



Catholic Archdiocese of Adelaide

Archdiocesan Code of Conduct

Approved by:

Philip Marshall

Date: August, 2018

Administrator Delegate

Policy Number: HRPOLI001

Review Date: August, 2023



CODE OF CONDUCT

Policy Vision Statement of the Archdiocese of Adelaide

The Archdiocese of Adelaide is a community of believers drawing on our rich tradition and celebrating our diversity, striving for fullness of life in God. We seek to build a family-centred Church, strengthening community and spreading the good news of Jesus Christ, with a particular concern for those who are poor and disadvantaged.

The Archdiocese is a child safe organisation, which reflects Gospel values in providing children, families and individuals with a welcoming, nurturing, child-friendly environment, free from risk of harm. The Archdiocese aims to provide safe environments for all.

Statement

The Catholic Archdiocese of Adelaide is committed to a Code of Conduct to be observed by all clergy, religious, employees, volunteers and participants in the Ministry Formation Program working in the Archdiocese.

The aim of this Code of Conduct is to maintain the expected ethical levels of respect and care for all people.

In the performance of their duties, Archdiocesan clergy, religious, employees, volunteers and participants in the Ministry Formation Program are expected to support the policies and procedures, vision, purpose, values and service delivery principles that underpin the Archdiocese.

Code of Conduct

All clergy, religious, employees, volunteers and participants in the Ministry Formation Program working within the Catholic Archdiocese of Adelaide are required to:

- Act honestly and with integrity in the course of the duties they conduct for the Archdiocese of Adelaide, and comply with standards of behaviour in line with the documents 'Integrity in Ministry' and 'Integrity in the Service of the Church'.
- Act with due care and diligence in the course of their role and responsibilities.
- Treat everyone with respect and courtesy, without harassment of any kind.
- Follow the grievance process outlined by the Archdiocesan Grievance Policy when addressing any conflicts which may arise in the Church workplace.

- Comply with the requirements of all policies and procedures which contribute to and ensure a respectful and safe environment for all people, including those determined by the Archdiocesan Safe Environment for All framework.
- Act in a manner that will not discredit the Archdiocese or individuals within the Archdiocese by refraining from making negative or inappropriate comments or by inappropriate behaviour.
- Comply with the Work Health and Safety requirements and policies and procedures of the Archdiocese.
- Comply with the 'Information and Communication Technology Policy' with specific reference to social media, internet and appropriate mobile phone usage.
- Comply with any lawful and reasonable direction given by a person who has the authority to give the direction.
- Comply with the confidentiality requirements of the Archdiocese.

Responsibilities to Children and Young People

The Catholic Archdiocese of Adelaide (CAA) is committed to the care, wellbeing and protection of children, young people and the vulnerable.

It recognises the dignity of each individual and shares responsibility, with their families and the broader community, for their care, wellbeing and protection.

The CAA's message is that child protection is the **responsibility of every adult**.

The **Safe Environments for All framework (SEFA)** strengthens the CAA's commitment to its responsibility in safeguarding children, young people and the vulnerable, both within the Parish and within the wider community in which the Parish serves.

We support the rights of children and young people and will act to make sure a safe and caring environment is maintained at all times.

Your responsibilities are to:

- Be familiar with and comply with the Best Practice Guidelines for Archdiocesan Clergy, Religious, Employees and Volunteers Interacting with Children and Young People and maintain clear boundaries about appropriate behaviour with children and young people.

- Create a safe environment which values, supports and nurtures the wellbeing of all children and young people.
- Comply with legislative requirements to respond to concerns or allegations of suspected child abuse and neglect and notify either the Department or Child Protection or South Australian Police.
- Comply with child protection policy and procedures to take the necessary steps if it is suspected a person has engaged in any inappropriate conduct with a child or young person.

Any breach of this Code of Conduct may be dealt with in accordance with Human Resource processes and procedures.

Procedure

The Code of Conduct requires that all Archdiocesan clergy, religious, employees and volunteers read the above Statement, ensure that they understand the purpose and content of the document and sign it at the time of commencing in their role for the Archdiocese of Adelaide.

A copy of the signed Archdiocesan Code of Conduct will be kept on personnel files and confidentially stored.

Signed:

Name in Full:

Role:

Signature of Witness:

Name of Witness: ()

Date: / /20