

McAuley Ministries
Code of Conduct



MCAULEY MINISTRIES
LIMITED

INTRODUCTION

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

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

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

All individuals are accountable for their own conduct, but any breaches of the Code have implications for MML as a whole.

If the Code is breached by an individual, the person to whom she or he is immediately accountable will take action appropriate to the nature of the breach and appropriate to the individual's status and role within MML.

CONTEXT

McAuley Ministries is one of many ministries of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG), a religious order of Catholic women.

The mission of ISMAPNG is to strive to advance the reign of God in a contemporary context.

All who choose to be involved with the mission of the Sisters of Mercy are expected to respect the Gospel of Jesus and to appreciate the founding inspiration of Venerable Catherine McAuley.

ISMAPNG affirms the fundamental Christian belief that God, in whose image every person is created, is the source of human dignity and is intentional in its efforts to encourage practices reflective of this belief.

Thus, the following Code of Conduct (Code) is an articulation of attitudes and behaviours that are consistent with ISMAPNG's deep values and the teachings of the Catholic Church.

The Code is founded on a set of commitments. It does not attempt to provide a detailed and exhaustive list of every aspect.

The Code applies to all who are engaged in the work of McAuley Ministries including board members, sisters, employees and volunteers.

In these times, when Australian Church agencies are wishing to comply with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, this Code of Conduct has particular relevance.

OUR COMMITMENTS

1. I commit to behaving respectfully, justly, honestly and with integrity.

2. I commit to creating a supportive, safe and caring environment.

3. I commit to safeguarding all people, particularly children and vulnerable people.

4. I commit to acting within the law, carefully, diligently and as a good steward of resources.

1. I commit to behaving respectfully, justly, honestly and with integrity.

I support the values of **COMPASSION, HOSPITALITY, JUSTICE and RESPECT**, demonstrated through respect in my relationships with all people.

I acknowledge the inherent value of everyone and the Earth community.

I treat others with courtesy and am appropriate in my relationships with them.

I listen attentively to all, including those who may not be of the same mind or faith as I am.

I recognise the strength and value in diversity of thought and experience.

I aspire to be always attentive to others. I display compassion and generosity of spirit.

I am fair in all my interactions with others.

Consequently

I do not behave in a manner inconsistent with the stated values of MML.

I do not dismiss a person's opinions or beliefs.

I do not talk about others in a disrespectful or inappropriate way.

I do not engage in illegal or disreputable activities.

I do not engage in behaviour that seeks to diminish or embarrass a person.

I do not make decisions or take actions that may harm MML in any way.

2. I commit to creating a supportive, safe and caring environment.

I prioritise and take reasonable actions to ensure the health, safety and wellbeing of myself and all people I encounter.

I ensure that my behaviour is consistent with my commitment to respect all people and uphold the work of MML.

I promote a culture of safety and maintain a safe physical environment, free from hazards and risks.

I foster right relationships with those with whom I interact.

I am a good steward of resources and search for ways that will improve MML's environmental impact.

Consequently

I do not tolerate harassment, discrimination, bullying or any disrespectful behaviours or language, especially in relation to race, culture, age, gender, disability, religion, sexuality or political views.

I do not shame, humiliate, oppress, belittle or degrade any person.

I do not engage in any form of physical, psychological or emotional behaviour that could be considered inappropriate, wrong or unsafe.

I do not ignore hazards and risks which may harm me or others.

I do not waste natural resources.

3. I commit to safeguarding all people, particularly children and vulnerable people.

I ensure that all people, particularly children and vulnerable people are treated with respect and have their rights protected.

I act with integrity with children, vulnerable people and others with whom I come into contact, including maintaining boundaries, using appropriate language and tone.

I act according to acceptable standards of physical and sexual contact at all times.

I respectfully listen to all people, especially children and vulnerable people.

Consequently

I do not engage in activities with any person that are likely to be physically or emotionally harmful.

I do not use physical action or threats of physical action as punishment.

I do not develop “special” relationships with children or vulnerable people for my own gratification.

I do not initiate unnecessary physical contact with individuals or do things of a personal nature for them that they can do for themselves.

I will not be alone with a child or vulnerable person unnecessarily or in an inappropriate context.

I will not use personal means, including online contact or text messaging, to make inappropriate contact with a child or vulnerable person.

I do not engage in any inappropriate conversations of a sexual nature with children or vulnerable people.

I do not photograph or video children or vulnerable people without consent of parents or guardians.

I do not sexualise any pastoral or professional relationship.

4. I commit to acting within the law, carefully, diligently and as a good steward of resources.

I comply with the law, respect the privacy of others, and am a good steward of the Mercy heritage, assets and reputation.

I take my legal responsibilities seriously and strive to maintain the highest levels of compliance with relevant authorities.

I maintain confidentiality and discretion and protect the privacy of people's personal information.

I strive to ensure my ministry or work is consistently conducted in accordance with professional standards.

I meet my obligations to report suspected wrong doing, including conduct which is not consistent with this Code.

I comply with reasonable and lawful instructions, whether or not I personally agree with them.

I take appropriate action to avoid actual, potential or perceived conflicts of interest.

I comply with all MML Policies where applicable.

I use social media and public forums in ways that are acceptable to MML.

Consequently

I do not misuse my position for personal or financial advantage.

I do not engage in ministries or activities for which I have inadequate experience or qualifications.

I do not personally solicit gifts, rewards or other benefits.

I do not intentionally commit any unlawful or illegal act.

I do not divulge confidential information to those who have no need to know it.

I do not engage in conduct that may harm MML in any way.

It is important that you:

Know your responsibilities: familiarise yourself with the Code, attend training information sessions and ask questions if you are unsure.

Speak up: if you do or see something you think is not right, tell your Manager, Human Resources or MML Executive Officer.

Understand the potential consequences: which may include responding to breaches through remedial education, counselling, warnings, suspension, restrictions, termination and official reports to police and other statutory agencies as required.

Glossary of Terms:

Child or Children: any person under the age of 18 years.

Culture of Safety: a culture that places a high level of importance on safety beliefs, attitudes and values – and these are shared by the majority of people.

Diversity: celebrating differences and valuing everyone.

Engaged in the work of MML: any person, whether paid or unpaid, involved with the mission of MML. This may include religious, employees, contractors, associates, volunteers and others.

Hazards and Risks: a hazard is something that can cause harm whilst a risk is the probability that the hazard will cause harm.

Earth Community: the interconnected diversity of cultures and life forms which call Earth home and have a shared reliance on Earth's life support systems.

Environment: the surroundings or conditions in which a person lives or operates.

Right Relationships: good, healthy working relationship appropriate to the person based on trust, mutual respect, diversity and open communication.

Safeguarding: the action that is taken to promote the welfare of children and vulnerable people and protect them from harm.

“Special” Relationship: providing inappropriate preferential treatment to a child or vulnerable person.

Vulnerable Person or Vulnerable People: any person or people aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.



McAuley Ministries Limited
ISMAPNG Code of Conduct
ACCEPTANCE FORM

While it is acknowledged that all individuals are accountable for their own conduct, any alleged breaches of the Code have implications for McAuley Ministries and ISMAPNG as a whole.

Consequently, if the Code is breached by an individual, the person to whom she or he is immediately accountable will take action appropriate to the nature of the breach and appropriate to the individual's status and role within McAuley Ministries.

Please read the Code carefully and sign below to confirm your acceptance.

I, _____,
(Full name)

Agree that I have read and understood the Code of Conduct and will behave in accordance with it. I will attend training to develop a deeper understanding and appreciation of my Code of Conduct responsibilities.

(Signature)

(Date)

Please hand this signed form to your trainer or return to your manager or the MML office.



Version Control Page

Version Control	
Document description	Code of Conduct
Version	1.2
NCSS	1.4.1, 1.4.2, 1.4.3
Approved by	McAuley Ministries Ltd Board of Directors
Date approved	16 April 2020
Date of next review	April 2023