

Document:	Code of Conduct Policy
Area:	Human Resources
Version:	1.3
Date of next review:	May 2018

Applicability

The Code of Conduct (Code) applies to all workers of McAuley Ministries (MML), including employees, volunteers, contractors and sisters where they are appointed to a position within MML.

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 MML 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

McAuley Ministries encompasses over 50 ministries providing services in the tradition of the spiritual and corporal works of mercy. Women and men inspired by the charisma 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 Values of MML are derived from the gospel tradition as expressed in the Mercy charisma embraced by Catherine McAuley, founder of the Sisters of Mercy.

The values are **HOSPITALITY, COMPASSION, JUSTICE, EXCELLENCE, RESPECT** and **DIVERSITY**.

From time to time, MML may nominate additional values and associated behaviours.

Code

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

Workers are required to speak to their manager, the MML CEO, 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 MML worker who is responsible for their engagement.

The objectives of the Code are to:

- Provide a benchmark for professional behaviour throughout MML.
- Support MML's reputation and image.
- Clearly articulate the expectation of the Board of MML and 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 MML Values.
2. Act with integrity, honestly and in good faith in the best interests of MML.
3. Carry out duties according to the law, using due care and diligence.
4. Comply with all MML stewardship statements, policies, procedures, relevant statutory regulations and all reasonable instructions.
5. Assign to MML all intellectual property rights in the works you create during your association with MML.
6. Maintain confidentiality, including not disclosing, without authority, MML, ISMAPNG or client related information.
7. Avoid or appropriately manage any actual or perceived conflict of interest in connection with your association or employment with MML or 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 MML.
10. Not engage in personal or professional conduct, including use of social media, that has the potential to adversely affect the reputation of MML, its ministries or sisters.
11. Seek guidance from your manager, the MML CEO 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 MML 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 MML's Workplace Values are outlined below. It is expected that all those working in MML 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 MML 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 engagement, or omitting details of your history that could have impacted your employment.
- Public misrepresentation causing damage to the reputation or image of ISMAPNG, MML, its ministries, its sisters or its workers.
- Actions which deliberately or recklessly injure other workers, clients 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.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet, social media or via MML email service

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 the MML CEO, or the 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

<u>Version Control</u>			
Document description	Code of Conduct Policy		
Document applies to	All workers of McAuley Ministries Ltd (employees, contractors and volunteers)		
Document owner	CEO MML		
Original Document approved by			
Creation date	18 February 2014		
Next revision date	April 2018		
Version control	1.0	18/02/2014	Document created by ISMAPNG
	1.1	01/09/2016	Changes made by CEO MML to adapt ISMAPNG Policy as MML Policy
		26/07/2017	Edited by CEO MML to add MML Values and remove ISMAPNG workplace values
		21/09/2017	Addition of misconduct example of misuse of social media