



Code of Conduct
Presentation Association

Developed by Presentation Sisters, Victoria, 2018

Reviewed by Presentation Association 2021



Reviewed August 2021

PRESENTATION SISTERS VICTORIA CODE OF CONDUCT

The focus of this Code of conduct is to ensure the well-being and safety of all associated with Presentation Sisters Victoria (PSV), particularly children and vulnerable adults

Applicability

The Code of Conduct (Code) applies to everyone engaged in activities associated with or on behalf of Presentation Sisters Victoria (PSV), whether they be sisters, Presentation Association Board directors, employees, contractors or volunteers.

Purpose

The Code outlines the standards of conduct, personal and professional behaviours expected of a person engaged in activities associated with or on behalf of PSV to uphold and encourage a safe, supportive, productive and harmonious workplace.

Context

As a Church entity, with its particular mission and ministry, PSV organises itself in a way which enables its mission to be carried out. Women and men inspired by the charism of Presentation work alongside the Sisters and in partnership with them in a variety of settings, enabling relationships to be developed and information to be shared in various ways.

The Values of PSV are derived from the gospel tradition as expressed in the Presentation charism embraced by Nano Nagle, foundress of the Presentation Sisters. Those values are – Respect for the Dignity of the Person, Compassion, Hospitality, and Integrity.

Code

The Code outlines the obligations, responsibilities and standards of behaviour expected to uphold the mission, values, integrity and reputation of PSV, both internally and externally.

Sisters, employees and volunteers are required to speak to a member of the Leadership Group if they have any concerns in understanding any part of the Code or believe that they are in conflict with any part of the code.

Contractors and volunteers must be made aware of the Code by the PSV sister or employee who is responsible for their engagement.

The objectives of the Code are to:

- Provide a benchmark for professional behaviour throughout PSV.
- Support PSV's reputation and image.
- Clearly articulate the expectation of the Congregation and make those associated with PSV aware of the consequences of not following these expectations.

Responsibilities under the Code

Everyone associated with PSV has the following responsibilities under the Code:

1. Demonstrate behaviours which are consistent with PSV Workplace Values.
2. Act with integrity, honesty and in good faith in the best interests of PSV.
3. Carry out duties according to the law, using due care and diligence. This includes treating all people with whom we come into contact fairly and not engaging in any practices which might reasonably be viewed as improper discrimination, bullying or harassment.
4. Comply with all PSV statements, policies, procedures, relevant statutory regulations and all lawful and reasonable instructions.
5. Assign to PSV all intellectual property rights in the works we create during our association with PSV. (Intellectual property is the ownership of intangible and non-physical goods which are the product of human intelligence and creation.)
6. Maintain confidentiality, including not disclosing, without authority, PSV or sister related information.
7. Avoid or appropriately manage any actual or perceived conflict of interest in connection with our association or employment with PSV.
8. Attend work in a fit and proper state, unaffected by alcohol or non-prescription drugs, and where affected by prescription drugs that may impair performance, notify the Congregation leader or manager of the circumstances.
9. Not solicit or accept gifts, benefits or hospitality which might reasonably be seen to either directly or indirectly compromise or influence duties with PSV.
10. Not engage in personal or professional conduct, including use of social media that has the potential to be harmful to or adversely affect others
11. Seek guidance from the leader, manager on aspects of activities or employment where a potential breach of the Code may occur.
12. Report instances where the Code has been breached.

Consequences

Most people choose to serve and work with PSV because of its mission. The Code outlines the minimum expectations of sisters, employees, long term contractors and volunteers. Behaviours that are contrary to the spirit of the Code and breaches of the Code will be taken seriously and may result in disciplinary action. For other than sisters, this may include termination of employment or contract, depending on the nature and circumstances of the breach. For sisters matters will be dealt with according to our PSV Constitution, Integrity in Ministry and customary procedures.

To assist with understanding these obligations in more detail, examples of the behaviours which do and do not demonstrate PSV's Workplace Values are outlined below.

Serious Misconduct

Examples of behaviours that could amount to serious misconduct are provided below. This list is not exhaustive, however it does outline the types of actions and behaviours that could be considered serious misconduct.

Examples include:

- Breach of PSV stewardship policies.
- Unauthorised provision of personal information.
- Bullying or violent, illegal, discriminatory or harassing behaviour.
- Reckless action or serious neglect of professional conduct or duty.
- Falsification of qualifications leading to employment, or omitting details of history that could have impacted the decision to employ.
- Public misrepresentation causing damage to the reputation or image of PSV, its sisters, ministries, or its workers.
- Actions which deliberately or recklessly injure other workers, sisters or visitors or that place their health and safety or the environment at serious risk.
- Improper use of workplace equipment, supplies and other physical resources or theft of property

PSV Values and Commitments

We commit ourselves to being *Respectful of the Dignity of Each Person*

We continue to support others in love -Our Living Expression (OLE) 2014

Therefore we are mindful of

- Treating others fairly & without harassment or improper discrimination
- Recognising every person's dignity
- Valuing each other's ability
- Valuing the gifts provided by our Earth
- Being open to diverse opinions and beliefs

We commit ourselves to being *Compassionate in All our Living and Relating*

We are part of a world both fragile and graced OLE 2014

Therefore we are mindful

- Being attentive and understanding
- Responding with considered care

We commit ourselves to being Hospitable, Open and Welcoming to Others

A new way of engaging with each other and others is opening up to us (OLE 2014)

Therefore we are mindful of

- Being receptive to people with graciousness, kindness and patience
- Being open to diversity of faith and culture

We commit ourselves to *Living with Integrity*

In these times, the Spirit invites us into a new relatedness (OLE 2014)

Therefore we are mindful of

- Ensuring that our language and actions reflect our values
- Being honest and open
- Engaging in vigorous discussion and fully supporting final decisions
- Supporting a growing understanding of our place in the universe

It is the responsibility of each Sister and each person associated with Presentation Sisters Victoria to uphold and live out of these commitments and their underlying values as is appropriate for their circumstances

Related documents

- The PSV Constitution
- Our Living Expression 2014
- The following Policies:
 - PSV Child and Vulnerable Persons Protection Policy
 - Work Health and Safety Policies and Forms

For further information

Please contact the Congregation Leader or a member of the Leadership Group

Declaration

I, _____ agree that I have read and understand the Code of Conduct as outlined above and will seek to implement it for the betterment of PSV.

Signature: _____ Date: ____/____/____