Applicability

The Code of Conduct (Code) applies to all workers of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG), including employees, volunteers, contractors and sisters where they are appointed to a position within ISMAPNG.

Purpose

The Code outlines the standards of conduct, personal and professional behaviours expected of a person engaged in activities associated with or on behalf of ISMAPNG to uphold and encourage a safe, supportive, productive and harmonious workplace.

The Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your role. Instead it is intended to provide you with a broad framework that will assist you in understanding your responsibility to uphold these standards and display appropriate behaviour when performing your role or when you are faced with an ethical issue.

Context

As a Church entity, with its particular mission and ministry focus on the spiritual and corporal works of mercy, ISMAPNG organises itself in a way which enables its mission to be carried out. Women and men inspired by the charism of mercy work alongside the Sisters and in partnership with them in a variety of settings, enabling relationships to be developed and information to be shared in various ways. The multidimensional nature of relationships that exists within ISMAPNG makes a unique and distinctive culture that will continue to emerge as we build on the rich heritage and tradition of all who now shape ISMAPNG.

Code

The Code outlines the obligations, responsibilities and standards of behaviour required to uphold the mission, values, integrity and reputation of ISMAPNG. It is important to make yourself familiar with the requirements of the Code.

Employees and sisters are required to speak to their leader, manager or Human Resources (as appropriate) if they have any concerns in understanding any part of the Code.
Contractors and volunteers must be made aware of the Code by the ISMAPNG sister or employee who is responsible for their engagement.

The objectives of the Code are to:

- Provide a benchmark for professional behaviour throughout ISMAPNG.
- Support ISMAPNG’s reputation and image.
- Make workers aware of the consequences of not following the expectations outlined in the Code.

**Responsibilities under the Code**

All workers have the following responsibilities under the Code:

1. Demonstrate behaviours which are consistent with ISMAPNG Workplace Values.
2. Act with integrity, honestly and in good faith in the best interests of ISMAPNG.
3. Carry out duties according to the law, using due care and diligence.
4. Comply with all ISMAPNG stewardship statements, policies, procedures, relevant statutory regulations and all reasonable instructions.
5. Assign to ISMAPNG all intellectual property rights in the works you create during your association with ISMAPNG.
6. Maintain confidentiality, including not disclosing, without authority, ISMAPNG or sister related information.
7. Avoid or appropriately manage any actual or perceived conflict of interest in connection with your association or employment with ISMAPNG.
8. Attend work in a fit and proper state, unaffected by alcohol or non-prescription drugs, and where affected by prescription drugs that may impair your performance, notify your leader or manager of the circumstances.
9. Not solicit or accept gifts, benefits or hospitality which might reasonably be seen to either directly or indirectly compromise or influence your duties with ISMAPNG.
10. Not engage in personal or professional conduct, including use of social media, that has the potential to adversely affect the reputation of ISMAPNG, its ministries or sisters.
11. Seek guidance from your leader, manager or Human Resources on aspects of employment where a potential breach of the Code may occur.
12. Report instances where the Code has been breached by others.

**Consequences**

Most people choose to work with ISMAPNG because of its mission. The Code outlines the minimum expectations of workers. Behaviours that are contrary to the spirit of the Code and breaches of the Code will be taken seriously and may result in disciplinary action which may include termination of employment, depending on the nature and circumstances of the breach.
To assist workers with understanding their obligations in more detail, examples of the behaviours which do and do not demonstrate ISMAPNG’s Workplace Values are outlined below. It is expected that all those working in ISMAPNG will be familiar with this document and the example behaviours.
Serious Misconduct

Examples of behaviours that could amount to serious misconduct are provided below. This list is not exhaustive, however it does outline the types of actions and behaviours that could be considered serious misconduct.

Examples include:

- Breach of ISMAPNG stewardship statements or policies.
- Breach of privacy.
- Bullying at work or violent behaviour.
- Failure to report a work related injury or incident.
- Continual lateness for work or unauthorised absence.
- Careless action or neglect of professional conduct or duty.
- Falsification of qualifications leading to your employment, or omitting details of your history that could have impacted your employment.
- Public misrepresentation causing damage to the reputation or image of ISMAPNG, its ministries, its sisters or its workers.
- Actions which deliberately or recklessly injure other workers, sisters or visitors or that place their health and safety or the environment at serious risk.
- Improper use of workplace equipment, supplies and other physical resources or theft of property.

Definitions

Intellectual Property: The ownership of intangible and non-physical goods which are the products of human intelligence and creation.

Workplace Values: The Workplace Values of ISMAPNG are derived from the tradition of the mercy charism as founded by Catherine McAuley. Those values are Hospitality, Compassion, Justice, Subsidiarity and Respect for each person.

From time to time, various groups within ISMAPNG may nominate additional values and associated behaviours specific to that group. This Code refers to both the generic ISMAPNG values and where relevant, any specified values for a particular group.
ISMAPNG Workplace Values

The **Workplace Values** are derived from the traditional mercy values which have been interpreted and restated to reflect a particular expression of the traditional mercy values appropriate for an ISMAPNG workplace. The Workplace Values define the types of behaviours we demonstrate in all that we do. The Workplace Values are:

*Hospitality, Excellence, Respect, Integrity, Unity*

The behaviours which underpin our Workplace Values

Under each of the overarching statements, a list of behaviours which would positively promote or undermine our Workplace Values are provided. These behaviours are not exhaustive and are included to encourage a reflection on the impact of our behaviours in the context of the Workplace Values.

**Hospitality**

We have an attitude of being present to others

<table>
<thead>
<tr>
<th>EXAMPLES OF BEHAVIOUR WHICH DEMONSTRATE HOSPITALITY</th>
<th>EXAMPLES OF BEHAVIOUR WHICH DO NOT DEMONSTRATE HOSPITALITY</th>
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<tbody>
<tr>
<td>• Welcoming people with kindness and patience</td>
<td>• Being too busy to take the time to understand what a person needs</td>
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<tr>
<td>• Displaying compassion and generosity of spirit</td>
<td>• Ignoring people or not giving them your full attention</td>
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<td>• Making time to know each other</td>
<td>• Not responding to the needs of others</td>
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<tr>
<td>• Being attentive and responsive</td>
<td>• Knowingly making a person feel inadequate or embarrassed</td>
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**Excellence**

We provide a dedicated and consistent high level of service

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<th>EXAMPLES OF BEHAVIOUR WHICH DEMONSTRATE EXCELLENCE</th>
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<tr>
<td>• Striving to be your best</td>
<td>• Blaming others for our own actions</td>
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<td>• Being accountable and taking responsibility for your own actions</td>
<td>• Not taking responsibility for our own work performance or errors</td>
</tr>
<tr>
<td>• Being inquisitive, innovative and taking measured risks</td>
<td>• Waiting to be told what to do</td>
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<td>• Recognising and celebrating success</td>
<td>• Addressing issues only when they become critical</td>
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<td>• Following safe work practices</td>
<td>• Working in an unsafe manner or asking someone to do something that is unsafe</td>
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Respect

We acknowledge the inherent value of everyone and everything

EXAMPLES OF BEHAVIOUR WHICH DEMONSTRATE RESPECT

- Recognising every person’s dignity
- Valuing each other’s ability
- Valuing the gifts provided by our Earth
- Being open to diverse opinions and beliefs

EXAMPLES OF BEHAVIOUR WHICH DO NOT DEMONSTRATE RESPECT

- Bullying or intimidating others
- Telling people how to act or what to believe in
- Manipulating or undermining others
- Being dismissive of others’ opinions and beliefs

Integrity

We are fair and equitable in all of our dealings

EXAMPLES OF BEHAVIOUR WHICH DEMONSTRATE INTEGRITY

- Ensuring that our language and actions reflect our values
- Being honest and open
- Engaging in vigorous discussion and fully supporting final decisions

EXAMPLES OF BEHAVIOUR WHICH DO NOT DEMONSTRATE INTEGRITY

- Being dishonest and not complying with policies, procedures or legislation
- ‘My way’ or ‘no way’
- Saying one thing and doing another
- Talking about people in a disrespectful or inappropriate way

Unity

We progress the mission by working together

EXAMPLES OF BEHAVIOUR WHICH DEMONSTRATE UNITY

- Collaborating and cooperating to achieve shared goals
- Working as a team and sharing knowledge
- Being inclusive and encouraging to others

EXAMPLES OF BEHAVIOUR WHICH DO NOT DEMONSTRATE UNITY

- Taking credit for the work of others
- Not actively seeking input and others perspectives
- Excluding others
- “It’s not my job”
Related documents

- Use of Information Technology
- Conflict of Interest
- Intellectual Property
- Confidentiality
- Workplace Discrimination, Harassment and Bullying
- Managing Workplace Complaints
- Work Health and Safety Policies and Forms

For further information

Please contact a member of the Executive Leadership Team or Human Resources Team.

Worker Declaration

I, ______________________________ agree that I have read and understand the Code of Conduct as outlined above.

Signature: ______________________________ Date: ____/____/_____
## Version Control Page

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