



DIOCESE of
PARRAMATTA



Code of Conduct Policy

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1. DOCUMENT CONTROL

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Version	Date	Person responsible for change	Description
1.0	17/12/2014	CCER	Code of Conduct
2.0	11/2015 21/04/2018	Amy Donohue	Conflicts of Interest and Gifts and Hospitality incorporated into Code of Conduct Policy. Approved by Very Rev Peter Williams, Administrator of the Diocese
3.0	29/03/2019 24/07/2019	Amy Donohue & Melisa Fitzgerald	Social Media use and incorporated into Code of Conduct Policy
4.0	18/08/2023	Marie Iemma & Monisha Chand	Updated the Code of Conduct Policy which now encompasses the following: Updated Legislations, Psychosocial Hazard, Prevention of Sexual Harassment, New Policy Owner, Revised Dress Code, Updated limits/amounts for Gifts, Benefits & Hospitality.
5.0	18/09/2024	Jasmine Sammy – Head of GRC and Monisha Chand – Policy Coordinator	Updated the Policy with the Preamble (approved by CLT)

PREAMBLE

Established in 1986, the Diocese of Parramatta serves the rapidly growing multicultural population in Western Sydney and the Blue Mountains. It stands as a beacon of faith and pastoral care, guiding the spiritual journey of its community members as followers of Jesus Christ and upholding the teachings and traditions of the Catholic Church.

Our ***Diocese of Parramatta's Pastoral Plan for a Synodal Church 2024 – 2028 (Diocesan Pastoral Plan)***, calls us to be agents of Jesus.

“Behold, I am with you always”- Matthew 28:20

Matthew reassures the believers of the constant presence of Jesus with the disciples who work with him. As members of his Church ***and guided by the Holy Spirit (Galatians 5:16)***, we are challenged to renew our commitment to create an environment of stewardship and inclusivity by ensuring that all are supported by those who are working towards the mission of Jesus and his Church. With this in mind, documents and policies of the Diocese are in place, as they call for us to act with charity, tolerance justice and integrity. We establish this policy to reflect our commitment to living out the gospel values as followers of Jesus (Matthew 4:19) and provide a roadmap for our discipleship.

“For truly, I say to you, until heaven and earth pass away, not an iota, not a dot, will pass from the Law until all is accomplished”- Matthew 5:18

In our commitment to uphold the values of the Catholic Church while functioning within the broader societal framework, the Diocese of Parramatta acknowledges the vital role of both canon and civil law in effective governance. These legal frameworks provide the foundation for our policies, ensuring that we adhere to our religious principles while respecting the laws of the land.

Canon law, the body of laws and regulations developed or adopted by Church authority, serves as the cornerstone of our governance and pastoral care. It provides the framework within which the Diocese of Parramatta operates, guiding our actions in accordance with the teachings and traditions of the Catholic Church. Equally important is our adherence to civil law, which governs our interactions with the secular world. Compliance with civil regulations ensures that the Diocese and its agencies operate within legal boundaries, particularly in areas such as employment, financial management, and public safety.

This Code reaffirms the inherent dignity of the human person, created in the image of God. The Diocese is committed to holding ourselves accountable for our actions and decisions. We encourage transparency and openness among our personnel in order to address issues promptly and responsibly for the common good.

All interactions should be characterised by respect, courtesy and kindness. The Diocesan personnel have a responsibility to promote a supportive, safe, productive and harmonious workplace, including upholding the teachings and values of the Catholic Church and to avoid by word, action or public lifestyle, behaviours which are contrary to those teachings and values.

Applicable to all Clergy, Employees, Religious, Volunteers, Contractors/sub-contractors and any other persons associated with the Diocese (including those who sit on Diocesan or Parish Boards, Councils and Committees), this policy underscores our dedication to the principles and resolutions as outlined in our Diocesan Pastoral Plan. We invite all to adhere to this policy as we work towards embodying our Catholic values in every aspect of our organisation.

2. INTRODUCTION

This document establishes a standard by which personnel of the Diocese of Parramatta (“the Diocese”) should conduct themselves towards others and perform their professional duties.

This policy should be read in conjunction with all related documents listed in the Related Documents, including other policies and in accordance with legislative requirements.

3. PURPOSE

This Code of Conduct establishes principles to be applied by all Clergy, Religious, employees, volunteers, contractors and subcontractors in their activities and behaviour.

This document gives Clergy, Religious, employees, volunteers, contractors, and subcontractors the information and knowledge to maintain the highest standards of ethical conduct and a safe, supportive, productive, and harmonious workplace.

Personnel have a responsibility to promote these standards including upholding the teachings and values of the Catholic Church and to avoid by word, action or public lifestyle, behaviours which are contrary to those teachings and values.

4. SCOPE

This Policy applies to all Clergy, employees, Religious, volunteers, contractors and subcontractors, and any other persons associated with the Diocese including people who sit on Diocesan or parish boards, committees and commissions, hereby referred to as “personnel” for the purpose of this document.

It outlines the obligations, responsibilities and standards of behaviour the Diocese requires to uphold the values, integrity and reputation of the Diocese.

All personnel are to make themselves familiar with the requirements of this document and ensure they comply with the behaviours and obligations outlined within it.

Failure to comply with the responsibilities and obligations outlined in this document may result in disciplinary action being taken, including termination of employment, notification to external agencies and/or criminal charges.

Individual agencies, ministries and parishes may adopt their own Code of Conduct with procedures specific to the requirements of their activities but they must reflect the principles of this overarching Diocesan standard.

5. DEFINITIONS

Terms outlined in this document can be defined as:

Actual Conflict of Interest	Involves a direct conflict between the individual's current duties and responsibilities and their existing private interests
Benefit	A non-tangible item of value (e.g., preferential treatment or access to confidential information etc.) that one person or organisation confers on another.
Conflict of Interest	Preferring personal interests.
Gifts	A gift is an item of value (e.g., gift voucher, entertainment, hospitality, travel, commodity, property etc.) which one person or organisation presents to another. In the business context, gifts can have different meanings and purposes. The purpose of the gift, to a certain extent, affects how it should be managed.
Hospitality	Hospitality means the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.
Immediate Family	This means a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the declarant or a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the declarant
Maladministration	Inefficient, bad or improper administration. Maladministration is defined as conduct that involves action or inaction of a serious nature that is: contrary to law; unreasonable; unjust; oppressive; improperly discriminatory; or based wholly or partly on improper motives
Perceived or Apparent Conflict of Interest	Can exist where it could be perceived or appears that the individual's private interests could improperly influence the performance of their duties – whether or not this is in fact the case.
Personnel	Personnel means all employees, Religious, employees, volunteers, contractors and subcontractors, and any other persons associated with the Diocese including people who sit on Diocesan or parish boards, committees and commissions.
Potential Conflict of Interest	Arises where an individual has private interests that could conflict with their workplace duties in the future.
Psychosocial Hazard	A Psychosocial hazard is anything that could cause psychological harm (e.g., harm to someone's mental health. Common psychosocial hazards at work include conditions such as anxiety, depression, post-traumatic stress disorder and sleep disorders. Physical injuries from psychosocial hazards include musculoskeletal injury, chronic disease and physical injury following fatigue-related workplace incidents. (This list is not exhaustive).
Reportable Employee	Is an employee who is involved in a transaction that gives rise to a financial value.

Reportable Allegation/Conduct	<p>A reportable allegation is an allegation that a worker has engaged in conduct that may be reportable conduct under the NSW Reportable Conduct Scheme. A reportable conviction means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.</p> <p>As defined in the <i>Childrens Guardian Act 2019</i>, Reportable conduct is:</p> <ol style="list-style-type: none"> a sexual offence sexual misconduct ill-treatment of a child neglect of a child an assault against a child an offence under section 43B or 316A or the Crimes Act 1900 (NSW) behaviour that causes significant emotional or psychological harm to a child.
Sexual Harassment	<p>Any unwelcome sexual behaviour that a reasonable person could anticipate may make another person feel offended, intimidated or humiliated in that situation.</p>

6. RELATED DOCUMENTS

The following documents should be read in conjunction with this Code of Conduct:

Legislation:

- *Anti-Discrimination Act 1977*(NSW)
- *Respect @Work Amendment Act 2022* (CTH)
- *Children and Young Persons (Care and Protection) Act 1998* (NSW)
- *Children’s Guardian Act 2019* (NSW)
- *Child Protection (Working with Children) Act 2012* (NSW)
- *The Fair Work Act 2009* (CTH)
- *Work Health & Safety Act 2011* (NSW)
- *Work Health & Safety Regulation 2011* (NSW)
- *Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022* (CTH)
- *Privacy and Personal Information Protection Act 1998* (CTH)
- *Privacy Act 1988* (CTH)

Policy/Procedures:

- Harassment, Bullying and Discrimination Policy
- Privacy Policy
- Work Health and Safety Policy
- Performance Management Policy
- Complaints Management Policy
- Safeguarding Policy
- Integrity in the Service of the Church
- Integrity in Ministry
- Youth Ministry Handbook
- Volunteers Handbook
- Pastoral experience for Seminarians

7. POLICY

This Code of Conduct policy outlines the Diocese's expectations of all personnel and is designed to promote a culture of fair and ethical behaviour. Personnel must act lawfully and comply with all legislative, contractual and industrial requirements whilst employed or associated with the Diocese. They must also comply with Diocesan policies and follow all reasonable and lawful directions given by the Diocese.

7.1 Ethical Behaviour

Aligned with our values of collaborate, celebrate, respect and strive, the Diocese expects the following principles to be upheld:

- the beliefs, teachings, and ethos of the Catholic Church.
- Respect the dignity, rights and views of others.
- Listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view).
- Act respectfully at all times, including respecting cultural, ethnic and religious differences.
- Acknowledge the genuine contributions that others make.
- Express constructive feedback considerately and in a moderate tone.
- Do not harass or bully colleagues, visitors or members of the public.
- Do not discriminate against or harass colleagues or members of the public on a number of grounds including sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual orientation or gender identity. Such harassment or discrimination may constitute an offence.
- Do not harass or discriminate on the grounds of political or religious conviction.
- Avoid engaging in any actions or behaviors of a sexual nature that could potentially make another individual feel offended, intimidated, or humiliated.
- Be courteous, fair, sensitive and considerate to the needs of others.
- Be honest and act with integrity at all times.
- Actively assist in managing workplace conflict that personally affects them or employees under their supervision to create positive and constructive outcomes.

If personnel believe that they or anyone else in the workplace is being treated in a discriminatory or harassing manner, they must report the behaviour in accordance with the applicable Complaints Management Policy in force at the time.

Personnel must not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.

Personnel must not make unfounded complaints with malicious, frivolous, or vexatious intent against another member of personnel.

7.2 Professional and Personal Behaviour and Development

Personnel are to perform any duties associated with their position diligently, impartially, and conscientiously, to the best of their ability.

In the performance of their duties, personnel are to:

- Maintain a high standard and quality of work.
- Demonstrate a duty of care.
- Maintain and develop knowledge and understanding of their area of expertise.
- Continuously seek to improve work performance and bring about improvements in the workplace.
- Exercise care, responsibility and sound judgement when carrying out their duties.
- Prioritise mental well-being by fostering a culture of open communication, offering support to others and promptly seeking assistance or resources when facing psychosocial challenges.
- Comply and cooperate with any reasonable instruction, policy or procedure, including with respect to work health and safety matters.
- Comply with required legislative and industrial laws and regulations.
- Use language that is appropriate and non-threatening.
- Refrain from carrying out their duties under the influence of alcohol, any illegal substance, or any drug which impairs work performance or poses a safety risk to themselves or others. It is prohibited for personnel to commence work, remain at work, or return to work while under the influence of drugs or alcohol.
- Maintain confidentiality and privacy.
- Uphold Work Health and Safety (WHS) standards and procedures while carrying out their duties and responsibilities, including taking reasonable steps to ensure that their acts/omissions do not adversely affect the health and safety of themselves or others.
- Demonstrate sound judgement when encountering unfamiliar or potentially unsafe situations and seek guidance or clarification from supervisors if and when needed.
- Maintain adequate records to support any decisions made.
- Devote the whole of their time during the usual business hours of their workplace to the performance of their work responsibilities.
- Comply and adhere to this code.

In the performance of their duties, personnel must not:

- Come to work if under the influence of alcohol or drugs or consume drugs or alcohol while at work or during working hours which would impair their ability to work safely and effectively and would be a risk to their safety and the safety of others.
- Consume alcohol onto work premises without permission.
- Smoke in Diocesan property stairwells, fire escapes and foyers, including before and after normal office hours. Clients and other visitors to the office are also required to follow these requirements. Smoking on Diocesan premises is only permitted in designated smoking areas.
- Take or seek to take improper advantage of any information gained in the course of employment.
- Take improper advantage of their position to benefit themselves or others.
- Allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

7.2.1 For those working with Children, Young People and Adults at Risk

As well as all of the principles listed in Section 7.2, personnel must:

- Demonstrate a duty of care to children, young people and adults at risk by being punctual, diligent and sensitive to their needs.
- Take reasonable steps to protect children, young people and adults at risk from foreseeable risk of injury.
- Consider the risks of proposed activities and tasks and develop strategies to manage these risks.
- Adhere to an appropriate standard of dress when engaged in ministry (see Section 7.4 for more information).
- Report to the Diocesan Chancery, and/or the agency leader, or your supervisor and/or the Parish Priest (whichever applicable), any allegations of reportable conduct that is brought to your attention and any circumstances where you suspect that a child or young person is currently at risk of harm (see Section 7.2.2) particularly:
 - a sexual offence
 - sexual misconduct
 - ill-treatment of a child
 - neglect of a child
 - an assault against a child
 - an offence under section 43B or 316A or the *Crimes Act 1900 (NSW)*,
 - behaviour that causes significant emotional or psychological harm to a child.
 - Any risk of significant harm as defined by the *Children and Young Persons (Care and Protection) Act 1998* must be reported to the Child Protection Helpline (132 111) as soon as practicable and your supervisor/parish priest/chancery safeguarding team. (note that this is a legal requirement under the Act, and the reporting requirement cannot be delegated.
- Be caring, respectful, compassionate and take interest in safety of children, young people and adults at risk in your care.
- Be mindful of safe physical spaces and avoid, as far as possible, being alone with a child, young person and adults at risk, and if required, discuss strategies to allow for observation beforehand.
- Avoid favouring individual children, young people and adults at risk and treat them all equally.
- Be equally available to all children, young people and adults at risk.
- Avoid offering to, or receiving gifts from, individual children, young people and adults at risk.
- Remain removed from personal relationships with children, young people and adults at risk.
- Restrict the transportation of children, young people and adults at risk in their car to circumstances that are in accordance with the prescribed policy.
- Ensure that physical contact with children, young people and adults at risk is reasonable for the purpose of their management or care.
- Examples include:
 - assessing a child, young person or adult at risk who is injured or ill
 - comforting an upset child;
 - guiding a child, young person or adult at risk in a non-threatening manner;
 - protecting a child, young person or adult at risk from imminent danger to himself/herself or to others;
- demonstrating or guiding a particular action or skill as part of drama or other activities within the lesson.

- Physical intervention (including physical restraint, removals or escorting of children, young people or adults at risk) should be avoided and used only as a last resort to ensure their safety and protection.

7.3 Equity, Diversity and Social Inclusion

Personnel are expected to create a fair, inclusive, and safe working environment, where diversity is valued and where unlawful discrimination, bullying, harassment and victimisation in any form will not be tolerated.

The Diocese is committed to achieving a diverse workforce that remains inclusive and respectful of each other's differences.

7.4 Dress Code for Personnel

7.4.1 Employees

Employees have an obligation to dress appropriately and in a manner that maintains professionalism and modesty.

Personnel must ensure their personal appearance and presentation are clean, tidy, and appropriate for their work role.

Appropriate and acceptable clothing includes: Business Suits, Smart Casual wear such as button up shirts, trousers or skirts or dresses – no torn jeans, shorts or leggings.

Employees must comply with relevant workplace health and safety regulations as they apply to apparel e.g., appropriate shoes, protective clothing, safety glasses and sun-safe attire when outdoors to allow for the safe performance of their duties.

The Diocese reserves the right to send an employee home to change where an employee's clothing or appearance is determined to be unacceptable.

7.5 Gifts, Benefits and Hospitality

Personnel have a responsibility to behave with integrity and impartiality. Personnel must not solicit gifts, benefits or hospitality that might in any way compromise or influence them directly or indirectly in their capacity as personnel.

This section applies to employed (as opposed to clerical and religious) employees and volunteers throughout the Diocese. The reporting and disclosure elements of the policy only apply to:

- All Agency, Ministry and Chancery Heads;
- All employees involved in the determination of contracts in excess of \$10,000 per transaction.

7.5.1 Identifying whether a gift or hospitality should be accepted

The following decision-making principles should be utilised by personnel in determining

whether gifts or hospitality should be accepted:

- Would you or the Bishop/Diocese be embarrassed if anyone found out about the gift?
- How would you feel if you read about it in the newspaper?
- Does the receipt or provision of the gift or hospitality influence you in any way?
 - How does the receipt or provision of the gift or hospitality reflect on the Diocese?
- Is the receipt of the gift or hospitality consistent with Catholic ethos?
- Would you be comfortable in disclosing this to your immediate superior?

If in doubt, speak to the Head People & Culture or the Head of Governance Risk & Compliance.

7.5.2 Principles

- No employee or volunteer is to receive gifts in the form of cash under any circumstance.
- Chancery/Agency/Ministry Heads and those who are involved in a transaction which gives rise to a financial value (such as tenders, granting of building and other contractors) will be classified as ‘reportable employees’ and are required to comply with the additional reporting and disclosure requirements.
- A Gifts and Hospitality register will be kept within the Diocese Governance, Risk and Compliance Application, i.e., Triline GRC.

7.5.3 How to declare gifts, benefits and hospitality

You must not solicit gifts, benefits or hospitality, for example, tickets or products, that might in any way compromise or influence you directly or indirectly in their capacity as representatives of the Diocese of Parramatta and the Catholic Church. You must declare those gifts, benefits or hospitality depending on the criteria set out below:

Value of gift, benefit or hospitality	Decision
Gifts, benefits or hospitality with a token value of less than \$100	May be accepted without being declared. It is recognised for the majority of employees, the provision of gifts, benefits and hospitality will be limited and generally be in the form of thank you gifts. The receipt of such will not in any way result in a financial or value impact (e.g. a priest receiving a gift from a parishioner). As such, these will be acceptable under this policy providing they are not in conflict with Catholic teachings.
Gifts, benefits or hospitality with a value of \$100 or more, and not exceeding the value of \$250	May be accepted with appropriate prior approval, and must be declared on the Gifts and Hospitality Register within a reasonable time of acceptance or provision.
Gifts, benefits or hospitality that exceed a value of \$250	Any gifts or hospitality with a value in excess of \$250 must be reported to the Chief of Operations and Finance or Ministry/Agency Head prior to acceptance or provision.
Significant Events (regardless of value)	Employees must have prior approval of the senior manager before accepting the gift/hospitality to a significant event which may conflict with the teachings and values of the Catholic Church.

The Head People & Culture in conjunction with the Head of Governance Risk & Compliance will manage the Gifts and Hospitality Register.

7.6 Conflicts of Interest

The Bishop and the Diocese of Parramatta have an obligation to ensure that conflicts of interest (whether financial or otherwise) are managed in a fair, ethical, and transparent manner.

The potential for a conflict of interest arises when personnel have private interests that could influence or appear to influence judgements made during the course of their professional duties.

They also arise when there is a reasonable expectation of a personal benefit, direct or indirect, that could influence the performance of personnel's duties. This benefit may be financial or non-financial.

7.6.1 Principles and Responsibilities

Personnel must:

- Conduct themselves in a manner which is consistent with Catholic ethos and supports the effective stewardship of the financial assets of the Diocese.
- Be objective, open, and honest, making recommendations or decisions with integrity and accountability and in a way that best serves the interests of the Diocese.
- Declare all private interests (including pecuniary and non-pecuniary) that conflict or may conflict with the discharge of their responsibilities to the Diocese.
- Use their own judgement in determining the appropriateness of non-cash gifts and hospitality.
- All decisions will be free of bias or apparent bias.
- Behave with integrity and impartiality.
- All processes should be transparent and documented.

It is recognised that the giving and receiving of gifts and hospitality has an important role to play in the Church. However, it is important to ensure that these practices do not give rise to conflicts of interest, the misallocation of resources or impact on the reputation or work of the Diocese.

7.6.2 Identifying a Conflict of Interest

If personnel are unsure how to identify a conflict of interest, they should discuss it with their manager, supervisor or chairperson in the first instance.

Areas with heightened risk of Conflict of Interest

Procurement and recruitment	<ul style="list-style-type: none"> • Procuring goods or services • Tendering for and managing contracts • Engaging and promoting employees
Distributing goods, services or funds	<ul style="list-style-type: none"> • Providing a service • Allocating subsidies, financial assistance, concessions or other relief
Making binding decisions	<ul style="list-style-type: none"> • Issuing determinations on matters • Voting as a member of a board or committee

7.6.3 Who should declare?

All personnel are required to declare any conflicts of interest.

7.6.4 How to declare

Personnel must take suitable measures to avoid, or appropriately deal with, any situation or relationship they may have where a conflict of interest could, directly or indirectly, compromise the performance of their duties. Should a conflict of interest arise, personnel must:

1. At the first opportunity, declare the conflict of interest in writing either to the Bishop, Chief of Operations and Finance, chairperson, manager, or supervisor, that is, whoever is most relevant to your position. Alternatively, where a conflict of interest arises verbally during a meeting, it must be noted in the Minutes of the meeting, and subsequently in writing.
2. Withdraw from any deliberation or decision-making processes to which the conflict of interest may relate, unless otherwise directed by the Bishop, Chief of Operations and Finance, chairperson, manager, or supervisor.

Potential conflicts of interests will usually result in the relevant person being excluded from the decision or policy-making process, including being absent from relevant parts of meetings and restriction to related information.

7.7 Secondary Employment

The Diocese is committed to ensuring that employees undertake their duties with the highest degree of integrity and that no safety risks, conflicts of interest or contractual breaches result from other paid employment or volunteering engagements. While in some cases, secondary employment or volunteering engagements will not have any impact on an employee's job with the Diocese, at other times this could lead to a real or potential conflict of interest or Work Health and Safety concerns. Some of the major risks associated with secondary employment include:

- Fatigue
- Misuse of resources

- Security of information
- Availability for work

7.7.1 Process

Employees who are employed on a full-time basis and wish to have a second job or volunteering engagements during working hours must seek and obtain approval in writing from the Chief of Operations and Finance prior to engaging in any secondary employment, volunteering, or business activity, including employment within a family company.

Part-time employees must also seek approval from the Chief of Operations and Finance to undertake secondary employment or volunteering engagements, if the engagements may result in actual or potential conflicts of interest, impact on the employee's ability to perform their duties with the Diocese including work, health, and safety concerns or where the secondary employment or volunteering engagements may affect the Diocese financial position, services, clients or standing in the community.

Approval for secondary employment is still required when employees are on leave, including periods of leave without pay. Where an employee is already involved in secondary employment, they must immediately provide details of the secondary employment to the Diocese and obtain the necessary approval.

Employees must also seek approval from the Chief of Operations and Finance if they wish to serve as a board or council member on an external committee.

7.8 Management of Resources

The Diocese's resources are vital to the organisation. Personnel are expected to be careful, ethical, efficient, and economical in their use and management of the Diocese's resources, including work time. Resources include money, facilities, equipment (e.g., phones, computers, iPads, fax machines) vehicles, services (e.g., internet) and other property which is owned or under the control of the Diocese. Personnel have a duty to ensure Diocesan resources are used only for their intended purpose are well maintained and secured against theft or misuse.

Employees are accountable for the appropriate use of Diocesan working hours and resources. Employees should not use Diocesan working hours or resources for an outside interest, secondary employment or personal gain. Employees have a duty to report to the Diocese any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability.

7.9 Social Media and Online Media

The Diocese acknowledges that personnel will use social media and online media for personal use outside their work hours. Personnel must exercise caution when using social media and online media platforms for personal purposes. Employees are expected not to make disparaging or offensive comments on social media or online media about the Catholic Church, Diocese, Parishes, and other associated agencies. The Diocese will take disciplinary action in a procedurally fair manner proportionate to the seriousness of the conduct should it be seen that this has been breached.

For more detail, please refer to the Diocesan Social Media Policy.

7.10 Confidentiality

Personnel must not divulge, either during employment or after, the confidential information of the Diocese.

For further detail please refer to the Privacy and Confidentiality Policy.

7.11 Breaching the Code of Conduct

Employees should note that if the terms of this policy are breached, disciplinary action may be taken against the employee including termination of employment with or without notice.

7.11.1 For those working with Children, Young People and Adults at Risk

Evidence supporting the use of inappropriate practices may result in the termination of your involvement in this and other ministries that involve children, young people and adults at risk. It may also impact on your ability to work with children, young people and adults at risk in the future.

7.12 Protected Disclosures

In reporting any suspected improper use, fraud, waste or abuse of resources, corrupt conduct, inadequate administration or accountability, personnel shall be protected as far as reasonably practicable against victimisation and retaliation as result of a disclosure.

Personnel are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations, and may be liable for disciplinary action as a result.

For more information, please see the applicable Complaints Management Policy in force at the time.

8. APPROVAL & FURTHER INFORMATION

Given at Parramatta, New South Wales on this 23rd November 2023.


Bishop of Parramatta


Notary

If personnel require further information about the policy and process outlined in this document, they can contact the Head People & Culture.