



Mercy Ministry Companions

Policy S3 – Code of Conduct

Commitment

As a Catholic Church authority, Mercy Ministry Companions recognises the inherent dignity and rights of all people and the Gospel imperative to protect and nurture those most at risk.

Policy Statement

This Code of Conduct promotes ethical, professional and safeguarding behaviours that reflect the core values of Mercy Ministry Companions (MMC) and the teachings of the Catholic Church.

Staff and volunteers are required to:

- behave respectfully, justly, honestly and with integrity
- ensure that MMC core values underpin the mutuality of their relationships with God, each other and our common home
- create a supportive, safe and caring environment
- safeguard all people, particularly children and adults at risk
- act within the law, carefully, diligently and as a good steward of resources.

Scope

This policy is applicable to the Trustee Directors, staff and volunteers of Mercy Ministry Companions, Mercy Ministry Companions Ltd and McAuley Property Ltd.

Accountability

The Mercy Ministry Companions Trustee Directors ensure that all staff and volunteers comply with this code and related procedures. Consequences of breaching of this code may include education, counselling, warnings, suspension, restrictions, termination and official reports to police and other statutory agencies, as required.

Dates

This code takes effect from 13 March 2024 and will be reviewed no later than March 2026.

Related Policies and Procedures

S1 – Safeguarding Policy

S1A – Safeguarding Procedures

S2 – Safeguarding Commitment Statement

S4 – Safeguarding Complaints Management Policy

G3A – Complaints Handling Procedure

APPENDIX A: EXPLANATORY GUIDANCE FOR STAFF MEMBERS AND VOLUNTEERS

I COMMIT TO BEHAVING RESPECTFULLY, JUSTLY, HONESTLY AND WITH INTEGRITY, SO:

- I support the values of compassion, hospitality, respect and justice and I demonstrate these in my relationships with all people.
- I acknowledge the inherent value of every member of the Earth community.
- I treat others with courtesy and am appropriate in my relationships with them.
- I listen attentively to all, including those who may not be of the same mind or faith as I am.
- I recognise the strength and value of diversity of thought and experience.
- I exercise particular sensitivity towards Aboriginal and Torres Strait Islander peoples.
- I display compassion and generosity of spirit.
- I am fair in all my interactions with others.

And equally:

- I do not behave in a manner inconsistent with the stated values of MMC.
- I do not dismiss a person's opinions or beliefs.
- I do not talk about others in a disrespectful or inappropriate way.
- I do not engage in illegal or disreputable activities.
- I do not engage in behaviour that seeks to diminish or embarrass a person.
- I do not make decisions or take actions that may harm MMC in any way.

I COMMIT TO CREATING A SUPPORTIVE, SAFE AND CARING ENVIRONMENT, SO:

- I prioritise and take reasonable actions to ensure the health, safety and wellbeing of myself and all whom I encounter.
- I ensure that my behaviour is consistent with my commitment to respect all people and uphold the work of MMC.
- I promote a culture of safety and maintain a safe environment, free from hazards and risks.
- I foster right relationships with those with whom I interact.
- I search for ways to improve MMC's environmental sustainability.

And equally:

- I do not tolerate harassment, discrimination, bullying or any disrespectful behaviours or language, especially in relation to race, culture, age, gender, disability, religion, sexuality or political views.
- I do not shame, humiliate, oppress, belittle or degrade any person.
- I do not engage in any form of physical, psychological or emotional behaviour that could be considered inappropriate, threatening, wrong or unsafe.

- I do not ignore hazards and risks which may harm me or others.
- I do not intentionally waste resources.

I COMMIT TO SAFEGUARDING ALL PEOPLE, PARTICULARLY CHILDREN AND ADULTS AT RISK, SO:

- I ensure that all people, particularly children and adults at risk, are treated with respect and have their rights protected, exercising particular care in situations of real or perceived imbalance of power.
- I act appropriately with children, adults at risk and others with whom I come into contact, including maintaining boundaries and using appropriate language and tone.
- I act according to acceptable standards of physical and sexual contact at all times.
- I communicate respectfully with and about all people, particularly children and adults at risk.
- I comply with all MMC safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse, risk of harm or other inappropriate conduct.

And equally:

- I do not engage in activities with any person that are likely to be physically or emotionally harmful.
- I do not use physical action or threats of physical action as punishment.
- I do not provide inappropriate preferential treatment to children or adults at risk for personal gratification, including offering gifts to children or adults at risk in ways that could result in the receiver feeling 'specially chosen' and/or indebted to the giver.
- I do not initiate unnecessary physical contact with individuals or do things of a personal nature for them that they can do for themselves.
- I will not be alone with a child or adult at risk unnecessarily or in an inappropriate context.
- I do not use any means, including online contact or text messaging, to make inappropriate contact with any person, particularly children or adults at risk.
- I do not engage in any inappropriate conversations of a sexual nature with children or adults at risk.
- I do not photograph or video children or adults at risk without consent of parents or guardians.

I COMMIT TO ACTING WITHIN THE LAW, CAREFULLY, DILIGENTLY AND AS A GOOD STEWARD OF RESOURCES, SO:

- I comply with the law, respect the privacy of others, and am a good steward of MMC's heritage, assets and reputation.
- I take my legal responsibilities seriously and strive to maintain the highest levels of compliance with relevant authorities.
- I maintain confidentiality and discretion and protect the privacy of people's personal information.
- I strive to ensure my work is consistently conducted in accordance with professional standards.
- I meet my obligations to report suspected wrongdoing, including conduct which is not consistent with this Code.
- I comply with reasonable and lawful instructions, whether or not I personally agree with them.
- I take appropriate action to avoid actual, potential or perceived conflicts of interest.
- I comply with all MMC's policies, where applicable.
- I use social media and public forums in ways that are acceptable to MMC.

And equally:

- I do not misuse my position for personal or financial advantage.
- I do not engage in activities for which I have inadequate experience or qualifications.
- I do not personally solicit gifts, rewards or other benefits.
- I do not intentionally commit any unlawful or illegal act.
- I do not divulge confidential information to those who have no need or right to know it.
- I do not engage in conduct that may harm MMC in any way.