



## Code of Conduct

### Introduction and Purpose

The Presentation Sisters Wagga Wagga, 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 Nano Nagle continues to call us to live gospel values of justice, compassion and hospitality. The *International Presentation Association* statement (2017) reflects the culture and attitude of Presentation People around the world. It states, “The Cry of Earth and people made poor calls us to continue the mission of Jesus to bring forth a sustainable society founded on respect for Earth, universal human rights, economic justice and a culture of peace.”

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

This document sets out the standards of conduct – professional and personal that promotes 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. Practise 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
- 2.10. Use all technology and internet in an ethically appropriate manner.

### 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. Breaches to the Code of Conduct

- 4.1. Breaches of this *Code of Conduct* should be referred to the Congregation Leader. She will respond to any matters which relate to serious misconduct, with concern for justice and the wellbeing for all involved.

### 5. Responsibility for implementation

- 5.1. The Congregation Leader and Business Manager are responsible for the implementation of the policy.

***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 Presentation Sisters Wagga Wagga.***

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONGREGATIONAL LEADER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

