



## Code of Conduct

**Issue Date:** 21 September 2023

**Review Date:** September 2025

### 1.0 Purpose

According to its Constitution, the Australian Lasallian (Asia/Pacific) Foundation Ltd, more commonly known as the Lasallian Foundation, “is a mission of the Roman Catholic Church. It is established for the purpose of delivering overseas aid activities through the provision of direct relief and assistance to persons in necessitous circumstances in developing countries.” The Foundation exists to fund, sponsor and implement projects.

This Code of Conduct is built on the foundation of Lasallian Values, our faith traditions, the requirements of the National Catholic Safeguarding Standards (NCSS) and the social justice teaching of the Catholic Church.

The Lasallian Foundation is committed to the safeguarding of children, young people and adults at risk. Safeguarding is a matter for all; however, the Lasallian Foundation acknowledges the specific needs of Aboriginal and Torres Strait Island People, the elderly, those living with disability, and/or suffering from illness, individuals from culturally and linguistically diverse (CALD) backgrounds, children in out of home care, those who are homeless, and children and adults of diverse sexuality. The Lasallian Foundation will work with its partners and stakeholders to raise awareness of the dignity and rights of all children and adults.

### 2.0 Scope

The Lasallian Foundation is a ministry of the De La Salle Brothers and the Catholic Church and, as such, is responsible to ensure compliance of the National Catholic Safeguarding Standards as approved by the Catholic Church.

This Code of Conduct applies to every person who works, or volunteers, with the Lasallian Foundation, including Brothers, employees, volunteers, and Board Directors.

This Code of Conduct also applies to anyone engaged with the Lasallian Foundation through project agreements or activities.

### **3.0 Code of Conduct**

Lasallian Foundation personnel have the shared responsibility to bring to life, through their actions and behaviours, the word of the Gospel, Lasallian values and their commitment to upholding them. It is through personal example that Lasallian Foundation personnel honour the Lasallian Mission, all people within it and all those to whom it serves.

It is always expected that there will be respect for diversity, and the promotion of equality. The Lasallian Foundation has a zero-tolerance approach to abuse or harm and discrimination of any form.

At all times such expected behaviours relate to both face-to-face and virtual interactions.

#### **3.1 Personnel engaged with the Lasallian Foundation**

Good safeguarding practices are everyone's responsibility, and all are empowered to contribute to the safeguarding practices of the Foundation.

Accordingly, all personnel will:

- Act equitably and reasonably and treat all with honesty, respect, courtesy and compassion;
- Be accountable for their individual actions and act with integrity and authenticity;
- Recognise and consider power and power imbalances in all relationships, especially where personnel are delivering services to children, young people and/or adults at risk;
- Commit to ongoing professional development with regard to safeguarding through induction, training, study and performance review processes;
- Engage in dialogue which includes respectful listening and genuine appreciation for feedback;
- Behave and communicate in ways which do not intimidate, discriminate, degrade, humiliate, or bully;
- Ensure that behaviours do not constitute any form of harassment or discrimination, including sexual harassment, discriminatory practices, bullying or any form of unlawful behaviour;
- Respect the privacy of others and maintain confidentiality where such confidentiality does not require any violation of mandatory reporting and/or legal requirements;
- Support complainants of child and/or adult abuse and respondents who are facing allegations with respect and compassion;
- Not bring into disrepute the Lasallian Foundation through the inappropriate use of social media, or other online platforms, or through any public commentary or inappropriate behaviour either in person or online;
- Ensure that consent is obtained before undertaking any photography, filming or audio-recording of others.
- Not store, transmit, share or distribute any images, recordings or representations of others unless within specifically authorised/approved purposes connected to the role performed or ministry;

- Use language which is respectful and appropriate, including ensuring that language is appropriate to the audience, specifically to children and young people;
- Maintain a respectful, co-operative and collaborative approach to all working and work-related relationships;
- Be knowledgeable of and comply with all jurisdictional laws including those that relate to child protection, workplace harassment and bullying, discrimination and others as relevant;
- Manage and declare situations which may constitute a conflict of interest or give rise to a perception thereof;
- Take all reasonable action to ensure personal health and safety at work and avoid adversely affecting the health and safety of others;
- Be aware of and maintain appropriate professional boundaries towards children and young people;
- Be unimpaired in the carrying out of duties by being free of alcohol, illegal drugs and any debilitating effects of prescription medication/s;
- Report to the relevant person/s inappropriate conduct which might be reasonably considered to be a breach of this Code of Conduct and/or be illegal;
- Make all reasonable efforts to project a public image which is in line with the Ministry, and which does not offend or is insensitive to other cultures, religious groups or individuals;
- Respect the rights of individuals to the dignity afforded by self-determination, which enhances their personal growth and quality of life;
- Not use their position for advantage or personal gain.

### **3.2 Those in Leadership/Governance Positions with the Lasallian Foundation:**

Leaders of, and within, the Lasallian Foundation by the nature of their roles hold privileged positions and as such have the additional responsibility to:

- Ensure that personnel understand that good safeguarding practices are the responsibility of all;
- Maintain a culture which is safe and inclusive for all, and one which empowers children, young people, adults at risk and their families to be actively engaged;
- Be role models, leading by example the behaviours and standards expected within the Lasallian Foundation and outlined in this Code of Conduct;
- Act promptly in response to a complaint/s received related to breaches of the Code of Conduct or any other policies;
- Make decisions fairly, impartially and promptly, taking into consideration all legislation, information and related policies and procedures;
- Ensure that all those engaged within the Lasallian Foundation understand what is expected of them with regard to the Code of Conduct and as such proactively socialise this document with those under their responsibility, including detailing how feedback will be provided with regard to complaints received.

### **3.3 All Religious and Lasallian Partners:**

In addition to the Code of Conduct, the document *Integrity of Ministry* sets out the behaviour standard expected of all religious within the Catholic Church of Australia and the document *Integrity in the Service of the Church* sets the expectation for lay personnel.

Where no such documents exist within other jurisdictions the principles of these documents will apply.

## **4.0 Implementation of the Code of Conduct**

The Lasallian Foundation will communicate this Code of Conduct and any specific Ministry Code of Conduct to all personnel and ensure that they are signed as part of their terms and conditions of employment and engagement.

The Code of Conduct will be posted on the Lasallian Foundation website so that it is accessible to employees, volunteers, partners, donors and beneficiaries.

The Lasallian Foundation will develop a continuous improvement practice framework which includes reviewing incidents and complaints to identify systemic issues or patterns and through undertaking self-audits.

## **5.0 Breaches/Consequences of Non-Compliance**

All those engaged with the Lasallian Foundation are required to abide by the Code of Conduct and ensure others also comply. Where an individual/s suspect a breach of the Code of Conduct should report it to the Chair of the Lasallian Foundation Board who is the designated Safeguarding Coordinator. Any person who has reasonable grounds to suspect that the Chair, a Director, a Brother or an employee engaged in the Lasallian Ministry has breached the Code of Conduct, may raise their concern directly with the Professional Standards Officer of the District of Australia, New Zealand, Pakistan and Papua New Guinea.

A breach of the Code of Conduct may result in a range of outcomes, including counselling, performance management, and/or disciplinary action (including dismissal) following proper investigation. Breaches of the code of conduct which relate to alleged criminal behaviour will be reported to the Police and/or relevant statutory body.

If a Religious is convicted of a canonical offence, or convicted of a civil crime, the District of Australia, New Zealand, Pakistan and Papua New Guinea of the De La Salle Brothers will undertake a risk management process to determine the appropriate action, in keeping with Catholic Church protocols.

## **6.0 Relevant legislation and standards**

Relevant legislation and standards applicable to this Code of Conduct include but are not limited to the following:

- *Australian Fair Work Act 2009*
- *Australia Work Health and Safety Act 2011*
- *New Zealand Employment Relations Act 2000*
- *New Zealand Health and Safety at Work Act 2015*
- *PNG Employment Act (Chapter 373) and/or Common Rules*

- *Integrity in Ministry* – Principles and Standards for Catholic Clergy and Religious
- *Integrity in Service* – Principles and Standards for Lay Workers
- *National Response Protocol* -Adopted by the Australian Catholic Bishops Conference

## 7.0 Associated Documents

The Code of Conduct of the Lasallian Foundation is based on, and compliant with, the Code of Conduct and other policies of the District of Australia, New Zealand, Pakistan and Papua New Guinea.

This Code of Conduct is one of a range of Safeguarding policies and procedures of the Lasallian Foundation which include, but are not limited to:

- Safeguarding Commitment Statement
- Safeguarding Policy
- Child Safeguarding Risk Management Plan
- Complaint Handling Policy

Where no specific policy has been approved by the Board of the Lasallian Foundation, the relevant policy approved by the District of Australia, New Zealand, Pakistan and Papua New Guinea will be applied. Such policies and procedures include, but are not limited to:

- Disclosure of Abuse or Harm Policy
- Response to Allegations Procedures

Compliance requirements are also outlined in documents such as:

- *Vos Estis*
- *Integrity in Ministry*
- *Integrity in the service of the Church*
- *United Nations Convention on the Rights of the Child*

## 8.0 Code of Conduct Status and Review

This Code of Conduct will be reviewed every two years by the Lasallian Foundation Board.

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(Print Name)

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(Signature)

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(Date)