



# The Code of Conduct

**Disclosure:** The Code of Conduct outlines the standards of professional conduct and behaviour expected of all members, volunteers, and employees of the St Vincent de Paul Society Canberra/Goulburn (the Society).

The Code always requires that you:

1. behave in a way that upholds the integrity and reputation of the Society;
2. foster, promote and contribute to a work environment that is fair, inclusive, equitable and free from any form of harassment or discrimination;
3. work collegially and collaboratively towards the Society achieving its mission and vision;
4. comply with any lawful and reasonable direction given by someone in the Society who has the authority to give the direction;
5. act with care and diligence in the course of your work with the Society;
6. perform the duties and responsibilities which are assigned to you to the best of your ability;
7. comply with all applicable Australian laws;
8. not be under the influence of drugs or alcohol in any workplace;
9. disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent);
10. disclose any offer of gifts or benefits offered or suggested to you in carrying out your duties;
11. provide evidence of and maintain all necessary qualifications required in connection with your engagement at the Society;
12. being mindful of sustainable practices in using all Society resources;
13. maintain a high level of confidentiality regarding the work you undertake and any other companion or business matters that you may encounter;
14. not make improper use of inside information, duties, status, power, or authority, in order to gain, or seek to gain, a benefit or advantage for yourself or for any other person;
15. ensure that no unauthorised public or media comment pertaining to the operations of the business are made by yourself or others;
16. not conduct yourself in such a manner, whether during work hours or after work hours, as to cause damage to the Society's property or reputation (or the property or reputation of any of the Society's companions);
17. declare all potential perceived or actual conflicts of interest arising from any trade, business or professional activity with any other entity during the period of your engagement or employment with the Society; and
18. take responsibility for your actions and be accountable for the consequences.

You have a responsibility to act consistently with the standards and expectations set out in the Code. You understand that any breach to the Code may result in disciplinary action being taken against you and could lead to termination of your employment, voluntary engagement, or revocation of membership.

In determining whether your behaviour or conduct is outside the provision of the Code, the Society will seek to understand the following factors:

1. The nature and circumstances of the activity;
2. Your position, duties, and responsibilities;
3. The consequences of the activity and whether they hinder your ability to fulfil your duties and responsibilities;
4. The effects of the activity or its consequences on relationships of the Society with our beneficiaries, counterparts, Government, donors, or the public at large.



# Society Standards

## **Safeguarding of Children and Vulnerable People**

In their work, all Society Personnel commit to protect children and vulnerable people from all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse, grooming or exposure to domestic violence. All Society Personnel are committed to safe environments and practices under the guiding principle of acting in the best interests, and protection of children and vulnerable people.

Society Personnel recognise the additional challenges and vulnerabilities for some communities including:

- Culturally and linguistically diverse communities;
- First Nations Peoples;
- Children and people who identify as part of the LGBTQI community;
- Children and people with a disability.

All Society Personnel, including members, employees, volunteers, contractors are required to:

- promote and demonstrate commitment to Safeguarding Policy compliance and assist with implementation of reporting and processes;
- demonstrate safeguarding behaviours at all times, and take all reasonable steps to protect children and vulnerable people from abuse or harm;
- advise the Society immediately if a reason arises why they may be ineligible to work with children or vulnerable people;
- report any concern about a child or vulnerable person in accordance with the Society's procedure for identifying and responding to a concern about a child or vulnerable person;
- participate in the Safeguarding training and induction required for their role and seek clarification from managers about safeguarding responsibilities, if necessary.

## **Public Comment**

We all have the same rights of free speech and independence in the conduct of our private affairs as do all members of the public. However, we also have a duty not to compromise the Society by publicly criticising (including via social media) the organisation, its business activities, or its people. We are to be mindful at all times that our personal opinions have potential to be linked to our roles as representatives of the Society and are to take all reasonable care to ensure this does not bring ill will or disrepute to the Society.

## **Official Public Comment to the Media**

The Society has nominated spokespersons who are authorised to communicate with the media. Unless specifically delegated with the authority, you should not communicate to the media any information concerning the Society or its business activities. You are to refer all media inquiries to the CEO or Marketing & Fundraising Team. You are to familiarise yourself with the Media Policy.

## **Political Beliefs**

The Society is a non-political organisation and is not to be aligned with any political parties. You may engage in political activity in a personal capacity and at your own discretion. Formal and public interaction or representation of a political party must be declared in accordance with the Conflict of Interest policy.

## **External Communications**

All reports or documents prepared by the Society are for the use of the Society exclusively and remain the property of the Society.



### **Reporting a suspected breach of the Code**

Suspected breaches of policy or the Code are to be reported in the first instance with the supervisor of the person suspected of the misconduct, your own supervisor and or the People and Culture Manager. If the breach involves the persons manager then the suspected breach can be raised with another member of the Executive team. Where you feel unable to raise your concerns directly with those noted above, you may report your concerns to [HumanResources@vinnies-cg.org.au](mailto:HumanResources@vinnies-cg.org.au).

### **Appropriate use of resources**

The Society's resources may include money or money-like resources (such as allowances, credit cards, cash, eftpos and cab charges), tangible goods (such as cars, furniture, clothing or computer equipment), intangible goods or services derived from those tangible or intangible goods (such as e-mail, petrol, or internet). These resources are made available to you for fulfilling your work responsibilities and you must exercise judgment and caution and comply with relevant legislation and organisational policies in your use of any company resources.

As a Society member, volunteer, or employee you have an obligation to:

- show reasonable care and neither use, nor allow the use of company property, resources, or funds for anything other than authorised purposes;
- use all company resources efficiently and effectively for fulfilling your work responsibilities; and
- treat all company property with due care and ensure it is secured against theft and misuse.

The content of any e-mail within the 'vinnies-cg.org.au' system is the property of the Society. You must not download or pass on material that is inappropriate at any time for any purpose. Excessive use of private e-mails/internet/social media usage and private telephone calls may lead to disciplinary action, counselling and/or termination.

Copyright law must always to be observed in copying or distributing any material.



## Acknowledgement and Commitment

As a representative of the Society, I agree to support the mission to serve the poor with respect, empathy and compassion, display a commitment to social justice, advocacy for those whose voices are not heard, and to carry this out with integrity and courage in the face of adversity.

I acknowledge my daily interactions must reflect the value that the Society places on its mission and its people while delivering a quality service experience.

**For the duration of my engagement as member, volunteer, or employee of the Society I agree to uphold and abide by the Code of Conduct and Standards contained in this document.**

**I understand that failure to uphold these may result to a termination of my engagement.**

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_