



CATHOLIC DIOCESE OF BROKEN BAY

CODE OF CONDUCT POLICY

CHANCERY AND PARISHES

GENERAL

PURPOSE

This document contains the Diocese of Broken Bay (**Diocese**) Code of Conduct (**Code**) for the Chancery and parishes. The Code identifies the professional and personal standards of behaviour required by the Diocese.

APPLICATION & SCOPE

Part 1 of the Code applies to **Employees, Associates** and **Clergy** (together, **Applicable Individuals** – please refer to definitions below).

Part 2 of the Code applies only to Employees (in conjunction with Part 1).

In addition to the obligations set out in the Code, Clergy and employees with a canonical mandate must also comply with Canon law.

DEFINITIONS

Bullying means repeated, unreasonable behaviour that creates a risk to health and safety.

Child / Children means a person(s) under the age of 18, as defined by the *Child Protection (Working with Children) Act 2012* (NSW) and any other amending or repealing statutes.

Clergy means Clergy who are not separately employed by the Diocese outside of their canonical duties.

Close Friend means an individual who maintains a close personal relationship with an Applicable Individual through frequent personal contact and a personal interest in the welfare of the Applicable Individual.

Discrimination means any distinction made on a particular basis, including age, race, sex, sexual orientation, religion, national origin, marital status, pregnancy, or disability, which has the purpose or effect of impairing the enjoyment on an equal basis of human rights and fundamental freedoms in political, economic, social, cultural, or other fields of life.

Employees means employees and trainees of the Diocese and Clergy of the Diocese who are separately employed by the Diocese outside of their canonical duties.

Family Member means an Applicable Individual's:

1. spouse or former spouse;
2. de facto partner or former de facto partner;
3. sibling, cousin, Child, parent, grandparent, grandchild or adoptive relative, including those of the Applicable Individual's spouse or de facto partner;
4. step-relations, including those of the Applicable Individual's spouse or de facto partner;

Associates means non-Employee members of the Diocese including contractors, volunteers and work experience students.

Psychosocial Hazard means any act or omission that could cause psychological harm.

Sexual Harassment means an unwelcome sexual advance, unwelcome request for sexual favours, or engaging in other unwelcome conduct of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Vulnerable Adult means a person aged 18 years and over who is at increased risk of abuse, such as those who are elderly, have a disability, suffer from mental illness, have diminished capacity, have cognitive impairment, are experiencing transient risks, such as bereavement or relationship breakdown (or other such adversity), have any other impairment that makes it difficult for that person to protect themselves from abuse or exploitation.

PART 1

ETHICAL BEHAVIOUR

Applicable Individuals are required to:

1. obey the law, including but not limited to complying with legislation, reporting obligations, contractual obligations, and industrial instruments as applicable;
2. respect the dignity, rights and views of others;
3. listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view);
4. act respectfully towards others, including but not limited to respecting the decisions of management regardless of whether the Applicable Individual agrees with the decision;
5. act cooperatively with persons who may perform review and assurance activities such as internal audit, compliance and risk management;
6. respect the diverse needs of individuals including but not limited to cultural, ethnic, age, gender, religious, and socio-economic backgrounds;
7. think and act in the best interest of Children and Vulnerable Adults;
8. demonstrate inclusion and support for people with a disability;
9. acknowledge the genuine contributions that others make;
10. express feedback objectively and in a considerate manner;
11. not behave in a manner that poses or potentially poses a psychosocial risk to themselves or to others including behaviour that potentially or actually constitutes a Psychosocial Hazard;
12. not harass, sexually harass, bully, or unlawfully discriminate against anyone;
13. be courteous, fair and considerate to the needs of others;
14. act with integrity;
15. actively assist in managing conflict, regardless of whether the conflict impacts an individual personally, or in their capacity as an Employee, Member or Clergy; and
16. understand, promote, and support the principles and standards put forward in *Integrity in Our Common Mission* (published by the Australian Catholic Bishops Conference in November 2023, and any updated versions), to the extent that those principles and standards apply to the Applicable Individual's role.

WORKING WITH CHILDREN AND VULNERABLE ADULTS

Applicable Individuals may from time to time engage in child-related work and work with Vulnerable Adults, even if this is not in the usual course of their role with the Diocese.

When working with Children, Applicable Individuals must take reasonable care for the safety of Children (taking into consideration various factors such as a Child's maturity, ability, and circumstances) including:

1. providing adequate supervision;
2. demonstrating personal behaviours that promote safety, welfare, and well-being;
3. providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a Child who is injured or becomes sick;
4. identifying and protecting Children from hazards, including Psychosocial Hazards;
5. taking appropriate action where a Child's safety, welfare, or wellbeing is at risk;
6. considering the needs of those who are potentially more at risk, including people of Aboriginal and Torres Strait Islander background, people with disabilities or illnesses, people of culturally and linguistically diverse backgrounds, those in home care, those who are experiencing homelessness, and people of diverse sexual orientation;
7. not putting themselves in a position that may create a risk of a Child protection allegation;
8. not performing unwarranted or unwanted touching of a Child or engaging in inappropriate physical contact;
9. not acting in ways that may cause a Child to reasonably fear that unjustified force will be used against them, including without limitation massage, kisses, tickling games or facilitate situations which unnecessarily result in close physical contact with them;
10. not visiting or otherwise contacting a Child outside of hours, except with the Child's parent or guardian's consent and authorisation from the Applicable Individual's supervisor or manager;
11. not administering corporal punishment;
12. not verbally disciplining a Child in excess of what is reasonable or appropriate for the situation and the Child's maturity, ability and circumstances;
13. not undressing using facilities set aside for Children or otherwise undressing in sight of them;
14. not consuming alcohol, tobacco or other drugs in a Child's presence or purchasing for, supplying, or encouraging alcohol, tobacco or drugs to them;
15. not administering medication to a Child without the consent of their parent or guardian and then only within the Applicable Individual's qualifications and specific scope of practice; and
16. reporting to the Child Protection Helpline if you are a Mandatory Reporter and required to do so under legislation.

If a Child's parent or guardian wishes to engage you to mentor, tutor or care for their Child outside of your role at the Diocese, you must:

1. do so in your own individual capacity and not in conjunction with the Diocese; and
2. disclose this to your supervisor.

Further, Applicable Individuals must:

1. consider how power imbalances can occur in the Chancery and parishes and during provision of Diocesan services, and take steps to mitigate this imbalance;
2. act professionally and appropriately including maintaining appropriate boundaries;
3. not behave in a way that could reasonably be construed as involving an inappropriate relationship with a Child, group of Children or Vulnerable Adult;
4. not make comments about the appearance of a Child or Vulnerable Adult;

5. not adopt inappropriate or overly familiar 'pet names' or 'nicknames' towards Children or Vulnerable Adults;
6. not engage in grooming behaviour;
7. not make enquiries of a sexual nature towards Children or Vulnerable Adults;
8. not be disrespectful or discriminatory towards Children or Vulnerable Adults;
9. not vilify or humiliate Children or Vulnerable Adults;
10. not swear or use offensive language to, or in close proximity of, Children or Vulnerable Adults;
11. not allow Children or Vulnerable Adults to access or facilitate their access to pornography or sexually explicit material;
12. intervene (by verbally addressing or stopping the behaviour, where safe to do so) in any bullying, harassment, sexual harassment, discrimination, or abuse that involves Children or Vulnerable Adults;
13. report any behaviour captured by item (12) above to Safeguarding Broken Bay, and the Parish Priest (when the matter pertains to activities undertaken by a Broken Bay Parish);
14. avoid correspondence of a personal nature with Children or Vulnerable Adults;
15. avoid introducing 'secrets' to Children or Vulnerable Adults;
16. not discuss personal lifestyle details or opinions that could be perceived as overly personal with Children or Vulnerable Adults;
17. not be alone with a Child, group of Children or Vulnerable Adult in sleeping, dressing or bathing areas, or in modes of transport;
18. where possible, conduct work in an open space or in clear line of sight of another adult;
19. not give personal gifts, provide special favours, single them out for special duties or responsibilities;
20. report suspicion of criminal behaviour to NSW Police.

PROFESSIONAL BEHAVIOUR AND DEVELOPMENT

Applicable Individuals are expected to:

1. maintain a high standard and quality of work;
2. maintain and develop knowledge and understanding relevant to their role;
3. continuously seek to improve their performance;
4. exercise care and sound judgement when carrying out their duties;
5. maintain adequate documentation to support decision making;
6. take reasonable care of their own health and safety;
7. take reasonable steps to ensure their acts or omissions do not adversely affect the health and safety of others;
8. comply with Diocesan policies, guidelines and protocols;
9. not carry out their duties under the influence of alcohol or any substance which impairs their performance or poses an actual or potential risk to the health and safety of themselves or others;
10. not take or attempt to take improper advantage of their position, or any information gained by nature of their role;
11. not allow political views, affiliations, or personal interests to influence the performance of their duties or responsibilities;

12. maintain confidentiality;
13. report to the Head of People and Participation Broken Bay any instance where the Applicable Individual believes they have observed, or they themselves have been the subject of, inappropriate behaviour;
14. report any hazards they identify, including Psychosocial Hazards, in writing to a relevant supervisor; and
15. report any risks they identify to the Risk and Compliance Officer by filling out a Risk Evaluation Form.

CONFLICTS OF INTEREST

Applicable Individuals must not place themselves in a position where there is an 'actual or sensible possibility' of conflict between their duties and obligations to the Diocese and a personal interest or a duty owed elsewhere.

Applicable Individuals must:

1. not have a personal interest (pecuniary or otherwise) or an outside engagement that is inconsistent with the best interests of the Diocese;
2. not use their position with the Diocese to obtain advantage for themselves or a third party without the fully informed written consent of the Diocese;
3. not use Diocesan property or business opportunities for their own benefit or the benefit of a third party;
4. disclose a conflict of interest (or potential conflict) in writing to the Diocese as soon as they become aware of the conflict and cooperate with any direction from the Diocese with regards to managing the conflict of interest;
5. manage professional boundaries with other Applicable Individuals by avoiding situations where they are:
 - (a) in an intimate relationship with another Applicable Individual who reports to them;
 - (b) supervising a Family Member or Close Friend;
 - (c) a member of a selection or interview panel where a Family Member or Close Friend is being interviewed;
 - (d) the decision maker or influencer in respect of the appointment of a Family Member or Close Friend
 - (e) giving preference or 'special treatment' to another Applicable Individual because that Applicable Individual is a Family Member or Close Friend.

When considering whether there is a conflict of interest, Applicable Individuals should ask themselves:

Do I have a personal interest that may conflict or be perceived to conflict with my position at the Diocese?

Could there be benefits for me that could cast doubt on my objectivity to make decisions in my position at the Diocese?

GIFTS AND BENEFITS

Applicable Individuals must not solicit or accept gifts, benefits or hospitality which might be reasonably seen to either directly or indirectly compromise or influence their professional duties with the Diocese.

Gifts of a nominal value generally used for promotional purposes, or moderate acts of hospitality offered as a genuine thank you may be personally retained if they have not been solicited or could not be seen to have comprised or unduly influenced the Applicable Individual's duties with the Diocese.

Gifts or hospitality offered as an inducement to purchase, provide information or treat someone favourably are not permitted regardless of their monetary value.

ANTI-SLAVERY OBLIGATIONS

The Diocese is opposed to and does not tolerate any form of human trafficking, modern slavery, child labour or any other exploitative labour. The Diocese is committed to ensuring that its activities do not cause or contribute to adverse human rights impacts and it expects its business partners and suppliers to share this commitment. In particular, the Diocese is committed to ensuring:

1. the elimination of all forms of forced or compulsory labour;
2. the effective abolition of Child labour;
3. the elimination of discrimination in respect of employment and occupation; and
4. the rights of workers to freely associate and address issues with management on an individual or collective basis.

Applicable Individuals must:

1. be alert to any possible violation of labour laws or human rights, or any risks of modern slavery within the Diocesan operations or supply chains;
2. be actively engaged in assessing Diocesan business activities for risks of modern slavery or other adverse impacts on human rights; and
3. where possible, engage with and assess suppliers and potential suppliers to ensure that they identify, assess and address risks of modern slavery in their business and supply chains.

MANAGEMENT OF RESOURCES

Applicable Individuals:

1. are required to use Diocesan resources economically, ethically and for the purpose for which the resources were intended. Resources include, but are not limited to, money, facilities and equipment owned by or within the control of the Diocese;
2. must ensure that Diocesan resources are only used for their intended purpose, are well maintained and secured against theft or misuse; and
3. have a duty to report any improper use, waste or abuse of resources, or corrupt or fraudulent conduct.

ACTIVITIES AND PUBLIC COMMENT

Applicable Individuals are free to engage in political, professional, charitable, and interest groups provided the participation does not conflict with the Diocese's values.

Although Applicable Individuals have a right to express personal views through public comment or the media, they are not to give the impression they are speaking on behalf of, or representing the views of, the Diocese unless they have prior authorisation from the Bishop or his delegate. This includes public speaking, media comments and letters, and comments to online services.

PROTECTED DISCLOSURES

In reporting any suspected improper use, fraud, waste, abuse of resources, or corrupt conduct, a disclosing Applicable Individual may expect protection (including under legislation) from adverse actions taken against them purely because of the disclosure.

BREACH

Applicable Individuals have a responsibility to report suspected breaches of this Policy by other Applicable Individuals to their manager. If a suspected breach involves their manager, Applicable Individuals should report the matter immediately to the Vicar General.

PART 2

LAWFUL COMPLIANCE

The Diocese is committed to creating a workplace environment where employees and others in the workplace are treated fairly and with respect, which extends to the treatment of all members of the Diocese at large.

Employees must comply with the Code (and all other Diocesan policies) in the performance of any duties relating to their employment with the Diocese, regardless of whether those duties are usually performed by that Employee. This includes work-sponsored and work-related functions.

The Diocese requires all employees to comply with all employment and equal opportunity legislation. Such laws include but are not limited to:

1. Racial Discrimination Act 1975 (Cth);
2. Sex Discrimination Act 1984 (Cth);
3. Disability Discrimination Act 1992 (Cth);
4. Age Discrimination Act 2004 (Cth);
5. Australian Human Rights Commission Act 1986 (Cth);
6. Fair Work Act 2009 (Cth); and
7. Work Health and Safety Act 2011 (Cth).

BULLYING

Employees must not engage in any behaviour that could constitute Bullying.

Bullying at work occurs when a worker or group of workers repeatedly behave unreasonably towards another worker or group of workers and the behaviour creates a risk to health and safety.

The behaviour does not need to be based on a ground for discrimination, bullying can occur for any reason.

Low level workplace conflict and reasonable management action that is carried out in a reasonable way will not constitute bullying.

Bullying is expressly prohibited by the Diocese and any Employee who engages in bullying may be subject to disciplinary action, up to and including the termination of their employment. Bullying may constitute serious misconduct, in which case an Employee's employment with the Diocese may be terminated without notice.

DISCRIMINATION

Employees must not engage in any behaviour that could constitute discrimination.

Discrimination can be direct or indirect.

Direct discrimination occurs when one person treats a second person less favourably than another person on the basis of the second person's race, colour, sex, sexual orientation, breastfeeding, gender identity, intersex status, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, nationality, social origin, or experience of family and domestic violence.

Indirect discrimination occurs when one person subjects a second person to a condition or requirement with which the second person is unable to comply on the basis of the second person's race, colour, sex, sexual orientation, breastfeeding, gender identity, intersex status, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, nationality, social origin, or experience of family and domestic violence.

Discrimination can occur even when the perpetrator had no intention of engaging in discrimination.

Discrimination is expressly prohibited by the Diocese and any Employee who engages in discrimination may be subject to disciplinary action, up to and including the termination of their employment. Discrimination may constitute serious misconduct, in which case an Employee's employment with the Diocese may be terminated without notice.

SEXUAL HARASSMENT

Employees must not engage in any behaviour that could constitute sexual harassment.

A person sexually harasses another person by:

1. making an unwelcome sexual advance or unwelcome request for sexual favours to the person being harassed; or
2. engaging in other unwelcome sexual conduct towards the person being harassed,

in circumstances where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the other person would be offended, humiliated or intimidated.

Behaviour does not need to be repeated or continuous to constitute sexual harassment. Sexual harassment can be a one-off incident.

Sexual harassment is expressly prohibited by the Diocese and any Employee who engages in sexual harassment may be subject to disciplinary action, up to and including the termination of their employment. Sexual harassment may constitute serious misconduct, in which case an Employee's employment with the Diocese may be terminated without notice.

WORKPLACE CONFLICTS OF INTEREST

In addition to the obligations in Part 1 above, Employees must:

1. disclose to their manager circumstances where a Family Member or Close Friend is also an Employee of the Diocese; and
2. not approve expenditure or any other benefit including salary level or salary increases for a Family Member or Close Friend.

Examples of Workplace Conflicts of Interest are:

Position	Conflict
Parish Sacramental Coordinator	The Parish Sacramental Coordinator recommends that the Confirmation programs be printed by ABC Printing Pty Ltd, a company that is owned by her uncle. She does not disclose the interest or seek the written informed consent of the Diocese before making the recommendation.

Position	Conflict
Parish Priest	The Parish Priest allows ABC Travel Pty Ltd to advertise in the Parish Bulletin. He does not disclose that in return he is provided with free airline tickets for his annual holiday. He does not disclose the interest or seek the written informed consent of the Diocese before putting the arrangement in place.
Hiring committee member	The Diocese is about to hire a new Financial Manager. A person on the hiring committee is the mother of Peter, one of the applicants for the role. Peter's mother does not disclose their relationship during the hiring committee decision-making process.

SECONDARY EMPLOYMENT

Secondary Employment means an Employee's employment with an entity other than the Diocese, including work performed as a sole trader or independent contractor. This may include mentoring, tutoring or caring for a Child met through an Employee's work with the Diocese but conducted in the Employee's individual capacity.

Employees must seek and obtain approval in writing from the Diocese prior to engaging in any Secondary Employment or business activity.

Approval for Secondary Employment is still required when a current Employee is on leave, including on a period of leave without pay.

If an Employee commencing paid employment with the Diocese is already involved in Secondary Employment, they must provide details of the Secondary Employment to the Diocese prior to commencing paid employment and obtain the necessary approval.

The Diocese will not unreasonably withhold consent for an Employee to undertake Secondary Employment.

To seek approval for Secondary Employment, Employees must complete the Application For Secondary Employment Approval Form.

CONFIDENTIALITY

Employees must not divulge, either during or after their employment with the Diocese, any confidential information obtained during their employment, unless that information poses a safeguarding risk or is required to be disclosed by law.

Confidential information includes, but is not limited to:

1. information about any individuals, including personal information and sensitive information;
2. information about Diocesan operations and finances;
3. information imparted to the Employee in confidence; and
4. all other information that is, by its nature, confidential or sensitive information,

but does not include an Employee's remuneration or terms and conditions of an Employee's employment that are reasonably necessary to determine their remuneration outcomes.

ADDITIONAL EMPLOYEE OBLIGATIONS

In addition to the obligations set out in Part 1 and Part 2 above, Employees must:

1. comply with lawful and reasonable directions given to them by the Diocese;
2. take reasonable care of their own psychosocial and physical health and safety at work, and be mindful of how their behaviour might affect the health and safety of other individuals in the workplace;

3. dedicate all of their time and attention to the Diocese during their hours of work;
4. not take or attempt to take improper advantage of their position or any information gained during their employment;
5. report any work health and safety hazards they identify to the Senior Facilities and WHS Officer; and
6. do all things reasonably necessary to make reasonable accommodations for people with a disability.

If advised by the Diocese, Employees must also obtain and maintain a valid New South Wales Working with Children Check (**WWCC**) and police check. In the event that an Employee's WWCC is revoked, this may result in termination of employment.

All Employees are required to comply with this Policy at all times. If an Employee breaches this Policy, they may be subject to disciplinary action up to and including termination of their employment.

REFERENCE

Our Common Mission - National Framework for ministry and service in the Church in Australia (2022)

Integrity in Our Common Mission – National Code of Conduct for those exercising pastoral ministry in the dioceses of the Catholic Church in Australia (2023)

National Catholic Safeguarding Standards (NCSS) - Expectations of Attitudes and Behaviour when Engaging with Children and Young People

Fair Work Act 2009 (Cth)

Fair Work Regulations 2009 (Cth)

Age Discrimination Act 2004 (Cth)

Disability Discrimination Act 1992 (Cth)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Anti-Discrimination Act 1977 (NSW)

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulations 2022 (NSW)

Child Protection (Working with Children) Act 1998 (NSW)

RELATED FORMS

Application For Secondary Employment Approval Form

RELATED POLICIES

Acceptable Use of Electronic Communications Systems & Devices Policy

Complaint Handling Policy

Inappropriate Workplace Behaviour Policy

Performance Appraisal, Professional Development and Managing Underperformance Policy

Privacy Policy

Work Health & Safety Policy

Risk of Significant Harm Mandatory Reporting Policy

Reporting Offences to NSW Policy

POLICY REVIEW

Review of this Policy will be undertaken every three years by the Head of People and Participation Broken Bay in association with the Head of Administration and Finance, Head of Safeguarding Broken Bay and Legal Counsel, and approved by the Bishop.

REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary Changes	of	Approval Date	Commence-ment Date
Apr 2009	1.	Code of Conduct	Reviewed		Apr 2009	Apr 2009
Oct 2013	2.	Code of Conduct	Reviewed		Oct 2013	Oct 2013
20/02/17	3.	Code of Conduct	Reviewed		Feb 2017	Feb 2017
16/08/18	4.	Code of Conduct	Reviewed		Aug 2018	Aug 2018
10/05/19	5.	Code of Conduct	Reviewed		May 2019	May 2019
15/06/21	6.	Code of Conduct	Reviewed		Jun 2021	Jun 2021
14/07/21	7.	Code of Conduct	Reviewed		Jul 2021	July 2021
08/11/23	8.	Code of Conduct	Reviewed		Nov 2023	Nov 2023
24/04/24	9.	Code of Conduct	Reviewed		Apr 2024	Apr 2024
12/11/25	10.	Code of Conduct	Reviewed		Nov 2025	Nov 2025

APPROVAL DATE/REVISION SCHEDULE

Approved by: Bishop Anthony Randazzo

Date: 12 November 2025

To be Revised: November 2028