



TASMANIAN
CATHOLIC
education commission

(STRATEGIC) CODE OF CONDUCT

RELATED DOCUMENTS

Vision and Mission Statement (TCEO Hobart)
Employees in Catholic Education Policy (TCEC)
Code of Professional Ethics for the Teaching Profession in Tasmania
(Teachers Registration Board)
Code of Conduct (Archdiocese of Hobart)

CODE OF CONDUCT

INTRODUCTION

All members of staff in Catholic schools, including Principals, and Catholic Education Office (CEO) staff work and minister in the name of the Church. As employees they formally undertake to support the Catholic ethos of the school as a requirement of their employment agreement and are expected to demonstrate their support for the Vision and Mission of Catholic education through the exercise of their employment responsibilities and conduct.

The purpose of this document therefore is to provide members of the Catholic Archdiocesan education community with a set of ethical principles guiding the standards of conduct that they are expected to uphold in their interactions with students, each other and the wider community.

This *CODE OF CONDUCT for all employees in Catholic education in Tasmania* finds its roots, its ethics, its principles, in the attached appendices:

- APPENDIX 1 *Vision and Mission Statement*
(Tasmanian Catholic Education Commission (TCEC)) March 2006
- APPENDIX 2 *Employees in Catholic Education Policy*
(TCEC) August 2006
- APPENDIX 3 *Code of Professional Ethics for the Teaching Profession in Tasmania*
(Tasmanian Teachers Registration Board) February 2006
- APPENDIX 4 *Code of Conduct*
(Archdiocese of Hobart) 2006

Each of these four statements is integral to the operation of the Code of Conduct.

It is the role of the Catholic Education Office to provide appropriate dissemination of the Code of Conduct as well as the timely in-servicing of all employees.

The following sets out in practical terms the active implications of this employee undertaking to support the Catholic ethos of the school and should be read in conjunction with both TCEC and school / college policies and procedures.

1.0 LAWFUL AND REASONABLE DIRECTIONS

- 1.1 Employees must comply promptly, conscientiously and effectively with all lawful and reasonable decisions and directions given by a person having authority to give such directions.
- 1.2 Employees must not knowingly or deliberately impede compliance with, or implementation of, a lawful and reasonable decision or direction.

- 1.3 When making decisions or giving directions, employees must act within their legal and organisational responsibilities and delegations. Employees must make what they believe to be competent decisions and give fair and reasonable guidance and directions.

2.0 PROFESSIONALISM AND ETHICAL CONDUCT

- 2.1 In the course of their employment, employees must act in a professional and respectful way that enhances their professional reputation and the reputation of Catholic education. Employees should be aware that personal conduct and lifestyle outside of normal working hours can reflect either positively or adversely on Catholic education and therefore they should act appropriately in the presence of students at all times, both within and outside school hours. At all times employees should conduct themselves in a manner that does not bring Catholic education into disrepute.
- 2.2 Employees must treat fellow employees, students and others within their work environment with the respect and dignity that all deserve.
- 2.3 Employees whose work involves interacting with students have a special responsibility to comply with duty of care requirements and not to be engaged in inappropriate behaviour such as illegal, anti-social, scandalous or disreputable activities which may negatively impact on them being seen as appropriate role models for those students.
- 2.4 Employees must be cognisant of the policies, procedures and delegations that are applicable to their actions. Principals / Tasmanian Catholic Education Office (TCEO) personnel must make relevant information available to staff. Employees are required to read and ensure that they understand policy documents issued to them or circulated to them. Employees who are uncertain about any aspect of policies, procedures and delegations which apply to them should examine the relevant information and seek advice from supervisors or relevant CEO personnel. This includes information contained on the TCEO's website at www.catholic.tas.edu.au on individual school websites and in school handbooks and in TCEC POLICY folders, multiple copies of which have been distributed to all schools and colleges.
- 2.5 Employees must uphold and comply with:
- 2.5.1 applicable Commonwealth, State and local laws, regulations, industrial awards and agreements;
 - 2.5.2 applicable professional standards and codes of practice that do not conflict with government or Catholic education policy;
 - 2.5.3 Catholic education and government directives, policies and procedures.
- 2.6 Employees must act promptly in reporting breaches of the law, Catholic education policies, government policies and directives, as well as misconduct and maladministration under Catholic education's Code of Conduct, to their Principal / relevant TCEO personnel.

- 2.7 Employees are expected to behave always in ways that promote the safety, welfare and well-being of students, fellow employees and others in their workplace environment in accordance with relevant occupational, health and safety legislation.
- 2.8 Employees must perform their work duties competently and responsibly, with a focus on delivering or supporting high quality educational services to students, and delivering high quality services to other internal or external Catholic education clients.
- 2.9 Employees must maintain currency of their professional competence through appropriate professional development or learning experiences.
- 2.10 Employees must maintain the accuracy, integrity and appropriate confidentiality of all information used in their professional dealings in Catholic education.
- 2.11 Employees must only take leave of absence from their work duties when authorised to do so.
- 2.12 Dress, personal appearance and hygiene are important elements of professional presentation. Employees must ensure that their personal appearance and presentation are clean, tidy and appropriate for their work role in accordance with the local expectation of the school or workplace.
- 2.13 Employees must ensure that Catholic education resources are not used improperly. These resources include financial and material resources as well as intellectual, information, system and knowledge resources related to the work of Catholic education. Work time is also a valuable resource that must be managed effectively to create productive outcomes.

3.0 DUTY OF CARE

- 3.1 Duty of care is essentially a duty to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of an employee's work, it is particularly important for those employees who have interaction with and responsibility for students.
- 3.2 Teachers have a particular duty of care towards students. It arises out of what is known as a fiduciary relationship, that is, a relationship based on trust. Such positions are bound by two ethical principles:
 - 3.2.1 *non-maleficance* – the responsibility to cause no harm to self or others
 - 3.2.2 *beneficence* – to actively promote the good of self and others
- 3.3 All students have a basic and expected right to a physical and emotional environment that is free from unreasonable risk of harm. *Harm* includes any significant detrimental effect to the student's physical, psychological or emotional well-being by any cause and includes minor harm that is cumulative in nature and which would result in a

detrimental effect of a significant nature to the student if allowed to continue. Amongst other things, harm can be caused by:

- 3.3.1 physical, psychological or emotional abuse or neglect; or
- 3.3.2 sexual abuse or exploitation; or
- 3.3.3 domestic or family violence; or
- 3.3.4 student bullying; or
- 3.3.5 one's own actions.

Employees are referred to the *Collaborative Caring* protocol which lays out the reporting procedures required of employees (& volunteers) in Catholic schools and as prescribed persons under the *Children, Young Persons & Their Families Act (1997)* and as mandated reporters of child abuse and neglect.

- 3.4 Employees must actively seek to maintain a physically safe teaching environment for students in accordance with the *Workplace Health and Safety Act 1995*.
- 3.5 Employees must take reasonable steps to prevent harm to students and to support students who have been harmed.

4.0 PSYCHOLOGICAL HARM

- 4.1 Employees must not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating or threatening. Such conduct might include, but not be restricted to, targeting students with unfair and continued criticism; making excessive or unreasonable demands of others; and making any form, either oral or written (including electronic communication), of derogatory comments to students, parents, work colleagues or the general public. Should such unacceptable behaviour occur, then all recipients of such behaviour have recourse to the processes contained within the school's Grievance Policy.

5.0 PHYSICAL CONTACT WITH CHILDREN

- 5.1 Employees must not engage in conduct that could physically harm a student and this should be noted especially in cases involving disciplinary action.
- 5.2 Corporal punishment is prohibited in all Catholic schools.
- 5.3 There may be occasions, however, where physical intervention is appropriate in order to protect students, self and others. In these circumstances this would be deemed reasonable action providing that the physical intervention is to prevent harm or further harm to students and that the employee seeks to avoid inflicting physical harm where possible. The physical intervention would need to be proportionate to the circumstances.

6.0 SEXUAL CONDUCT

- 6.1 Employees' interactions with students must be, and be seen to be, professional at all times.
- 6.2 Employees must not attempt to sexualise a relationship with a student. To do so is a breach of trust, an abuse of authority, professional misconduct, immoral and criminal. Failure by the other person to reject such conduct does not necessarily imply meaningful consent for in law a minor cannot consent.

- 6.3 Employees must not provide or exchange personal contact details such as telephone numbers or email addresses with students, unless there are specific work-related reasons. Similarly, employees must not enter into unauthorised electronic communication with students such as text messaging, pod-casting and chat rooms.
- 6.4 The following behaviour constitutes either misconduct or sexual misconduct:
- 6.4.1 unwarranted and inappropriate touching of students
 - 6.4.2 suggestive remarks or action of a sexual nature
 - 6.4.3 sexual exhibitionism
 - 6.4.4 obscene gestures, language, jokes containing sexual references or deliberately exposing students to the sexual behaviour of others in any form, other than in the case of prescribed curriculum material in which sexual themes are contextual
 - 6.4.5 inappropriate conversations of a sexual nature
 - 6.4.6 comments that express a desire to act in a sexual manner
 - 6.4.7 personal correspondence (including electronic communication) with a student in respect of the adult's sexual feelings for a student
 - 6.4.8 deliberate exposure of students to sexual behaviour of others including display of pornographic material
 - 6.4.9 flirtatious behaviour directed at a student
 - 6.4.10 dating a student
 - 6.4.11 spending significant time alone with a student other than to perform one's professional duties, or without other reasonable explanation
 - 6.4.12 expressing romantic feelings towards a student in any way.
- 6.5 Sexual misconduct can also include *grooming* behaviour. Grooming behaviour is a process whereby sexual offenders *condition* and build rapport with children or young persons in order to reduce their resistance to, and increase compliance with, sexual abuse. The grooming process can include:
- 6.5.1 misleading students by pretending to them that they are special, for example by spending inappropriate time with students, inappropriately giving gifts, showing special favours to certain students but not to other students, allowing students to overstep the accepted school rules.
 - 6.5.2 breaking of accepted school standards of behaviour, for example undressing in front of students, allowing students to sit on their lap, talking about sex, apparently *accidental* touching.
 - 6.5.3 engaging in inappropriate, personalised forms of communication.
- 6.6 Employees must discourage and reject any advances of a sexual nature initiated by a student. Should such a situation arise then employees must report such instances immediately to their Principal / Principal delegate to assist in preventing repetition and avoiding subsequent allegations. Allegations will be investigated thoroughly and may involve the Police.

7.0 DISCRIMINATION AND HARASSMENT

- 7.1 Catholic education employees are committed to providing workplaces free of all forms of discrimination, victimisation and harassment. Common types of harassment include:

- 7.1.1 intimidatory harassment
 - 7.1.2 bullying
 - 7.1.3 sexual harassment
- 7.2 Employees must not discriminate against, victimise or harass any colleague, student or parent, nor discriminate in how services are provided to the community. All employees of Catholic education have the responsibility to act fairly and evenly towards other employees, students and the general public in accordance with Catholic education's policies and relevant legislation including the *Tasmanian Anti-Discrimination Act 1998*, and the Federal Government's *Equal Employment Opportunity Act 1987*, *Sex Discrimination Act 1994* and *Disability Discrimination Act 1992*.
- 7.3 Discrimination, victimisation or harassment will not be tolerated and will be dealt with in accordance with existing policies, including the TCEC *Anti-Discrimination, Harassment and Bullying Policy* and the TCEC *Taking Care Policy* (see TCEC POLICIES folders in all schools and colleges). It should be noted that following the receipt and thorough investigation of an allegation of discrimination, victimisation or harassment against an individual, there is the potential for the laying of criminal charges in cases where the allegation has been sustained.

8.0 USE OF TOBACCO, ALCOHOL, OTHER DRUGS AND MEDICATION

- 8.1 In accordance with the TCEC *Smoking on School Sites Policy*, smoking is not permitted in school facilities and grounds. Similarly, smoking is not permitted whilst staff members have direct responsibility for or contact with students.
- 8.2 Employees have an occupational health and safety obligation, in accordance with the *Workplace Health and Safety Act 1995*, to ensure that their use of alcohol and drugs, whether illicit, proscribed, over-the-counter or prescribed as medication, does not adversely affect their work performance or endanger the health and safety of others.
- 8.3 The illicit use of drugs at any time within a professional context, particularly in association with the supervision of students, is strictly prohibited.
- 8.4 Employees suffering from a drug or alcohol problem that adversely affects their work performance must actively seek professional assistance to correct the problem. In this regard employees are encouraged to access the CEO / relevant Employee Assistance Program.
- 8.5 Employees must not provide students with alcohol and must not encourage or condone the illegal use of alcohol (including underage drinking) or the excessive consumption of alcohol.
- 8.6 Employees should reasonably endeavour to avoid direct social contact with students where student consumption of alcohol or the illicit use of drugs occurs.
- 8.7 Employees must not consume or be affected by alcohol and / or the illicit use of drugs in any circumstances where they are responsible for students. This includes camps, retreats, excursions and other such activities.

- 8.8 Employee consumption of alcohol is generally not permitted at any activity or event where students may be present such as fairs, barbecues, graduations and the like. However, in special circumstances where school authorities have authorised the serving of alcohol, have secured Licensing Commission permits as necessary and have set aside a clearly defined area for such purposes, the limited consumption of alcohol may be permitted.
- 8.9 At the request of parents and with the agreement of appropriately trained employees, employees are authorised to administer prescribed medications in accordance with TCEO and / or school-based policies and procedures. Employees must not provide students with non-prescribed medications or over-the-counter drugs without the appropriate authorisation of school authorities, nor encourage or condone student illicit use of drugs.

9.0 CONFLICT OF INTEREST

- 9.1 A conflict of interest may exist when an employee's private interests have the potential to interfere with the proper performance of his / her work duties. A potential or actual conflict of interest must be identified, declared and avoided or resolved in favour of the public interest and should not be undertaken without the express permission of the Principal.
- 9.2 It is understood that situations may occur where employees are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist between employees or with prospective employees, then the potential for conflict of interest should be noted.
- 9.3 As a general principle, all employees who participate in procedures for selection, granting of tenure, performance appraisal, termination or transfer of any person who is a family member or with whom they have, or have had, a close personal relationship should declare any potential conflict of interest. However, the existence of a close personal or family relationship should not constitute a bar to the employment, promotion, granting of tenure or transfer of any individual.
- 9.4 Employees should be aware that private part-time employment including tutoring which conflicts with, or compromises, employment with Catholic education, may give rise to a conflict of interest. Employees should seek prior approval from the school authorities for any such employment.
- 9.5 Employees should be aware that receipt of gifts from those considered as part of the broad *client* base of the organization (eg. – students / families in a school setting) may present the potential for a conflict of interest.
- 9.6 In many cases only individual employees themselves will be aware of the potential for conflict. The onus therefore is on the individual in these cases to notify the appropriate supervisor of this potential.

10.0 PRIVACY AND CONFIDENTIALITY

- 10.1 As an employee of Catholic education you may be entrusted with access to information of a sensitive nature to enable you to carry out your duties.
- 10.2 Employees must ensure that confidential, private and sensitive information is handled carefully and that the integrity of such information is maintained at all times in compliance with relevant privacy legislation.
- 10.3 In accordance with the school / TCEO *Privacy Policy*, an employee must not, after leaving employment with the school / TCEO, use confidential information obtained during the course of his / her employment for other work or non-work related purposes.

11.0 USE OF SCHOOL / CEO RESOURCES

- 11.1 Employees must ensure that all school / TCEO equipment, resources, and consumable items are used appropriately for the work and business of the school / TCEO. Limited and occasional private use of school / TCEO equipment and resources may occur providing it does not adversely affect the performance of the employee's work duties, or the work duties of others, or the business or reputation of the school / TCEO. Examples of where this might occur include:
 - 11.1.1 limited, occasional and brief private telephone calls and faxes
 - 11.1.2 limited and occasional use of a photocopier
 - 11.1.3 limited and occasional use of computers, email and internet subject to school / TCEO policy on acceptable use by employees of ICT resources
- 11.2 Employees must ensure that school / TCEO equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal.
- 11.3 Employees must have approval to use school / TCEO equipment and resources off site for work purposes, and must ensure that they are safely stored and secured.
- 11.4 Employees must ensure that they do not breach copyright law or licensing arrangements when copying any school / TCEO property such as software, library and reference materials, or copying other property for school / TCEO use.
- 11.5 Employees must not seek financial gain from work produced for the employer without the authorisation of the employer.
- 11.6 Employees whose work duties involve purchasing or managing resources on behalf of the school / TCEO must act within their delegated authority and comply with legislative requirements, policies and procedures for the purchase, use and disposal of any school /TCEO resource.

12.0 USING SCHOOL / CEO INTERNET, INTRANET, ELECTRONIC MAIL, MOBILE PHONES AND OTHER MEANS OF ELECTRONIC COMMUNICATION

- 12.1 Except for official purposes or in accordance with school / TCEO policy, employees must not use school / TCEO resources, including mobile phones, the internet, electronic mail systems, or other means of electronic communication for:
 - 12.1.1 accessing, storing, or transmitting words, images or other material that are illegal, sexually explicit, violent or that a reasonable person would find offensive. (This does not include material that is part of a complaint, report or notification about alleged improper conduct of a person made in accordance with an authorised procedure.)
 - 12.1.2 gambling
 - 12.1.3 accessing chat lines not associated with work
 - 12.1.4 transmitting inappropriate jokes
 - 12.1.5 sending of inappropriate programs or mail
 - 12.1.6 what a reasonable person would see as excessive use of the internet
 - 12.1.7 unauthorised use of the school's / CEO's email distribution lists

13.0 PROCEDURE FOR DEALING WITH ALLEGATIONS AND APPARENT BREACHES OF THE CODE OF CONDUCT

- 13.1 Potential breaches of the Code of Conduct, including apparent breaches and allegations, will be dealt with in accordance with the principles of procedural fairness and natural justice. Potential breaches may be addressed in the context of established grievance policies or as detailed in appropriate school-based or TCEC policies. In cases of alleged serious misconduct, the TCEC's *Taking Care Policy* may be activated.
- 13.2 Employees should be aware that the relevant governing body may apply sanctions if this Code of Conduct is breached. Depending on the nature of the breach, various sanctions such as the following may be applied:
 - 13.2.1 appropriate warnings
 - 13.2.2 counselling
 - 13.2.3 actions as prescribed under the various award provisions
 - 13.2.4 demotion
 - 13.2.5 suspension
 - 13.2.6 dismissal
 - 13.2.7 laying of criminal charges or civil action
- 13.3 As appropriate, and according to the word, intent and spirit of the Catholic Education Agreement, employees may, when in breach of the Code of Conduct, seek access to sector dispute resolution processes.

IMPORTANT REFERENCES

(available on relevant websites)

Vision and Mission Statement (TCEO Hobart) 2006

Employees in Catholic Education Policy (TCEC) 1998 (to be updated in 2007)

*Code of Professional Ethics for the Teaching Profession in Tasmania (Teachers
Registration Board) 2006*

Code of Conduct (Archdiocese of Hobart) 2006

APPENDICES

APPENDIX 1

VISION STATEMENT

A COMMUNITY OF FAITH; LEARNING FOR LIFE

As a community of Catholic schools we will strive to provide a quality education for our students so each will be:

- ❑ a person of faith in relationship with God through Christ and his Church;
- ❑ a fully integrated human being, able and willing to witness to Christ by living according to Gospel values;
- ❑ a person who is inspired by a deep passion for life-long learning and the promotion of peace and justice; and
- ❑ a person who embraces the future with faith in Christ, hope, confidence and the ability to take his / her place in society.

MISSION STATEMENT

1. A Community of the Word

As a community of Catholic Schools, we will strive to:

- ❑ participate in the Catholic Church's mission of evangelisation;
- ❑ explicitly teach, live and celebrate the Word of God within a living Catholic tradition;
- ❑ build and nourish each student's personal relationship with Christ;
- ❑ nurture a sense of wonder in the mystery of Christ; and
- ❑ foster a climate that allows for a free response to God's call to faith.

2. A Community of Wisdom

As a community of Catholic Schools, we will strive to:

- ❑ develop a school culture that empowers young people to think critically, discern wisely and value the search for truth;
- ❑ provide a meaningful, relevant and appropriate curriculum that promotes life-long learning.
- ❑ transmit knowledge, skills and values that integrate and transform faith, life and culture; and
- ❑ create a learning environment which provides for the unique needs of each student, encouraging them to reach their full potential.

3. A Community of Welcome

As a community of Catholic Schools, we will strive to:

- recognise and support parents as the first and foremost educators of their children;
- work in genuine partnership with our school staff, parents, caregivers, teachers, parish, students, and the wider community;
- create an inclusive environment that values and respects diversity, equity and subsidiarity; and
- actively engage with and support the marginalised and disenfranchised within our community and the wider society.

4. A Community of Worship

As a community of Catholic Schools, we will strive to:

- live as part of a sacramental community with the Eucharist at its heart;
- nurture a culture characterised by a spirit of celebration, unity and reconciliation;
- proclaim and promote our founding charisms and traditions; and
- engender an awareness and appreciation of the centrality of prayer and reflection in the spirituality of daily life.

5. A Community of Well-being

As a community of Catholic Schools, we will strive to:

- build and sustain relationships based on Gospel values that are life giving and empowering;
- respond to human need with compassion, fairness and justice that respects the dignity of all;
- provide a secure environment that ensures the safety and well-being of all; and
- formulate and manage our structures and policies in accord with our Catholic ethos and tradition.

6. A Community of Witness

As a community of Catholic Schools, we will strive to:

- be a witness to Christ the Teacher in all that we say and do;
- create a culture and curriculum that inspires and enables our students to respond to the challenges of life and social justice;
- work in cooperation and collaboration with our parish communities and other Church and social agencies and the wider community;
- be aware of and bear witness to Catholic moral principles and social teachings; and
- live out our responsibilities as stewards of our environment, tradition and faith.

APPENDIX 2

EMPLOYEES IN CATHOLIC EDUCATION POLICY

RELATED POLICIES

Qualities for Educational Leadership Positions in Catholic Schools
Senior Leadership Positions: Enrolment of Children in Catholic Schools

RATIONALE

The task of the Catholic school:

... is fundamentally a synthesis of culture and faith and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subjects taught, in the light of the Gospel: the second in the growth of the virtues characteristic of the Christian.

The Catholic School (Rome 1997)

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between teacher and pupil and:

(i)n the Catholic school, 'prime responsibility for creating this unique Christian school climate rests with the teachers, as individuals and as a community'.²⁴ Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not write on inanimate material, but on the very spirits of human beings. The personal relations between the teacher and the students, therefore, assume an enormous importance and are not limited simply to giving and taking. Moreover, we must remember that teachers and educators fulfil a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that 'it depends chiefly on them whether the Catholic school achieves its purpose'.²⁵

The Catholic School on the Threshold of the Third Millennium (#19)
(Congregation for Catholic Education 1999)

This philosophy of Catholic education guides the Catholic school in its functioning. It is accountable to parents and the community at large for the provision of quality education to young citizens, and it is especially accountable to the Church community for providing such education within the context of Christian Gospel values as espoused by the Catholic tradition. The Catholic school is more than an educative institution; it is a key part of the Church, an essential element in the Church's mission.

24 S. Congregation for Catholic Education, *Religious Dimension of Education in a Catholic school*, n. 26
25 Cf. Vatican Council II, Declaration on Christian Education *Gravissimum educationis*, n. 8

POLICY

All employees in Catholic education are expected to carry out their duties in accordance with the principles and requirements set out in this policy document below.

DEFINITIONS

<i>Teacher</i>	A person who has successfully completed an approved tertiary teacher training course, a course that allows him / her to fulfil the requirements of the Teachers Registration Board Tasmania in order to teach in a school.
<i>Teaching Support Employee</i>	A person who is employed in a school in a role that supports, either directly or indirectly, the work done by teachers. In practice, this means all employees of a school other than teachers.

PRINCIPLES

1.0 Teachers

- 1.1 The teacher in the Catholic school is more than an employee: he / she ministers in the name of the Church and of the Gospel. Every teacher in the Catholic school has an indispensable role to play. As well as meeting all the usual professional requirements of teachers such as adequate pre-service training and engaging in continuing, ongoing professional development, it is expected that all teachers employed in a Catholic school demonstrate that they:
- 1.1.1 accept the Catholic educational philosophy of the school.
 - 1.1.2 support the religious education program and religious life of the school.
 - 1.1.3 develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas.
 - 1.1.4 by their teaching and personal example:
 - 1.1.4.1 strive to inculcate in students an appreciation and acceptance of Christian teaching and values in the Catholic tradition.
 - 1.1.4.2 participate in the pastoral care program of the school.
 - 1.1.4.3 uphold the school's declared codes of behaviour, standards and expectations of students at all times.
 - 1.1.4.4 maintain a relationship with staff and students based on mutual respect, compassion and forgiveness which avoids unnecessary familiarity that may be confusing to the student and unsupportive of colleagues.
 - 1.1.4.5 support parents and acknowledge the role of parents as the prime educators of children.

- 1.1.5 avoid any influence upon students (whether by word, action or known lifestyle) that is contrary to the teaching and values of the Church community in whose name they act.
- 1.1.6 by their dedicated approach to their profession, contribute to the total educational program of the school and provide quality education to the students in their care.

2.0 Teaching Support Employees

- 2.1 Whilst employees who are not teachers do not have the same sensitive role to play in Catholic schooling, teaching support employees who come in contact with pupils must be aware of their influence on pupils. Both by example, or by their explicit actions, they must support the school administration and the teaching staff in their constant endeavour to fulfil the aims of the Catholic school.

GUIDELINES

School authorities, both at the time of appointment of new employees and at the time of review of the roles of employees, articulate the expectations of employees in a manner consistent with the underlying principles provided above.

REFERENCES

- Vision and Mission Statement* (Tasmanian Catholic Education Office HOBART) – March 2006
- Code of Professional Ethics for the Teaching Profession in Tasmania*
(Teachers Registration Board Tasmania) – February 2006
- Code of Conduct for all employees in Catholic education in Tasmania* – July 2006
- Children, Young Persons and Their Families Act 1997*

FORMS

Nil

APPENDICES

Nil

Approved by:	TCEC
Issuing Group:	Policy & Executive Support Services
Implementation Date:	1 January 2007
Supersedes Policy Dated:	October 1998
Revision Date:	2010
CEO Contact Officer:	Manager: Policy & Secondary Curriculum

APPENDIX 3

CODE OF PROFESSIONAL ETHICS for the Teaching Profession in Tasmania

Teachers Registration Board, February 2006

This Code of Professional Ethics is a statement of the ethical commitments, practices and aspirations that underpin the identity of the teaching profession in Tasmania and that reflect the ongoing articulation of that identity by the profession.

It expresses the ethical commitments that are already implicit in and guide the professional conduct of teachers in Tasmania.

The practical applications of codes of ethics are expressed in codes of conduct.

Members of the teaching profession in Tasmania are committed to the principles of:

**Dignity
Respect
Integrity
Empathy
Justice**

Teachers honour the **Principle of Dignity** by upholding the intrinsic worth of all persons, including self, students, colleagues and parents.

Teachers honour the **Principle of Respect** by having due regard for the feelings, rights and traditions of all persons and by developing relationships that are based on mutual respect and trust.

Teachers honour the **Principle of Integrity** by acting impartially and responsibly and by being honest, trustworthy and accountable with regard to the obligations that concern the profession.

Teachers honour the **Principle of Empathy** by being aware of the feelings and perspectives of others and by being open-minded and responding compassionately.

Teachers honour the **Principle of Justice** by being fair and reasonable and committed to the well-being of individuals, the community and the common good.

Teachers Registration Board Tasmania

GPO Box 539 Hobart TAS 7001

Ph: 6233 5992

Fax: 6233 2549

Email: trb.admin@education.tas.gov.au

APPENDIX 4



Archdiocese of Hobart

Code of Conduct

1. Rationale

The successful development of an ethical environment relies on individuals being responsible for their own professional behaviour within the provisions of this code, policies of the Archdiocese, obligations of Federal and State legislation, Awards and Agreements. This Code of Conduct provides a framework for appropriate behaviour for all employees of the Archdiocese of Hobart. It is not intended to cover all issues that may arise, but rather to provide a framework within which employees can address ethical issues, which may arise through the daily business of the Archdiocese.

2. Purpose

This Code establishes a standard by which all employees and managers:

- conduct themselves towards other employees or colleagues, employee representatives; contractors, government authorities and the general community;
- perform their duties and obligations to the Archdiocese;
- fulfil the mission, goals and objectives of the Archdiocese; and
- practice fairness and equity.

Where there is doubt as to the application of the Code, or the appropriate course of action to be adopted, employees affected should discuss the matter with their supervisor.

3. Scope

This policy and procedure applies to all employees, including volunteers, of the Archdiocese.

4. Guiding Principles

The Code of Conduct is established on the following Archdiocesan values: integrity, honesty, conscientiousness, compassion, courtesy, fairness, and respect.

Employees of the Archdiocese are expected to be diligent, impartial, courteous, conscientious and respectful in the performance of their duties and obligations to their workplace within the Archdiocese and the community.

In dealing with other employees, and the community, employees should be guided by their Archdiocesan mission.

5. Natural Justice, Fairness and Equity

Employees who are required to conduct any type of preliminary investigation of complaints against other employees or clients, or issues affecting employees or clients are expected to act consistently, promptly, and fairly.

There is an obligation to maintain the principles of natural justice in dealing with issues relating to any investigation.

When using any authorised powers, employees should ensure that they take all relevant factors into consideration and have regard to the particular merits of each case.

6. Use of Facilities and Equipment

Employees should take all possible care in the use of Archdiocese property, goods, services and information and ensure they are used efficiently, carefully and honestly.

Unless permission has been granted by an employee's manager, Archdiocesan resources are not to be used for private purposes.

7. Financial Interests

Employees should avoid any financial involvement or undertaking that could directly or indirectly compromise or undermine the performance of their Archdiocese duties or the Archdiocese's mission, objectives or activities.

Financial conflict of interest may arise where an employee's member, who has a financial interest in a company, partnership or other business, is in a position to influence contracts or transactions between the Archdiocese and that business.

This conflict may extend to any business undertaking in which employees and their immediate family or the employee's member is acting in direct competition with the Archdiocese's activities or interests for personal gain.

8. Influence to Secure Advantage

No employee shall elicit the improper influence or interest of any person to obtain promotion, transfer or other advantage.

9. Public Comment and Use of Official Information

While employees, as members of the community, are expected to contribute to public debate on political and social issues there are some circumstances in which public comment is inappropriate.

Public comment by Archdiocese employees should not imply that the comment, although made in a private capacity, is in some way an official comment by the Archdiocese or by the employees division.

Employees may disclose official information, with due regard to confidentiality, in order that:

- Colleagues may discharge their official duties;
- Reporting requirements to government bodies such as the Taxation Department are met.

An employee should disclose confidential or restricted information or documents acquired in the course of their employment only when required to do so by law, in the course of their duty, when called to give evidence in court, or when proper authority has been given. Approval to release confidential information on employees or students should be sought from the appropriate supervisor.

In circumstances where employees are requested to provide information they should provide it in a timely and accurate manner which complies with the principles of Freedom of Information, confidentiality, and the rights of the individual.

Employees acting in honorary capacities may be asked by third parties to make comment on Archdiocesan policy or procedures and in such cases should confine comments to factual information.

Where employees are privy to information of a restricted nature which may compromise the position of the Archdiocese or infringe on the privacy of others the information should not be divulged.

10. Personal Relationships

The Archdiocese is aware that situations may occur where employees are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist between employees or with prospective employees, the Archdiocese does not wish to interfere unnecessarily, but stresses that there may be situations where there is potential for conflict of interest.

As a general principle, employees should adhere to the following:

- No employee should participate in the procedures for selection, granting of tenure, performance appraisal, termination or transfer of any person with whom they have, or have had, a close personal relationship; and
- The existence of a close personal relationship with an employee should not constitute a bar to the employment, promotion, granting of tenure or transfer of any individual.

In many cases, only individual employees members will be aware of the potential for conflict. Therefore, the onus is on that person to notify the appropriate manager if a potential or actual conflict of interest occurs.

11. Personal Safety

Employees should not accept client or student abuse or harassment. If a employees member is abused or harassed by a client or student the employees member should report the circumstances to their manager or principal, who will take appropriate action to stop the abuse or harassment.

12. Personal and Professional Behaviour

Employees should perform the duties associated with their position to the best of their ability, diligently, impartially and conscientiously. In the performance of their duties, employees should:

- comply with legislative and industrial obligations and administrative policies;
- fulfil their Equal Employment Opportunity and Occupational Safety & Health obligations;
- strive to keep up to date with advances and changes in the knowledge of their discipline and the professional and ethical standards relevant to their areas and expertise;
- maintain adequate documents to support decisions made;
- treat all persons with courtesy and sensitivity to their rights and provide all necessary and appropriate assistance;
- strive to obtain value for public money spent and avoid waste and extravagance in the use of public resources;
- not take or seek to take improper advantage of any official information gained in the course of Archdiocesan employment;
- not harass or discriminate against employees or clients in work practices or in the provision of Archdiocesan services on the grounds of sex, pregnancy, race (including colour, ethnic background or national identity), marital status, disability, sexual preference, political or religious belief, or age;
- act responsibly when becoming aware of any unethical behaviour or wrong doing by any employee. Such information should be forwarded to a manager or principal;

- continuously improve work performance. All employees should actively pursue quality improvements; and
- not make disparaging remarks about other employees.

13. Alcohol or Substance Use Abuse or Misuse

The Archdiocese expects that employees will carry out their duties safely and refrain from any conduct including, alcohol or substance use, abuse or misuse, that would adversely affect their performance.

Employees (and volunteers) must also ensure that the health and safety of other employees, volunteers and students is not endangered by such use. The Archdiocese expects its employees to perform their job with skill, care and diligence. Employees should not perform any act or omission that is likely to have a detrimental effect on their work performance and that of other employees. Accordingly, employees should not be under the influence of alcohol or other substances while they are at work.

14. Breaches of the Code of Conduct

Employees should be aware that the Archdiocese may apply sanctions if this Code of Conduct is breached. Depending on the nature of the breach various sanctions may be applied such as:

- Counselling;
- Actions as prescribed under the various award provisions;
- Suspension; or
- Laying of criminal charges or civil action.

It is the responsibility of the Archdiocese to appropriately communicate these details to all employees.