



Code of Conduct



St Vincent de Paul Society
NSW
good works



Message from the President



Dear fellow Vincentians,

Here is your copy of our brand-new Code of Conduct. The Code is for all our people - members, volunteers, and employees.

We continue the good works started by Frederic Ozanam over two centuries ago. Like Frederic and his young mates, we are guided by our Christian values and the inspiration of St Vincent de Paul. As a lay Catholic organisation, our good works are based on an enriching heritage of living our Christian faith in service of others.

The starting point of our Code of Conduct is our key values: Commitment, Compassion, Respect, Integrity, Empathy, Advocacy, Courage.

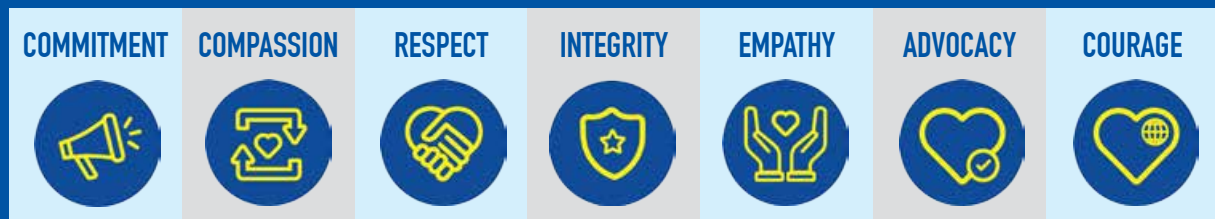
The purpose of our Code of Conduct is to put these values into practice: it lays out shared standards and expectations in all we do in the Society.

Let's keep striving to build a healthy, respectful and invigorating working environment for all engaged in the Society - members, volunteers and employees and, most importantly, the people we serve.

Yours in Christ,

Peter McNamara, President, NSW State Council

The Society's Code of Conduct is informed by our Mission, Vision, Aspiration and our Key Values:



All Personnel (members, volunteers and employees) are expected to understand, sign and comply with the Society's Code of Conduct. This Code of Conduct supports and reinforces several key Society policies and should be read in conjunction with those policies that are explicitly referenced.

ACKNOWLEDGEMENT OF COUNTRY We acknowledge Aboriginal and Torres Strait Islander peoples, as the Traditional Custodians of this land, with deep respect. May Elders, past and present, be blessed and honoured. May we join together and build a future based on compassion, justice, hope, faith and reconciliation.





Code of Conduct

1. The Society is guided by its key values and takes this Code of Conduct and related policies very seriously. This Code of Conduct translates these values into minimum standards with which all Society Personnel are required to comply in their work with the Society.
2. This Code of Conduct covers minimum standards, however, it cannot cover every possible circumstance. At all times, Society Personnel must act in accordance with the Society's values, policies and procedures.
3. If unsure whether conduct is consistent with the Code of Conduct, Society Personnel should discuss the matter with their manager/supervisor/President.

SOCIETY VALUES

4. **I will:**
 - promote and model the Society's values and the spirit of the Society in all interactions with the people we work with, members, volunteers, staff and the broader community
 - uphold the integrity and good reputation of the Society.

RESPECT

5. **I will:**
 - treat everyone with respect, fairness, compassion and empathy, regardless of sex, gender identity, age, race, ethnicity, language, religion, ability, sexual orientation, intersex status, or any other attribute status protected by law
 - never bully, harass or discriminate against anyone
 - comply with the Society's bullying, harassment, discrimination, diversity and inclusion, and social media policies.

EMPOWERING PEOPLE EXPERIENCING POVERTY OR DISADVANTAGE

6. **When interacting or working with people experiencing poverty or disadvantage, I will:**
 - always be respectful of people's cultural or religious backgrounds and respond to their particular needs and circumstances (person-centred)
 - ensure people are aware of their rights, and are provided with and understand all relevant information and options available to them
 - empower people to make informed decisions about their circumstances
 - be aware of personal boundaries and never engage in an inappropriate or sexual relationship with a person we work with, whilst they are a client of the Society, and for a reasonable amount of time after they have left the Society's services.



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SAFEGUARDING CHILDREN AND YOUNG PEOPLE

7. The Society acknowledges and operates in accordance with the National Principles for Child Safe Organisations and the NSW Child Safe Standards.
8. **While undertaking my Society work, I will:**
 - adhere to the Society's Safeguarding Children and Young People Policy
 - treat all children and young people with respect and compassion, and value their ideas and opinions
 - respect all children and young people and treat them equally and without favouritism
 - promote the safety, participation and empowerment of all children and young people
 - take all reasonable steps to protect children and young people from any form of harm or abuse
 - maintain clear boundaries and appropriate behaviours with children and young people
 - immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse that occurred before or during my association with the Society
 - immediately report any concerns for the safety or wellbeing of children or young people that I witness or become aware of, or any other breaches of the Safeguarding Children and Young People Policy, to the Safeguarding team.
9. **I will not:**
 - contact or spend time with any children or young people with whom I engage in my work with the Society outside Society business including through social media (for example, 'befriending', 'following', 'tagging'), mobile phone, texting or email communication
 - have unnecessary or inappropriate physical contact with children or young people including kissing, cuddling, lap-sitting, or doing things of a personal nature that a child or young person can do for themselves
 - photograph or video children or young people during the course of my Society work without the informed written consent of a parent or guardian, and only on a Society device
 - use any computers, mobile phones, video and digital cameras, or social media inappropriately, or use them for the purpose of exploiting or harassing children.

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SUPPORTING PEOPLE WITH DISABILITY

10. The Society provides a range of services to, and is committed to upholding the human rights of all people with disability.
11. **I will:**
- act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
 - respect the privacy of people with disability
 - provide supports and services in a safe and competent manner, with care and skill
 - act with integrity, honesty and transparency
 - promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
 - take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
 - take all reasonable steps to prevent and respond to sexual misconduct.

PERFORMANCE OF DUTIES

12. **I will:**
- comply with the requirements of my role, agreed work plan and level of responsibility
 - carry out my work efficiently and effectively, and strive to achieve the highest standards
 - contribute to an inclusive, collaborative and productive workplace, respectful of diversity and each person's contribution
 - take responsibility for my health, wellbeing and safety and that of others
 - carry out my role consistent with the Society's Work Health and Safety Policy and relevant work health and safety legislation.

USE OF RESOURCES

13. **I will:**
- use resources (funds or equipment) responsibly, effectively, economically and sustainably
 - ensure I have the required delegation to authorise expenditure or use of Society resources
 - conserve and efficiently use resources through reusing, recycling, energy saving and waste minimisation
 - maintain the integrity and security of Society intellectual property, organisational, commercial and other information.

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CONFLICT OF INTEREST

14. **I will:**
- observe the Society's Conflict of Interest Policy, including:
 - take reasonable steps to avoid any conflict of interest (actual, potential or perceived)
 - declare any financial or non-financial personal interests
 - carefully manage any conflicts of interest.
 - declare any work (paid or unpaid) outside my Society role, which may present a conflict of interest, to my supervisor/manager/President (if I am unsure if a conflict of interest exists I will discuss the matter with my supervisor/manager/President)
 - only accept gifts or other benefits of a nominal value that are offered in goodwill (see Gifts and Entertainment Policy).
15. **I will not:**
- improperly use my status, authority or information to:
 - gain, or seek to gain, a benefit or advantage for myself or any other person
 - to cause, or seek to cause, detriment to the Society, or any other person
 - conduct or undertake any other paid or unpaid work at the same time as I am undertaking my Society role.

INTEGRITY

16. **I will:**
- behave accountably, ethically, responsibly and with integrity at all times
 - maintain professional transparency and comply with the Society's privacy, confidentiality and information management policies
 - report any criminal charge, restraining order, loss of licence, or loss of certification or registration required for my role to my supervisor/manager/President
 - respectfully challenge behaviours that may be in breach of the Code of Conduct
 - report dishonest, fraudulent or unlawful behaviour through the appropriate channels (see Managing Fraud and Dishonest Behaviour Policy and Whistleblower Policies).

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BREACHES OF THE CODE OF CONDUCT

17. Breaches of the Code of Conduct are serious and will be investigated. If Society Personnel are found to be in breach of the Code of Conduct or related Society policies, appropriate disciplinary action may be taken.
18. Depending on the nature of the breach, this may range from performance counselling, formal warnings, or performance management. Serious breaches may result in suspension, demotion or dismissal.

REPORTING A BREACH OF THE CODE OF CONDUCT

19. There are informal and formal ways of raising a possible breach of the Code of Conduct. If you believe that a breach of the Code of Conduct may have arisen, you are encouraged to raise the matter with the person concerned (where you feel you can) or with the person to whom you report or someone you feel comfortable with.
20. If the breach involves your manager or the person to whom you report, you should raise the matter with your Executive Director, Chief Financial Officer, Regional Director or relevant Central Council President.