tasks or exercise of responsibilities;
- maintain confidentiality and privacy where required; and
- report to Schoenstatt Australia any instance where the member, employee or volunteer believes they, or anyone within their area of work or service, have been treated in a discriminatory or harassing manner.

CONFLICTS OF INTEREST

A conflict of interest includes any circumstance, whether actual or perceived, arising from a conflict between the performance of the duties/tasks of a member, employee or volunteer



with Schoenstatt Australia and their personal interests. Members, employees and volunteers are to take all appropriate steps to disclose a conflict of interest (or potential conflict) to Schoenstatt Australia as soon as the member, employee or volunteer becomes aware of it.

A conflict can arise when there is a reasonable expectation of a personal benefit, direct or indirect, for a member, employee and volunteer that could influence the performance of their duties/service. This benefit may be financial or non-financial.

Members, employees and volunteers 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 the performance of their duties/service.

A member, employee or volunteer may ask themselves the following questions to assist in identifying whether a situation or relationship is potentially a conflict of interest:

- Do I have personal interests that may conflict, or be perceived to conflict, with my service for Schoenstatt Australia?
- Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
- How will my involvement in the decision or action be viewed by others?
- Does my involvement appear fair and reasonable in all the circumstances?

GIFTS AND BENEFITS

Members, employees and volunteers 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/service with Schoenstatt Australia.

Gifts of a nominal value generally used for promotional purposes, or moderate acts of hospitality offered as a genuine thank you by a client or visitor, may be personally retained as long as they have not been solicited by the member, employee or volunteer or could be seen to have comprised or unduly influenced their duties / service with Schoenstatt Australia.

MANAGEMENT AND RESOURCES

Members, employees and volunteers must use Schoenstatt Australia's resources economically and ethically. Such resources include money, facilities, equipment (e.g. phones, computers, iPads), vehicles, services (e.g. internet) and any other property which is owned by or is the responsibility of Schoenstatt Australia. Members, employees and volunteers also have a duty to ensure that the resources of Schoenstatt Australia are used only for their intended purpose, are well maintained and secured against theft or misuse.



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CONFIDENTIALITY

Members, employees and volunteers must not divulge, either during or after employment or service with Schoenstatt Australia, any confidential information gained while being a member, employee or volunteer with Schoenstatt Australia.

SPECIFICALLY FOR EMPLOYEES

RESOURCES

Staff Members are fully accountable for the use of *Schoenstatt Australia's* work time and resources. Staff members should not use *Schoenstatt Australia's* work time or resources for an outside interest, secondary employment or personal gain, such examples include the development of a new commercial idea or writing a book.

Staff members have a duty to report to *Schoenstatt Australia* any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability.

PROTECTED DISCLOSURES

In reporting any suspected improper use, fraud, waste or abuse of resources, corrupt conduct, inadequate administration or accountability, staff members are entitled to seek support and protection when making such disclosures, and to be notified of the action taken in relation to the disclosure.

Staff members are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations, and may be liable for disciplinary action as a result.

FURTHER INFORMATION

Further information about this document can be sought from the Board of Trustees of Schoenstatt Australia.