

Diocesan CODE OF CONDUCT



The people who work for the Catholic Diocese of Maitland-Newcastle, whether they are clergy, employees, volunteers or contractors, commit to following certain rules and guidelines. These rules are outlined in two important documents: the *Code of Conduct* and the *Diocese's Safeguarding Commitment Statement*. These documents state how all the workers should behave towards each other and the children, vulnerable persons and adults that they work with.

The Code of Conduct says that adults who work for the Diocese will:

- prioritise the safeguarding of children and vulnerable persons. They will:
 - make you feel welcome, accepted and safe
 - involve you in decisions that affect you and listen to your opinions
 - take your concerns seriously and offer support and protection
 - report allegations of criminality or abuse or other relevant information if you are at risk to state authorities like the Police or DCJ (Department of Community and Justice)
- speak to you in an appropriate and respectful manner
- follow the law and their legal obligations
- behave ethically, including:
 - respecting the dignity, rights and views of all
 - being honest and acting with integrity
 - being polite, fair, sensitive and considerate
- act professionally in their roles
- identify and managing conflicts of interest
- not accept gifts for doing their work
- not contact or chat with you through social media
- maintain confidentiality except if required to disclose information by law or policy.

The Diocese has a zero tolerance for abusive conduct. Diocesan workers must never hurt you, be abusive towards you or treat you in a demeaning or disrespectful manner. A Diocesan worker should not:

- try to meet you privately or make personal contact with you
- chat with you over social media
- show favouritism towards you or give you gifts
- treat you differently or harshly
- take photos or videos of you without your parent's or carer's knowledge and consent.

If you experience, witness or know of abusive or inappropriate behaviour, or a Diocesan worker is acting inappropriately, you should report it to a trusted adult. This could be someone in your safety network.

You may choose to tell the Office of Safeguarding directly if you wish. Depending on the nature of the abuse you describe, the adult you disclose to, may be required to report your concerns to the authorities, such as the Police or DCJ.