1. Title: Code of Conduct Policy

2. Applies to: All personnel of the Christian Brothers Oceania Province (excluding EREA personnel)

3. Geographical Application: Province wide unless otherwise stated

4. Legislation/Regulation: All applicable legislation/regulation

5. Policy Statement:
   The reputation and successful operation of the Christian Brothers Oceania Province are built upon the principles of human dignity, fair dealing and ethical conduct. Christian Brothers Oceania Province draws upon the sources from which the Oceania Province derives its beliefs, essential values and contemporary wisdom:
   - Sacred Scripture;
   - the vision, charism, and spirit of Blessed Edmund Rice, Founder of the Christian Brothers;
   - the Constitutions and Statutes of the Congregation of Christian Brothers;
   - the teachings and canon law of the Catholic Church; and
   - the current context, legal requirements and contemporary needs through which the voice of the Holy Spirit can be discerned.

   The Province’s reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

   The Christian Brothers Oceania Province seeks to promote:
   - the highest professional standards of conduct and behaviour;
   - the teachings of the Catholic Church and the mission, vision and values of the Congregation of Christian Brothers;
   - the human dignity of all; and
   - justice, integrity, transparency and accountability in its operations.

   Compliance with this Code of Conduct is the responsibility of all Christian Brothers Oceania Province personnel.
6. Other Relevant Oceania Policies:
   - Province Policy Framework
   - Privacy Policy
   - Workplace Health and Safety Policy

7. Code of Conduct Obligations

7.1 Legal Compliance
Personnel must comply with legislation, regulations and standards relevant to their position and always act in accordance with a legal duty of care. This includes, but is not limited to, legislation relating to child protection, discrimination, industrial relations, workplace health and safety and privacy.

7.2 Professionalism and Ethical Behaviour
In the performance of duties, personnel are required to comply with this Code of Conduct and maintain professional and ethical behaviour at all times.
Personnel must respect the dignity, rights and views of others by:

- working cooperatively and collaboratively with others to achieve common goals and a harmonious work environment;
- being courteous, sensitive, and considerate to others;
- respecting cultural, ethnic and religious differences;
- listening to and seeking to understand different points of view (this does not necessarily mean agreeing with the point of view);
- acknowledging the genuine contributions that others make in meeting the Christian Brothers Oceania Province’s core mission;
- being honest in communications;
- informing people of their rights and entitlements where appropriate;
- supporting the personal and professional development of employees under one’s direct supervision.
- providing constructive feedback that is considerate and moderate in its tone; and
- actively managing workplace conflict involving oneself or personnel under one’s supervision to create positive and constructive outcomes.
Personnel will perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability, by:

- exercising care, responsibility and sound judgement when carrying out duties and conforming to the principles of natural justice;
- ensuring procedural fairness is followed in all processes;
- maintaining adequate documentation to support any decisions made;
- maintaining and improving the skills, knowledge and competencies required for their position;
- keeping up to date with advances and changes in the body of knowledge, and the professional and ethical standards, relevant to their area of expertise;
- not tolerating dishonest behaviour by colleagues or others;
- not taking, or seeking to take, improper advantage of any information gained in the course of working with the Christian Brothers Oceania Province;
- not taking improper advantage of one's position to benefit oneself or others;
- not using one's position to gain the advantage in the outcome of procedures involving oneself;
- not allowing political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities;
- refraining from carrying out duties if under the influence of alcohol, any illegal substance, or any drug which impairs performance or poses a risk to oneself or others.

7.3 Compliance with Lawful Direction

Personnel will recognise legitimate authority within the Christian Brothers Oceania Province and will carry out the reasonable directions of management. Failure to do so may result in disciplinary action, including the termination of employment.

7.4 Conflict of Interest

Personnel have an obligation to ensure that there is no actual or perceived conflict between their personal interests and professional duties. In general, if any personal advantage is obtained, or may be perceived to be obtained, there is potential to bring one's actions into question.

Where personnel are in doubt as to whether there is a conflict of interest between personal matters and official responsibilities, they have an obligation to raise the issue with their line manager.

Some examples of where conflicts of interest will or may arise follow; these have been categorised into three main types:

i. Activities which automatically result in a conflict of interest and therefore must be avoided, for example:
Acting as a supplier (either in a personal capacity or through one's business) of goods or services to the Christian Brothers Oceania Province, or any person with whom one deals with in a professional capacity;

- Being involved anywhere in the purchasing process when an associate's business is the supplier of goods or services;
- Being a member of an interview panel where one's spouse, partner, near relative or business associate is an applicant.

In the examples given above, the position held in the organisation is significant and it is inappropriate for personnel to delegate the arrangements to a subordinate and expect that any conflict is automatically removed.

ii. Activities which will result in an actual or perceived conflict, unless formal procedures are followed, for example:

- Accepting a discount on a personal purchase from a business with which personnel deal in professional capacity;
- Providing private paid services in time, for which personnel are already being paid by the employer;
- Accepting gifts, including hospitality, which may be, or perceived to be, linked to the letting of a contract or tender.

In these types of cases it is important for personnel to declare their interests to a manager, normally their line manager, who should ensure relevant processes are documented and transparent to the community and all interested parties.

iii. Activities where a conflict of interest may, or be perceived to, occur depending on the circumstances, for example:

- Assessing external applications for community use of Christian Brothers Oceania Province conference facilities where one is an active member of the external group which is seeking to book the facilities.

Personnel have an obligation once they become aware that there is, or may be, a potential conflict between personal interest and professional duty (whether real or apparent) to inform a manager (normally their line manager) immediately and to seek guidance on how or whether to proceed.

In general, it is not necessary for personnel to obtain permission to be involved in voluntary or unpaid activities. However, where a conflict of interest arises between these activities and official responsibilities, personnel have an obligation to raise the issue with their line manager.
7.5 Acceptance and/or Giving of Gifts or Benefits

It is expected that personnel will not solicit any gifts or benefits. Neither will they accept gifts or benefits for themselves or another person, regardless of their monetary values which might in any way, either directly or indirectly, compromise or influence their professional standing.

Gifts of a nominal value commonly used for promotional purposes or moderate acts of hospitality, offered as a genuine “thank you” by a client, may be accepted by personnel as long as they have not been solicited. Where possible, gifts should be shared or consideration given to donating such gifts to charity.

Gifts or hospitality offered as an inducement to purchase goods or services, provide information or solicit favourable treatment are not acceptable, regardless of their monetary value.

The nature of the gift and/or hospitality and its acceptance are matters of judgement for personnel involved. They must be satisfied that appropriate guidelines for acceptance have been met. A useful guide is what could be considered “reasonable” and, if knowledge of the gift became public, how the individual would be perceived (for example, what the impact on one’s personal or professional reputation might be, or how it might impact upon future dealings with clients, stakeholders and/or contractors).

7.6 Secondary Employment

Full-time personnel must have written approval from their line manager prior to engaging in any secondary employment or business activity, including a family company.

Part-time employees are entitled to work in a secondary capacity outside the Christian Brothers Oceania Province provided that their line manager is informed. If there is a possibility of a conflict of interest that could impact adversely on the Christian Brothers Oceania Province’s financial position, services, clients or standing in the community, they are required to inform their line manager. Where requested by their line manager, or other relevant manager, part-time employees will provide details of any secondary employment.

7.7 Management of Resources

Personnel must use the Christian Brothers Oceania Province resources economically and ethically. Resources include personnel time, finances, facilities, equipment, vehicles and any other property (including intellectual property) which is the responsibility of the Christian Brothers Oceania Province. Personnel have a duty to ensure that the Christian Brothers Oceania Province resources are used only for their intended purpose and, as applicable, are well maintained and secured against theft or misuse.

Personnel are fully accountable for the use of the Christian Brothers Oceania Province work time and resources. Work time or resources must not be used for an outside interest or personal gain (for example, the development of a new commercial idea or writing a book).

Personnel have a duty to report to management any improper use, waste or abuse of resources, corrupt or fraudulent conduct and/or inadequate administrative practices or accountability.
7.8 Confidentiality

Personnel must not divulge, either during employment or after leaving the Christian Brothers Oceania Province, any confidential information gained as personnel of the Christian Brothers Oceania Province or its personnel.

7.9 Reporting of Improper Conduct

Personnel have a responsibility to immediately report any suspected cases of improper conduct to management.

7.10 Protected Disclosures

In reporting any improper use, fraud, waste or abuse of resources, corrupt conduct or inadequate administration or accountability, personnel are entitled to seek support and protection when making such disclosures and to be notified of the action proposed or taken in relation to the disclosure.

Personnel are not entitled to protection from disclosures which, on investigation, are found to be vexatious or malicious allegations; such behaviour may lead to disciplinary action.

7.11 Interaction with other Policies and Guidelines

This Code of Conduct is to be read and understood in conjunction with other policies, guidelines and procedures of the Christian Brothers Oceania Province. In particular, it is expected that personnel understand and regularly review the following policies and guidelines:

- Child Protection
- Grievance
- Discrimination, Harassment and Bullying
- Email and Internet Usage
- Workplace Health and Safety
- Privacy

7.12 Breaches of the Code of Conduct

Proven breach of this Code of Conduct by personnel can result in, but is not limited to, any one or more of the following:

- disciplinary action
- dismissal
- notification to an external agency
- criminal charges

Contractors who engage in behaviour inconsistent with this Code of Conduct may have their contract or engagement with the Christian Brothers Oceania Province terminated or not renewed.
8. Definitions:

Line manager means the manager within the Christian Brothers Oceania Province to whom the personnel are accountable for the performance of their role.

Christian Brothers Oceania Province means the organisational and administrative structure established by the Congregation Leadership Team of the Christian Brothers to facilitate the mission and ministries of the Congregation in Australia, East Timor, New Zealand, The Philippines and Papua New Guinea and to form and nurture those who constitute its membership.

Personnel means all employees, religious and volunteers working within or contributing to the ministries of the Oceania Province.

Policy means a statement of commitment to a direction which is consistent with the organisation's mission, values, legal obligations, standards and quality expectations.