

Diocese of Darwin CODE OF CONDUCT



1. Introduction and Purpose

'To Act justly, to Love tenderly and to Walk humbly with your God' (Micah 6:8)

The Code of Conduct provides an ethical framework for behaviour and decision making.

All personnel have a responsibility to meet the standards of professional and ethical behaviour required of the Diocese, the public and the Catholic community at all times.

All personnel are required to be given a copy and read *Integrity in the Service of the Church – A Resource Document of Principles and Standards for Lay Workers in the Catholic Church in Australia*.

2. Scope

The scope of this code of conduct refers to all Diocesan personnel requiring them to meet the professional and ethical standards according to the mission and values of the Diocese.

For the purpose of this Code of Conduct, Catholic Education Office, CatholicCare NT and St Vincent de Paul Society operate under their codes of conduct pertaining to their specific ministries and business needs that have been ratified by the Bishop of Darwin.

3. Definitions

Diocese – refers to the Catholic Church of the Diocese of Darwin. This includes all parishes, ministries and special ministries operating under the Diocese of Darwin.

Personnel – refers to all clergy, religious, laity, employees, volunteers, or contractors who provide a service on behalf of the Diocese in either a professional or volunteer capacity.

4. Policy Details

4.1 Legal Compliance

All personnel are required to comply with the relevant Territory and Commonwealth legislation. This includes, but is not limited to legislation relating to child protection, privacy, discrimination and work, health and safety.

4.2 Professionalism and Ethics

In the performance of their duties all personnel are required to comply with this code of conduct and maintain professional and ethical behaviour at all times; this includes:

- ✓ Recognising the human dignity in each person and provide courtesy, compassion and respect to all in the workplace (*Integrity in the Service of the Church: Principle 1*)
- ✓ Behaving in ways that do not discriminate or isolate individuals or groups (*Integrity in the Service of the Church: Principle 2*)

- ✓ A commitment to a safe and supportive workplace (*Integrity in the Service of the Church: Principle 3*)
- ✓ Demonstrating justice and fairness in the workplace (*Integrity in the Service of the Church: Principle 1*)
- ✓ Being accountable (*Integrity in the Service of the Church: Principle 1*)
- ✓ Reporting inappropriate behaviour or conflict of interest (*Integrity in the Service of the Church: Principle 4*)
- ✓ Strive for excellence (*Integrity in the Service of the Church: Principle 5*)

4.3 Roles and Responsibility

Personnel are required to perform duties in accordance with their job description and/or any reasonable direction from management.

Personnel are not to engage in tasks that are beyond the limits of their competence and qualification.

4.4 Conflict of Interest

All personnel have an obligation to ensure that there is no actual or perceived conflict between their personal and professional duties.

4.5 Acceptance and/or Giving of Gifts or Benefits

It is expected that personnel never solicit any gifts or benefits. Nor should they accept gifts or benefits either for themselves or for another person which might in any way, either directly or indirectly, compromise or influence their professional capacity.

4.6 Reporting of Improper Conduct

All personnel have a responsibility to report to their relevant senior staff member any suspected cases of improper conduct.

4.7 Management of Resources

All personnel have a responsibility to use Diocesan resources economically and ethically and to avoid waste or excessive use of resources. Diocesan resources include finances, facilities, equipment, vehicles and any other property which is the responsibility of the Diocese.

All personnel have a duty to report any improper use of Diocesan resources to their relevant senior staff member.

4.8 Confidentiality

All personnel must not divulge any confidential information gained at any time.

5. Related Policies

It is expected that this Code of Conduct is read and understood in conjunction with existing policies, procedures and documents of the Diocese.

[Integrity in the Service of the Church \(2011\)](#) Australian Catholic Bishops Conference and Catholic Religious Australia

[Making use of Integrity in the Service of the Church: Support Materials](#), a Document of the National Committee for Professional Standards, 2011.

<https://www.oaic.gov.au/privacy-law/> Australian Privacy Principles (Privacy Act 1988)

6. Breach of the Code of Conduct

Proven breaches to this Code of Conduct may result in, but is not limited to; Disciplinary action, Dismissal or Criminal charges.

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POLICY DOCUMENT CONTROL SHEET

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Record of Issues

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Users must check the Internal Document Register on the Intranet to verify that this is the current version of this policy before use.

No changes are to be made to this document without the agreement of the authorising signatory and must be approved by the responsible manager before implementation.

A Document Change Request must be completed for all changes.