

Code of Conduct

Policy #: 5.7

Category: Human Resources

Last Board Revision Date: 18/06/2018

Revision Number: 3

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Purpose:	Sets out the standards of conduct and personal behaviour required of Mary MacKillop Today employees and personnel conducting business on behalf of Mary MacKillop Today in capacities such as board members, volunteers, contractors or consultants.
Additional Authority:	ACFID
Scope:	Any Representative of Mary MacKillop Today. A representative is defined as any person acting on behalf or under the name of Mary MacKillop Today including Board Members, volunteers, contractors, consultants and staff
Responsible Party:	Board Chairperson, CEO, Country Director and Managers
Definitions:	
Conflict of interest:	When personal advantage is obtained or may be perceived to be obtained and there is potential to bring actions into question.
Inappropriate:	Not suitable in the circumstances.
Confidentiality:	The state of keeping or being kept secret or private.
Improper Conduct:	Behaviour that is not appropriate to the circumstances.

Policy

Commitment

The staff of Mary MacKillop Today are committed to the values of Mary MacKillop and to making Mary MacKillop Today a place worthy of the heart and spirit of Mary MacKillop herself. As such Mary MacKillop Today staff are committed to upholding the values of justice, compassion and dignity.

Policy

Breaches of the code of conduct will be taken seriously and may result in disciplinary action.

It is expected that employees will avoid by word, action or public lifestyle, anything which is contrary to the teachings and values of the Catholic Church; comply with this Code of Conduct and maintain professional and ethical behaviour at all times by respecting the dignity, rights and views of others by:

- Listening to and seeking to understand different points of view

- Respecting cultural, ethnic and religious differences
- Acknowledging the genuine contributions that others make in conducting their work
- Expressing constructive feedback that is considerate and moderate in its tone
- Being courteous, sensitive, and considerate to the needs of others
- Being honest in communications
- Actively managing workplace conflict involving yourself or employees under your supervision to create positive and constructive outcomes
- Informing people of their rights and entitlements where appropriate
- Working co-operatively and collaboratively with others to achieve common goals and a harmonious work environment
- Supporting the personal and professional development of employees under your supervision.
- Complying with Mary MacKillop Today's Child Safeguarding Code of Conduct outlined in the Child Safeguarding Policy (1.2).

Unacceptable behaviours that are prohibited

Unacceptable behaviours that are prohibited conduct include:

- Physical or verbal abuse
- Sexual activity with a child (anyone under the age of eighteen)
- Theft of physical items and intellectual property
- Inappropriate use of assets
- Inappropriate use of email/social networking
- Fraud
- Bribery
- Misrepresentation of the organisation or another staff member
- Breaching confidentiality
- All forms of exploitation and abuse (including sexual)

Legal compliance

Employees must comply with legislation, regulations and standards relevant to their position. This includes legislation relating to industrial relations, child safeguarding, privacy, discrimination and work health and safety.

Work

Employees will perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability including:

- Maintaining and improving the skills, knowledge and competencies required for their position
- Keeping up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to their area of expertise
- Exercising care, responsibility and sound judgement when carrying out duties
- Maintaining adequate documentation to support any decisions made
- Undertaking to be mentally and physically fit to carry out employment responsibilities at all times, refrain from carrying out duties if under the influence of alcohol, any illegal substance, or any drug which impairs performance or poses a safety risk to yourself or others

- Not tolerating dishonest behaviour by colleagues or others
- Not taking or seeking to take improper advantage of any official information gained in the course of employment
- Not taking improper advantage of your position to benefit yourself or others
- Not allowing personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

Compliance with lawful direction

You will carry out the reasonable directions of management. Failure to do so may result in disciplinary action, including the termination of employment.

Conflict of interest

Employees have an obligation to ensure that there is no actual or perceived conflict between personal interests and professional duties. In general, if any personal advantage is obtained or may be perceived to be obtained, there is potential to bring actions into question.

Some examples where conflicts of interest may arise follow:

- Acting as a supplier (either in a personal capacity or through your business) of goods or services to Mary MacKillop Today, yourself, or anyone you deal with in a professional capacity
- Being involved anywhere in the purchasing process when an associate's business is the supplier of goods or services
- Being a member of an interview panel where your spouse, partner or near relative is an applicant
- Accepting a discount on a personal purchase from a business you deal with in your professional capacity
- Providing private paid services in your own time, for which you are already being paid by the organisation
- Accepting gifts, including hospitality, which may be linked to or be perceived as a link to the letting of a contract or tender

Funding activities overseas outside Mary MacKillop Today or outside Mary MacKillop Today's planned projects or for other purposes

Representatives of Mary MacKillop Today must not carry cash for dispersing for any purpose other than to meet travel costs, e.g. to give to specific individuals, for mass offerings or to fund welfare projects to meet individual needs or when asked by a donor to fund specific activities.

Representatives must not take on activities outside Mary MacKillop Today's planned projects or solicit funds from individuals or groups for activities outside Mary MacKillop Today's planned projects or commit to donors to transfer funds through Mary MacKillop Today for a specific activity.

Acceptance and/or giving of gifts or benefits

Employees should not solicit or accept gifts or benefits for themselves or for another person which might compromise or influence them in their professional capacity.

Gifts or hospitality offered as an inducement to purchase, provide information or treat favourably are not acceptable regardless of their monetary value. Gifts of a nominal value (worth less than \$50) offered as a genuine “thank you” may be accepted by you as long as they have not been solicited. All gifts of this nature should be declared on the Mary MacKillop Today gifts register.

Reporting of improper conduct

Representatives have a responsibility to report immediately to a relevant senior staff member any suspected cases of improper conduct. Representatives should use the appropriate reporting mechanism based on the nature of the conduct (see 1.2 Child Safeguarding, 3.7 Whistle-blower Policy, 5.3 Grievance Policy and 8.3 Feedback and Complaints Policy).

Secondary employment

Full-time employees must have approval in writing from the CEO or country manager prior to engaging in any secondary employment or business activity, including a family company.

Part-time employees are entitled to work in a secondary capacity outside Mary MacKillop Today provided the CEO or Country Director are informed if there is a possibility of a conflict of interest that could adversely impact on Mary MacKillop Today.

Management of resources

Employees must use Mary MacKillop Today resources economically and ethically. Mary MacKillop Today resources include finances, facilities, equipment and vehicles. Employees must use resources only for their intended purpose, must maintain resources and ensure resources are secured against theft or misuse.

Employees are accountable for the use of Mary MacKillop Today work time and resources. Employees should not use work time or resources for an outside interest or personal gain.

Employees have a duty to report any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability.

Protected disclosures

Employees are entitled to support and protection when reporting misconduct. Employees are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations. In this case employees may be liable for disciplinary action.

Confidentiality

Employees must not divulge, either during employment or after leaving Mary MacKillop Today any confidential information gained as an employee of Mary MacKillop Today that could adversely affect Mary MacKillop Today.

Implementation of the code of conduct

In accordance with the importance Mary MacKillop Today places on all staff complying with the code of conduct Mary MacKillop Today implements the code through by:

- Including behavioural attributes consistent with the code in job descriptions
- Including behavioural objectives in employees' work plans and holding employees accountable for compliance through the performance management process
- Handing out the staff handbook to new employees and going through the policies in the handbook with new employees on induction
- Asking new employees to complete the ACFID online Introduction to the Code training and then talking with their supervisor about the implications of the code for their position
- Encouraging employees to report breaches of the code and dealing with breaches promptly
- Including the code in leadership and management training and discussion of the implications of the code for their management positions, e.g. leading by example.
- Following clear procedures to enable the open and fair procurement of goods and services as outlined in the Mary MacKillop Today Procurement Policy (6.4).

LINKED POLICIES

All policies are linked to the Code of Conduct, especially:

Policy #	Policy name
1.2	Child Safeguarding
3.8	Risk Management
4.2	Working in Partnership
4.3	Effective Project Management
5.1	Good Practice HR Management
6.2	Financial Management

LINKED FORMS

	Form name
	Code of Conduct Staff Acknowledgement Form