



DIOCESE OF BROOME

DIOCESAN POLICY #5

CODE OF CONDUCT FOR DIOCESAN EMPLOYEES AND CATHOLIC VOLUNTEERS

This document is intended as a guide for those working as Employees and Volunteers in the Diocese of Broome. It is based on the Document *Integrity in Ministry*, and has been produced under the authority of the Bishop of Broome.

Employees and Volunteers working in the Diocese are missioned by the Bishop of Broome and are expected to uphold the same ethical standards expected of clergy and religious working in the Diocese. Employees and Volunteers are placed in responsible pastoral positions in the Diocese. Employees and Volunteers are expected to respect the dignity of all those with whom they work, and to act in accordance with the authority of those to whom they are responsible.

The objectives of the Code are:

- To promote justice and integrity
- To protect children and adults from abuses of power, especially sexual abuse and harassment
- To encourage appropriate self-care
- To ensure public accountability from those working for the Diocese
- To provide some guidelines that will protect Employees and Volunteers from false accusations of unethical behaviour as much as possible.

Catholicity

Employees and Volunteers, who are baptized members of the Catholic Church, are expected to comply with the fundamental teachings of the Catholic Church, to avoid anything in word and deed that would demonstrate the contrary and to attend weekly celebration of the Eucharist. Other expectations might be added at the local level.

Non Catholic spouses, non Catholic volunteers, who are employed or who volunteer for the Mission, are expected to live in sympathy with Catholic teaching and practice, and remain at all times in support of the Catholic Ethos.

Respect for the Dignity of all Persons

Employees and Volunteers are to be conscious of treating all persons as created in the likeness and image of God, and should treat them in a caring and respectful fashion. In the Diocese of Broome, they should be especially conscious of being guests in the traditional country of Aboriginal people and show special respect and sensitivity towards them and their culture.

It is necessary for Employees and Volunteers to set and maintain clear boundaries between pastoral and personal relationships. However, it is healthy to develop relationships beyond pastoral relationships where that is possible, so that pastoral relationships do not bear the burden of providing affirmation and affective support to the employee/volunteer. Such personal relationships, conducted outside of pastoral duties, are part of a person's private life. However, should such a relationship impinge on the person's ability and/or capacity to fulfill

the duties expected by the Diocese (including faithfulness to the ethos of the Catholic Church), this could be considered a matter for review of the person's position within the Diocese.

Touch is a powerful way of communicating and an important part of normal human relating as well as part of pastoral ministry. However, touch can also result in confused messages being communicated. So Employees and Volunteers are to be prudent in its use.

Employees and Volunteers are to avoid any behaviour that could be construed as harassment. Harassment encompasses a broad range of physical or verbal behaviour, including but not limited to:

- ◆ physical or emotional abuse
- ◆ racial insults
- ◆ derogatory ethnic slurs
- ◆ unwelcome sexual advance or touching
- ◆ sexual jokes or sexual comments
- ◆ requests for sexual favours
- ◆ display of lewd or offensive materials

Mindful of taking prudent precautions, Employees and Volunteers should avoid placing themselves in situations where they can be compromised. Interviewing and/or counseling another person out of view of others would be an example. Being alone in a room or vehicle with a minor would be another.

Personal Conduct

Ministry in the Diocese requires a reasonable level of commitment to work. Employees and Volunteers are expected to follow the reasonable expectations of their supervisors and to take proper care of the equipment they are given to use in the workplace. Honesty in the workplace is also expected in relation to any goods or moneys entrusted to their care.

Substance abuse is a cause of concern among many people in remote parts of the Kimberley and in towns. Employees and Volunteers are expected to portray a responsible attitude and pattern of behaviour in relation to the consumption of alcohol and tobacco. Employees and Volunteers would be expected to abide by any local community regulations in regard to possession and consumption of alcohol. Illegal drugs are not to be used, sold or distributed.

Procedures for Responding to Misconduct

Any allegation of misconduct should be reported to the Bishop of Broome who will

- ◆ undertake an investigation into the allegation or appoint another person so to do
- ◆ indicate how and to whom the investigator is to report
- ◆ put in place measures to ensure procedural fairness and respect for natural justice in the conduct of the investigations.
- ◆ Should a *prime facie* case of misconduct be proven, the accused person shall be removed from ministry in the Diocese pending further action. If the case relates to matters covered in the *Towards Healing* document, those procedures will be followed.