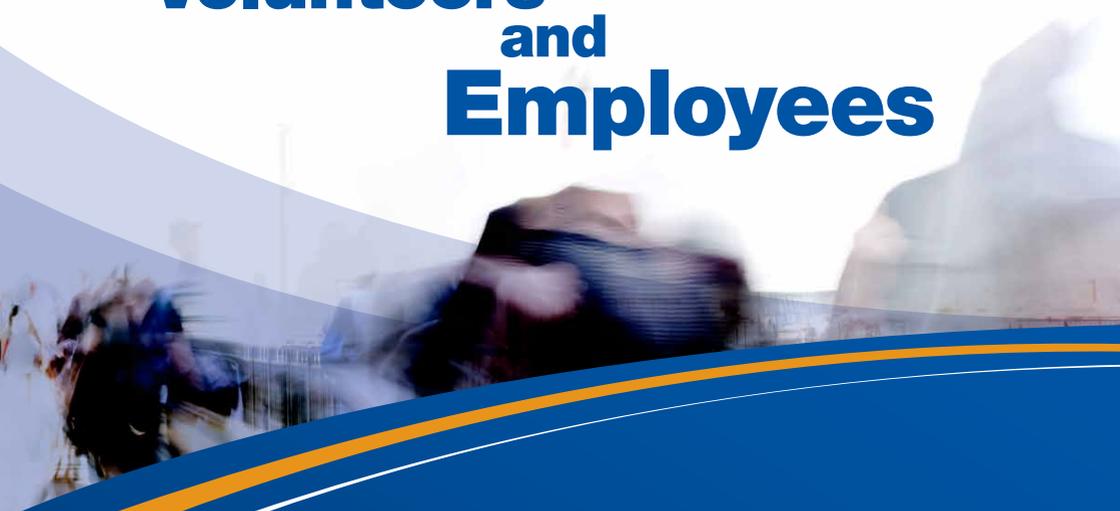




St Vincent de Paul Society
good works

Code of Conduct

**for Members
Volunteers
and
Employees**





A message from the President



Dear Colleague,

It is with great pleasure that I present you with your copy of the Code of Conduct which applies to all members, volunteers and employees alike.

The Code of Conduct is based on Vincentian and organisational values and puts into writing what we as a Society have been doing for many years and explains why we have such an enviable reputation as an ethical, caring charity in the wider community. I am very proud of this document as it reflects our commitment to working together to promote an ethical, just, caring and responsible working environment for all members, volunteers and employees and also for those we assist in our work.

The Code empowers us to carry out our respective roles and responsibilities to a high standard promoting the best working environment possible for ourselves and for everyone with whom we come into contact. The Code states who we are, what we value and how we conduct ourselves at work. It represents the culture we strive to have, how we would like to be seen by others and a shared commitment to the way we have agreed to behave while carrying out our work.

If you are an employee, you will be asked in due course to sign a Code of Conduct Agreement, which will be retained by the Society. Members and volunteers will not normally be required to sign this Agreement unless they are undertaking a role or responsibility which may require this.

This booklet is designed as a workplace tool and reminder to help each of us enhance the way we work with others and also clarify what workplace behaviours are expected by the Society for all those who undertake any work on its behalf. It is built around our organisational values and includes examples of behaviour which support these values. The listed behaviours are not meant to be exhaustive but are included to encourage reflection on the impact of our behaviour on others and the Society.

Each of us will have an opportunity to discuss the Code of Conduct with colleagues over the coming months, attend a familiarisation session or work through either individually or in groups any of the presentation materials and examples which are now being developed.

Yours fraternally,

A handwritten signature in black ink that reads "Ray Reynolds". The signature is written in a cursive, slightly stylized font.

Ray Reynolds
President, NSW State Council



Code of Conduct Agreement



St Vincent de Paul Society
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Professionalism

High level of professional
and ethical behaviour

I will demonstrate this by displaying the following behaviours:

- A commitment to assisting people experiencing disadvantage with compassion and respect
- Acknowledging that I am responsible for behaving in accordance with the ethos, Mission and Vision, the values detailed in the Rule of the Society and the Code of Conduct
- Acting in a way that enhances the reputation of the Society
- Keeping up to date with advances and changes in my work area and participating in relevant training, information sessions and meetings
- Only making comments in public including social media (e.g. Twitter, Facebook, YouTube) and in the media on behalf of the Society when authorised
- Ensuring any public comments made as a private citizen are identified as personal opinion and not necessarily the opinion of the Society
- Conducting myself honestly, reliably, being punctual and acting without favouritism at all times
- Implementing the policies and decisions of the Society impartially
- Acknowledging that I will not misuse or manipulate my position with the Society to gain any personal benefit
- Dressing in an appropriate professional manner when conducting Society activities
- Accepting supervision, guidance and requesting support from others when needed



Transparency

Openness, communication
and accountability

I will demonstrate this by displaying the following behaviours:

- Making decisions which take all the relevant facts into account, in a fair and impartial manner
- Maintaining adequate documentation to support any decisions made as part of my work responsibilities as well as for any clients I may assist
- Refraining from offering gifts to the people we assist, especially children or vulnerable individuals unless they are from the Society
- Accepting personal gifts or other benefit only when I consider them of token value (typically say less than \$25 in value), offered in the spirit of goodwill where nothing is expected in return
- Declaring any personal gifts worth in excess of \$25 including hospitality to the relevant Central Council President or Executive Officer
- Ensuring that any employment outside the Society does not give rise to any conflict or perceived potential conflict of interest
- Recognising good performance and addressing performance concerns quickly, fairly and openly for any people I may manage or supervise
- Raising any workplace related issue or grievance in accordance with Society policy

Accountability

Responsible, answerable and liable for actions, behaviours and use of Society resources

I will demonstrate this by displaying the following behaviours:

- Refraining from fraudulent or criminal behaviour, bribery or the inappropriate or unauthorised use of any Society resources (e.g. Internet, email, technology, financial and misuse of any donations, grants and external funding received)
- Avoiding real or perceived conflicts of interest at all times
- Accurately recording, reporting and maintaining Society information
- Taking responsibility for my work and my performance for the Society
- Respecting and protecting the physical and intellectual property of the Society

Collaboration

Working together to achieve common goals and a harmonious work environment

I will demonstrate this by displaying the following behaviours:

- Working collaboratively with others and to the best of my ability to achieve the Society's aims and objectives
- Actively supporting, encouraging and promoting diversity in our people and those who use our services
- Supporting the Society in creating a culture where there is genuine care for the individual's welfare and where safety in the workplace is respected as a worthy and core belief in its own right
- Ensuring relationships between members, volunteers, employees and people we assist (including interactions on social media) maintain appropriate boundaries and avoid behaviours that will adversely affect the area and team in which I work
- Informing the Society of any changes in my personal circumstances which may impact on my work, performance or attendance

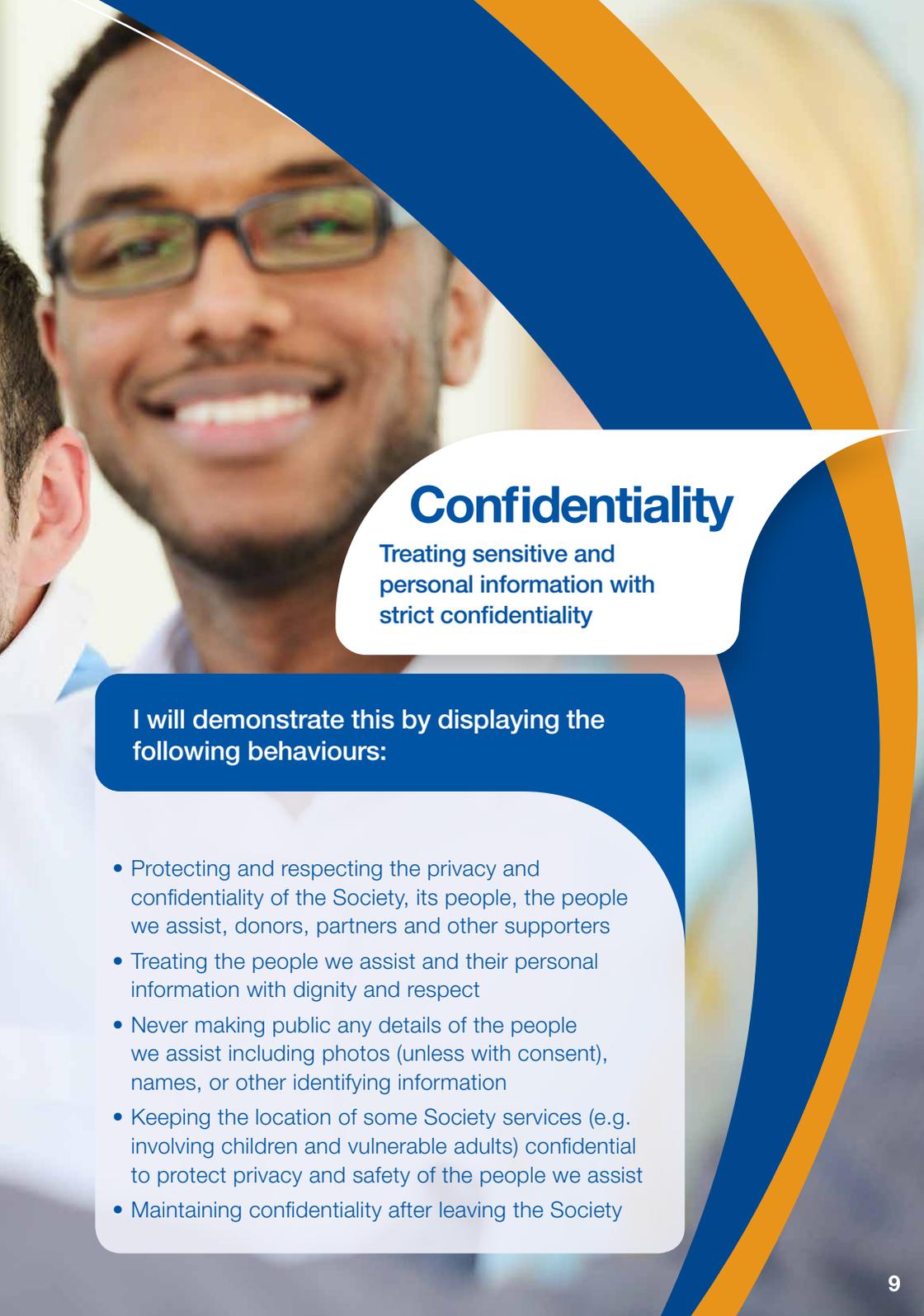


Respect

Respecting differences
and diversity

I will demonstrate this by displaying the following behaviours:

- Respecting individual differences, diversity, privacy and personal space
- Abstain from all forms of disrespectful or unlawful behaviour such as discrimination of any kind, harassment, bullying and victimisation
- Valuing and acknowledging the opinions and contributions of others
- Not exploiting the people we assist including children and other vulnerable people in any way and promptly acting and reporting on any reasonable suspicion that exploitation is occurring



Confidentiality

Treating sensitive and personal information with strict confidentiality

I will demonstrate this by displaying the following behaviours:

- Protecting and respecting the privacy and confidentiality of the Society, its people, the people we assist, donors, partners and other supporters
- Treating the people we assist and their personal information with dignity and respect
- Never making public any details of the people we assist including photos (unless with consent), names, or other identifying information
- Keeping the location of some Society services (e.g. involving children and vulnerable adults) confidential to protect privacy and safety of the people we assist
- Maintaining confidentiality after leaving the Society



Compliance

Abiding to all lawful requests and directions and compliance with Society policies and procedures

I will demonstrate this by displaying the following behaviours:

- Complying with any lawful and reasonable directions given by persons in authority
- Refraining from being under the influence of alcohol or non-prescribed drugs whilst undertaking Society activities
- Acknowledging that alcohol and non-prescribed drugs are not to be consumed during working hours and that gambling activities are not to be conducted on Society premises
- Recognising that failure to adhere to this Code may result in disciplinary action
- Complying with Society policies and procedures
- Acting responsibly when becoming aware of any suspected unethical behaviour, or wrongdoing by any member, volunteer or employee and promptly reporting such conduct to my Manager or Supervisor or the Central Council President



Lawfulness

Acting at all times in accordance with Australian and NSW laws

I will demonstrate this by displaying the following behaviours:

- Behaving in a lawful manner
- Disclosing any charge or conviction that may impact on my ability to undertake my responsibilities
- Working safely, reporting any concerns and supporting the safety, health and well-being of all Society people and others we interact with
- Supporting and not victimising anyone who might raise a breach of this Code or of any Society policies

Acknowledge good conduct

We all like to receive a thank you every now and again for something we do. If you think someone you are working with has displayed excellent conduct at work, please acknowledge this directly with them. You might also let their manager or Conference Council President know that you value the conduct and behaviour displayed by this individual.

Breach of the Code

The Society treats breaches of the Code seriously as breaches are not only likely to harm another person but also the reputation of the Society. Failure to comply will be subject to an investigation and may include a variety of sanctions including formal warnings, performance management or termination of employment or being asked to leave the Society. If a suspected criminal offence has been committed, the matter may be referred to the Police.

Reporting a breach of the Code

There are formal and informal ways of raising a breach of the Code. If you believe that a breach has occurred, you should, where you feel able, raise this with the person concerned or with the person to whom you report. If the breach concerns your manager or the person to whom you report, you are encouraged to raise this with your Executive Officer or relevant Central Council President.

The Society has a number of other policies which cover particular circumstances such as Child Protection, Managing Fraud and Dishonesty and Workplace Concerns or Grievances.

More information or assistance

If you are uncertain about whether your actions or the actions of others are in accordance with the Code, you should seek guidance from and discuss the matter with your manager, supervisor, or from your Central Council Executive Officer, or President if you are a member.



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