



MATER DEI STAFF CODE OF CONDUCT

PREFACE

Code of Conduct

The aim of this *Code* is to outline the standards of behaviour expected of all employees of Mater Dei. It is designed to guide staff in their dealings with colleagues, Young persons, families, guardians, advocates and the community.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.

The *Code* places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

This *Code of Conduct* applies to all employees of Mater Dei whether employed on a permanent, temporary or casual basis.

Who has to comply with the Code of Conduct?

By accepting employment with Mater Dei, you must be aware of and comply with this *Code*.

Therefore, you must:

- (a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the Organisation;
- (b) comply with the Organisation's policies and procedures;
- (c) act ethically and responsibly; and
- (d) be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with Mater Dei must be aware of this *Code* and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this *Code* may result in the engagement of a contractor, consultant or volunteer being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the Organisation's expectations of conduct during the period of their engagement.

General

As an employee, you should be aware of Mater Dei's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from the CEO/Principal or your Program Manager or supervisor.

You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

This *Code* is not intended to be contractual in nature and does not impose any contractual obligations on Mater Dei. The Organisation reserves the right at its sole discretion to vary or cancel this *Code* at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the Organisation may take disciplinary action in respect of an employee.

1. What is expected of you as an employee?

As an employee of Mater Dei, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;
- (b) follow reasonable instructions given by your Program Manager or their delegate;
- (c) comply with lawful directions;
- (d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- (e) act honestly and in good faith in fulfilling your duties;
- (f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- (g) work collaboratively with your colleagues;
- (h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the Organisation and does not damage the reputation of the Organisation;
- (i) refrain from all forms of discrimination, harassment and bullying;
- (j) respect individuals' rights to privacy and undertake to keep personal information, in writing or otherwise, in confidence; and
- (k) avoid improper use of Mater Dei resources for private gain or the gain of a third party.

2. What happens if I breach the Code of Conduct?

As an employee of Mater Dei, you hold a position of trust and are accountable for your actions.

- 2.1 The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.
- 2.2 Employees should report possible breaches by colleagues to their Program Manager, supervisor or the CEO/Principal. If the possible breach is by their Program Manager or supervisor then it should be reported to the CEO/Principal.
- 2.3 Factors the Organisation may consider when deciding what action to take may include:
 - (a) the seriousness of the breach;
 - (b) the likelihood of the breach occurring again;
 - (c) whether the employee has committed the breach more than once;
 - (d) the risk the breach poses to employees, students or any others; and
 - (e) whether the breach would be serious enough to warrant formal disciplinary action.
- 2.4 Actions that may be taken by Mater Dei in respect of a breach of the *Code* include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. Mater Dei will reserve the right to determine in its entirety the response to any breach of this *Code*.

3. Required reporting

Employees are required to report certain information to the Organisation.

- 3.1 All employees are required to inform the CEO/Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the CEO/ Principal if you become the subject of an Apprehended Violence Order.
- 3.2 If, through your employment with Mater Dei, you become aware of a serious crime committed by another person, you are required to report it to the CEO/Principal, who may be required to inform the police.
- 3.3 As an employee of Mater Dei, you must report to the CEO/Principal:
 - (a) any concerns that you may have about the safety, welfare and well-being of a child or young person;
 - (b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - (c) any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you;
 - (d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and
 - (e) if you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the Organisation.

You should refer to the **Mater Dei Child Protection – Reportable Conduct of Staff, Volunteers and Others Policy** for further information about these obligations.

- 3.4 Please note that teachers and some other employees have mandatory reporting obligations under the *Children and Young Persons (Care and Protection) Act 1998* (NSW) where they have reasonable grounds to suspect a child under the age of 16 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. You should refer to the **Mater Dei Child Protection – Mandatory Reporting of Abuse and Neglect** for further information about these obligations.

4. RESPECT FOR PEOPLE

Mater Dei expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the Organisation's reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including Young Persons, parents/guardians, other employees and members of the community.

- 4.1 Mater Dei employees should at all times support the core values of the Organisation in accordance with, and adherence to, the principles of the Catholic faith and Good Samaritan ethos.
- 4.2 Employees who work with Young Persons have a special responsibility in presenting themselves as appropriate role models for those Young Persons. Modelling effective leadership and respect in your interactions with Young Persons can have a profoundly positive influence on their personal and social development.
- 4.3 Similarly, it is important for you to treat your colleagues, other employees, contractors, Young Persons and parents/guardians with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, Young Persons and parents/guardians is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
- 4.4 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, Young Person or parent/guardian. Your obligations in this regard, including the list of unlawful reasons, are set out in the Organisation's ***Discrimination, Harassment and Bullying Statement***. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1977* or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
- 4.5 You should ensure that you are aware of the Organisation's ***Discrimination, Harassment and Bullying Statement***. If you believe you are being unlawfully harassed or discriminated against or bullied:
 - (a) where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your supervisor or Program Manager in the first instance to seek guidance on how to do this; and/or
 - (b) raise the issue as a grievance in accordance with the Organisation's ***Discrimination, Harassment and Bullying Statement*** as soon as possible after the incident(s) have occurred.

- 4.6 Mater Dei takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 4.7 If you lie about or exaggerate a complaint, the Organisation will view this as a very serious matter, and you may be disciplined or dismissed.

5. DUTY OF CARE AND WORK HEALTH AND SAFETY

As an employee of Mater Dei, you have a duty of care to Young Persons in your charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring, and
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a Young Person who is injured or becomes sick.

Duty of Care

- 5.1 As an employee of Mater Dei, you have a duty of care to Young Persons in your charge. That duty is to take all reasonable steps to protect them from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the Young Persons' maturity and ability.
- 5.2 Duty of care to Young Persons applies during all activities and functions conducted or arranged by the Organisation. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 5.3 Mater Dei has documents and policies relating to **Student Duty of Care** that you should endeavour to make yourself aware of.

Work health and safety

- 5.4 You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, Young Persons or other persons that you may come into contact with at work.
- 5.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 5.6 You should ensure that you are aware of the Organisation's ***Workplace Health & Safety Policy and Procedures***.

Supervision of Young Persons

- 5.7 You should take all reasonable steps to ensure that no Young Person is exposed to any unnecessary risk of injury.
- 5.8 You should be familiar with and comply with the Organisation's evacuation procedures.
- 5.9 Young Persons should not be left unsupervised. You should be punctual to your allocated supervision.

- 5.10 You should remain with the Young Person until they are under the care of another supervising staff member or have been collected by a parent/guardian. In the event that a Young Person is not collected at the end of the school day you should remain with the Young Person until collected, or seek advice from the Assistant Principal or CEO/Principal. **Mater Dei Supervision (General) Policy.**
- 5.11 Playground supervision is an integral part of the responsibility of Mater Dei school staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around. **Mater Dei Supervision and Inspection – Playground Policy.**
- 5.12 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member.
- 5.13 Ill or injured Young Persons should be attended to by the supervising staff member. Should additional assistance be required whilst the Young Person is attending school you should contact the school nurse or a member of the First Aid Team. Should additional assistance be required whilst the Young Person is attending LSP you should follow the ***LSP First Aid Policy and Procedures.***
- 5.14 You should ensure that you understand and comply with the Organisation's policy in regard to the storage and administration of prescribed medication to Young Persons. ***Mater Dei School Medication Policy and Procedures and Mater Dei LSP Medication Policy and Procedures***

6. PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND YOUNG PERSONS

Mater Dei's emphasis on providing a safe environment for each Young Person entrusted in its care is affirmed through the recognition of each Young Person's dignity and worth as a person and by the development of skills in providing positive relationships.

As an employee of Mater Dei, you are expected to always behave in ways that promote the safety, welfare and well being of each Young Person. You must actively seek to prevent harm to each Young Person, and to support those who have been harmed.

While not all employees are required to manage and supervise Young Persons, it is important for all employees of Mater Dei to understand and observe the Organisation's child protection policies.

Supervision of Young Persons

- 6.1 You should avoid situations where you are alone in an enclosed space with a Young Person. Where you are left with the responsibility of a single Young Person you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with either your Program Manager and/or the CEO/Principal.
- 6.2 You should never drive a Young Person in your car unless you have specific permission from your supervisor, Program Manager and/or the CEO/Principal to do so. In the event of an emergency you should exercise discretion but then report the matter to your Program Manager or the CEO/Principal.
- 6.3 If you wish to conduct a private conversation with a Young Person you should consider the time and venue carefully to avoid placing yourself in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the Young Person and the door.
- 6.4 When confiscating personal items, such as mobile phones or hats, ask the Young Person to hand them to you. Only take items directly from a Young Person in circumstances where concern exists for the safety of the Young Person or others and your own safety is not jeopardised by this action

Physical contact with Young Persons

- 6.5 You must not impose physical punishment on a Young Person in the course of your professional duties.
- 6.6 When physical contact with a Young Person is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the Young Person by asking for a volunteer if necessary to demonstrate a particular activity.
- 6.7 Attention to the toileting needs of Mater Dei Young Persons should be done with caution. The management of toileting needs for all Mater Dei Young Persons should be included in the young Person's individual management plan.

- 6.8 When congratulating a Young Person, a handshake, pat on the shoulder or brief hug are acceptable as long as the Young Person is comfortable with this action. Kissing of a Young Person is not acceptable.
- 6.9 Assessing a Young Person who is injured or ill may necessitate touching them. Always advise the Young Person of what you intend doing and seek their consent.
- 6.10 Sometimes in ensuring duty of care you may be required to restrain a Young Person from harming him or herself or others using reasonable force. Any such strategy must be in keeping with Mater Dei's Behaviour Management Practices and Individual Student Management Plans and must be consistent with the Nonviolent Crisis Intervention training guidelines. You should report and document any such incidents.

Relationships with Young Persons

- 6.11 You must not have a romantic or sexual relationship with a Young Person. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or guardians. You are reminded of:
 - (a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - (b) the law prohibiting sexual relations between a teacher and their student under the age of 18 years.
- 6.12 You must not develop a relationship with any Young Person that is, or that can be interpreted as having a personal rather than a professional interest in the Young Person. An overly familiar relationship with any Young Person that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other Young Persons and colleagues, and may carry a serious reputational risk for the Organisation.
- 6.13 If you consider that a Young Person is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your Program Manager and/or the CEO/Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.14 At all times when speaking with Young Persons care must be taken to use appropriate language. You must always treat Young Persons with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 6.15 You may, as part of your pastoral care role, engage in discussion with a Young Person. This is entirely appropriate. However you must be cautious about making personal comments about a Young Person or asking questions that probe your own or a Young Person's sexuality or relationships. You must not hold conversations with a Young Person of an intimately personal nature where you disclose information about yourself.
- 6.16 You must not:

- (a) invite Young Persons to your home;
- (b) visit Young Persons at their home; or
- (c) attend parties or socialise with Young Persons,

unless you have the express permission of the CEO/Principal and their parents or guardians.

- 6.17 You must not engage in tutoring or coaching Young Persons from Mater Dei without the express permission of the CEO/Principal.
- 6.18 You must not invite Young Persons to join your personal electronic social networking site or accept Young Persons' invitations to join their social networking site (see Section 7 - **Appropriate use of electronic communication and social networking sites**).
- 6.19 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the Young Person's assessments and have those endorsed by a supervisor.
- 6.20 You should be aware of, and sensitive to, Young Persons with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Child protection

- 6.21 You must be aware of and comply with all Mater Dei Policies with regards to Child Protection.
- 6.22 As set out in **Section 3** you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the CEO/Principal. This includes self-disclosure if the allegation involves you.
- 6.23 Broadly, 'reportable conduct' includes:
 - (a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
 - (b) any assault, ill-treatment or neglect of a child; or
 - (c) any behaviour that causes psychological harm to a child, whether or not the child consents.
- 6.24 Reportable conduct does not extend to:
 - (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or

- (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or
- (c) conduct that is exempted from notification by a Class or Kind Agreement¹.

6.25 For further information about 'reportable conduct' see the **Mater Dei Child Protection – Reportable Conduct of Staff, Volunteers and Others Policy** and the **Mater Dei Child Protection – Mandatory Reporting of Abuse and Neglect**

6.26 The requirements outlined in Section 6 in relation to Supervision, Physical Contact and Relationships with Young Persons set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

¹ A Class or Kind Agreement is an agreement between the Ombudsman and an agency (eg the Association of Independent Schools of NSW on behalf of its member schools) that allows for certain kinds of less serious reportable conduct to be exempted from notification to the Ombudsman but the Head of Agency must still conduct a workplace investigation.

7. APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

Mater Dei provides electronic communication facilities for its Young People and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the Organisation's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

7.1 You must comply with Mater Dei's *Information Technology, Computer, Telephone and Equipment Code of Use and Social Networking Policy*. This includes:

- (a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;
- (b) using appropriate and professional language in electronic mail messages;
- (c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- (d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (e) not inviting Young Persons into your personal social networking site or accept an invitation to theirs;
- (f) not inviting parents or guardians of Young Persons into your personal social networking site or accept an invitation to theirs;
- (g) not using social networking sites to email or contact Young Persons;
- (h) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (i) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 You must never use Mater Dei's networks to view, upload, download or circulate any of the following materials:

- (a) sexually related or pornographic messages or material;
- (b) violent or hate-related messages or material;
- (c) racist or other offensive messages aimed at a particular group or individual;
- (d) malicious, libellous or slanderous messages or material; or
- (e) subversive or other messages or material related to illegal activities.

8. USE OF ALCOHOL, DRUGS AND TOBACCO

Work Health and Safety is of fundamental importance to the Mater Dei organisation. Maintaining a safe work environment requires everyone's continuous cooperation. Mater Dei recognises that the use of alcohol, drugs and other substances can sometimes become a social and health problem, which can have a negative impact on the working and private lives of those it affects. In turn, the effects of the use of alcohol, drugs and other substances by employees may put people, property and the reputation of the Mater Dei organisation at risk.

- 8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.
- 8.2 As an employee of Mater Dei, you must:
- (a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
 - (b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
 - (c) notify your Program Manager and/or CEO/Principal if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
 - (d) take action to resolve any alcohol or other drug-related problems that you have; and
 - (e) consult with your Program Manager or the CEO/Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

- 8.3 As a Mater Dei employee, you must not:
- (a) have illegal drugs in your possession while at work. Any illegal drugs found on Mater Dei property or in the possession of any person on the Mater Dei property may result in disciplinary action including the termination of your employment and referral to the Police;
 - (b) give Young Persons or other employees illegal drugs or restricted substances, or encourage or condone their use; and
 - (c) supply or administer prescription or non-prescription drugs to Young Persons unless authorised to do so.

Alcohol

- 8.4 You must not take alcohol to work or consume it during work hours or at any Organisation function at any time Mater Dei Young Persons are present, including those events conducted outside Mater Dei premises unless expressly permitted to do so by the CEO/Principal. A Mater Dei function is any occasion organised by the

Organisation and/or in the Organisation's name, including dances, farewells, excursions, sporting fixtures and fund raising events.

8.5 You must not:

- (a) purchase alcohol for, or give alcohol to, any Young Person (or to any other person under the age of 18 years); and
- (b) encourage or condone the use of alcohol by Young Persons of any age during educational activities.

Tobacco

8.6 You must not smoke or permit smoking in any Mater Dei buildings, enclosed area or on Mater Dei grounds. This includes all buildings, gardens, sports fields, cars and car parks.

8.7 You must not purchase tobacco or tobacco products for any Young Person, or give them tobacco or tobacco products.

9. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of an organisation. For this reason Mater Dei recognises the need for a work environment to be one in which staff and volunteers support standards of equity and justice.

- 9.1 As an employee of Mater Dei, you must not act in conflict with the Organisation's best interests. A conflict of interests can involve:
- (a) pecuniary interests i.e. financial gain or loss or other material benefits;
 - (b) non-pecuniary interests i.e. favours, personal relationships and associations.
- It may not only be about your own interests. It may include:**
- (a) the interests of members of your immediate family or relatives (where these interests are known);
 - (b) the interests of your own business partners or associates, or those of your workplace; or
 - (c) the interests of your friends.
- 9.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your Program Manager or the CEO/Principal.
- 9.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

10. DECLARING GIFTS, BENEFITS AND BRIBES

As an employee of Mater Dei, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

- 10.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the CEO/Principal.
- 10.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of Mater Dei and its staff. You must not create the impression that any person or organisation is influencing the Organisation or the decisions or actions of any of its employees.
- 10.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the Organisation.
- 10.4 When such a gift is accepted, you must advise your CEO/Principal who will in turn determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.
- 10.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the Organisation. If you win a prize you must advise your Program Manager or the CEO/Principal who will determine how the prize should be treated and recorded.

11. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION

Communication

- 11.1 You are required to comply with the *Mater Dei Parent and Guardian Communication Policy*.
- 11.2 You should be mindful of confidentiality when in discussions with parents/guardians. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.
- 11.3 You should not disclose personal information about another staff member to Young Persons or parents/guardians or discuss their work performance, except if authorised by the CEO/Principal in the context of grievance resolution.
- 11.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with Young Persons, members of the Mater Dei community, or the public.
- 11.5 The media should not be given access to Young Persons or allowed entry to the Organisation without the express permission of the CEO/Principal. You should not make any comments to the media about Mater Dei, its Young Persons or parents/guardians without the express permission of the CEO/Principal.

Confidential information

- 11.6 As an employee of Mater Dei, you must only use confidential information for the work-related purpose it was intended.
- 11.7 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the CEO/Principal.
- 11.8 You must make sure that unauthorised people cannot access confidential information, in any form.
- 11.9 You must not, during your employment or after the termination of your employment, directly or indirectly, use or disclose confidential information for your own benefit or for the benefit of any person.

Privacy

- 11.10 You are required to comply with the *Mater Dei Privacy Policy*.
- 11.11 Sensitive and personal information should only be provided to people, either within or outside the Organisation, who are authorised to have access to it.
- 11.12 You should always exercise caution and sound judgment in discussing the personal information of Young Persons, parents/guardians, staff and other people with other Mater Dei employees. Information should be limited to those who need to know it in order to conduct their duties, or to those who can assist in carrying out the Organisation's work because of their expertise.

12. RECORD KEEPING

- 12.1 All employees of Mater Dei have a responsibility:
- (a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
 - (b) to capture or store records in the Organisation's record systems.
- 12.2 You must not destroy or remove records without appropriate authority.
- 12.3 Program Managers have a responsibility to ensure that the employees reporting to them comply with their records management obligations.
- 12.4 Employees responsible for assessing and recording marks for Young Persons' learning must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the Organisation.
- 12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

13. COPYRIGHT AND INTELLECTUAL PROPERTY

- 13.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.
- 13.2 Advice relating to sharing or licensing the Organisation's intellectual property should be sought from the CEO/Principal.
- 13.3 The Organisation cannot give away or assign its intellectual property without the approval of the CEO/Principal.
- 13.4 If you develop material that relates to your employment with Mater Dei, the copyright in that material will belong to the Organisation. This may apply even if the material was developed in your own time or at home.
- 13.5 You should not use Mater Dei's intellectual property (including copyright) for private purposes without obtaining written permission from the CEO/Principal.

14. STAFF DEVELOPMENT

Quality staff development is integral to the achievement of an organisation’s strategic goals and future growth. Mater Dei values and encourages staff development and is committed to enhancing the Organisation’s service delivery through the development of highly skilled staff.

14.1 Mater Dei will aim to provide an environment in which:

- (a) there is equity in the management of staff development;
- (b) discussions regarding development take place with individual employees;
- (c) feedback is provided to employees on performance and potential career development;
- (d) training and development needs are established in consultation with employees

14.2 Mater Dei recognises that responsibility for performance and development lies with the individual employee and that it is the individual employee’s responsibilities to:

- (a) take ultimate responsibility for their career
- (b) seek and use opportunities for development and learning
- (c) develop training and development goals that meet the Organisation’s as well as their own individual needs in consultation with their Program Manager/supervisor
- (d) assist as required, with workplace training and development initiatives, which may involve mentoring and coaching other staff through on the job training, or reporting back to other staff after attending a professional development opportunity.

Approved at Leadership Team YES / NO / NA	Signed	Date
Approved at Board YES / NO / NA	Signed	Date
Staff Briefed YES / NO	Signed	Date
Review Date February 2016		

ACKNOWLEDGEMENT

I _____ have read, understood and agree to
comply with the terms of this Code of Conduct.

Signed

Dated