

CODE OF CONDUCT FOR STAFF

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| Reference | ED_C071_08/21 | Date approved | August 2021 |
| Approved by | Executive Director | Date for review | June 2024 |

All employees of Townsville Catholic Education will, while contracted as an employee:

1. Demonstrate commitment and loyalty to the educational, religious and social values of Catholic Education in the Townsville Diocese.
2. Carry out all required duties in a professional and conscientious manner.
3. Behave honestly and with integrity in the course of their employment.
4. Act with care and diligence in the course of their employment.
5. Treat everyone (peers, students, parents/carers of students, members of wider community) with respect and courtesy.
6. Ensure their presentation and personal appearance is professional and appropriate for their role.
7. Comply with all applicable Australian Laws. For this purpose, Australian Law means: a) Any Act or any instrument made under an Act, or b) any law of a State or Territory, including any instrument made under such a law.
8. Comply with the *Education and Training Legislation Act 2011* which makes it:
 - a) mandatory for school staff members to immediately report a reasonable suspicion that a student under 18 years attending the school has been sexually abused by another person. This is regardless of who that person might be.AND
 - b) mandatory for school staff members to immediately report a reasonable suspicion that a student under 18 years attending school is likely to be sexually abused by another person. This is regardless of who that person might be.AND
 - c) mandatory for school staff members to immediately report a reasonable suspicion that a student, if that student is a person with a disability, of any age has been sexually abused by another person or there is reasonable suspicion that a student attending school is likely to be sexually abused by another person. This is regardless of who that person might be. Mandatory means “required by law”.

- d) It is compulsory for school staff members to immediately report a reasonable suspicion that any student attending school has been sexually abused by another person. This is regardless of who that person might be.
9. Comply with any lawful and reasonable direction given by someone in the employee's agency (eg school) who has authority to give the direction.
 10. Maintain appropriate confidentiality about dealings that the employee has in the course of their work for Catholic Education in the Diocese of Townsville.
 11. Use all Catholic Education resources and equipment in a proper manner and only for legitimate organisational purposes, unless they have been given permission by an authorised representative of TCEO to use specific resources at a specific time for private purposes.
 12. Refrain from providing false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment in Catholic Education in the Diocese of Townsville.
 13. Comply with any other conduct requirements that are prescribed within other regulations of Catholic Education in the Diocese of Townsville.
 14. Establish appropriate professional relationships with their students. Inappropriate liaisons between staff and students are not permissible in Townsville Catholic Education Schools. Engaging in sexual relations with a student of any age will result in dismissal of the staff member.
 15. Actively engage in appropriate and required professional development.
 16. Ensure that matters of Duty of Care are afforded the highest attention (including punctuality to classes, to supervision and yard duty).
 17. Ensure that personal use of alcohol and prescribed drugs does not interfere with the proper performance of the employee's duties. The employer has zero tolerance for the consumption of illegal drugs and/or alcohol while on duty.
 18. Adhere to other relevant professional codes of conduct where applicable.
 19. Avoid behaviours which might reasonably be perceived as abuse, harassment, bullying, intimidation or otherwise harmful.
 20. Avoid unlawful discrimination on grounds such as but not confined to gender, race, or religion.
 21. Identify and report to those concerned any situations that have already become, or have the potential to become, a situation of conflict of interest for the employee. The employee should withdraw from the situation unless and until a person/people in authority tells the employee they believe no conflict of interest exists.
 22. Acknowledge whenever and wherever appropriate Townsville Catholic Education Office's ownership of property, including intellectual property, created or developed in the course of the employee's employment. Significant departures from the standards of conduct outlined in this Staff Code of Conduct and any other regulations as stipulated for employees of Catholic Education in the Diocese of Townsville may amount to misconduct on the part of the staff member.