

Code of Conduct

1. Purpose

The Uniting Church of Australia Synod of NSW and ACT is committed to providing an ethical, safe and inclusive environment. This Code of Conduct outlines the behavioural expectations for Ministers, employees, volunteers and contractors across the Synod.

2. Scope

This Code of Conduct applies to all employees (permanent, fixed-term and casual), volunteers, independent contractors, temporary agency staff and Ministers across Synod Mission Services, Uniting Financial Services, Secretariat, boards, committees, Presbyteries, and Congregations.

The Code of Conduct extends to all places where work, or work-related activity, is carried out, whether within or outside of working hours.

This includes:

- ▶ at an Individual's usual workplace;
- ▶ where an Individual is working remotely or at an alternative location, including when the Individual is working from home or is attending church or a community member's premises in the course of work; and
- ▶ where an Individual is representing the Synod or UCA or engaging in work-related activity such as community consultation, conferences, training, business trips, social events whether or not on Synod or Church owned or run premises.

The Code also extends to all written and verbal communication, both inside and outside the workplace, including, but not limited to, letters, reports, email, instant messaging, text messages and social media platforms such as LinkedIn, Facebook, Twitter and other forms of social media where content can be shared and/or comments made.

For anyone subject to a relevant Reportable Conduct Scheme, the Code of Conduct also applies outside of working locations and hours, as far as required by the relevant legislation.

3. Our Values

Our values guide the important work we do, defining our approach with our people and with those we serve. We are guided by:

- ▶ Compassion: We treat those we serve and support with empathy and kindness.
- ▶ Respect: We treat others in the way we want to be treated.
- ▶ Collaboration: We work together to create positive outcomes.
- ▶ Integrity: We have the courage to do the right thing.

4. Commitments

As a Minister, employee, volunteer or contractor, I commit to:

- 4.1 Respect the mission, beliefs and values of the Uniting Church in Australia
- 4.2 Uphold the Policies and Procedures of the Synod of NSW and ACT
- 4.3 Participate fully in any required training.
- 4.4 Treat others with respect and communicate with integrity regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, health status, national, ethnic or social origin, culture, property, ability or other status, for example by:
 - (a) Actively promoting a culture of safety and inclusion;
 - (b) Giving consideration to power imbalances in personal and professional relationships;
 - (c) Not communicating information that is false or in ways that could be misleading;
 - (d) Not engaging in or tolerating bullying, harassment, discrimination or abuse of any kind;
 - (e) Not acting violently, provoking violence or engaging in behaviour that would reasonably be expected to cause isolation or intimidation;
 - (f) Not communicating or behaving in ways that are likely to humiliate, frighten or distress others;
- 4.5 Raising a concern where I become aware of any other person engaging in bullying, harassment, discrimination, abuse, violence, intimidation, or other inappropriate behaviours.
- 4.6 Act with financial integrity, including:
 - (a) Maintaining transparent records for all financial transactions;
 - (b) Not taking the property of other individuals or organisations (including intellectual property);
 - (c) Not using property for purposes other than as intended;
 - (d) Not seeking to use my position for improper personal gain, or improper gain for those close to me;
 - (e) Not engaging in fraud, bribery, or corruption;
 - (f) Not accepting any gift or benefit that is given with the expectation or understanding of favourable treatment for the giver or a third-party.
- 4.7 Uphold my responsibilities to contribute to a safe and healthy workplace, including:
 - (a) Reporting any hazards I become aware of, including physical and psychological hazards;
 - (b) Maintaining an awareness of Work health and Safety Policies and my responsibilities.
- 4.8 Uphold the Child Safe Standards, including:
 - (a) Upholding the Statement of Commitment to Child Safety and Culture of Safety policies and procedures;
 - (b) Reporting any allegations or information about risks of harm according to the relevant policies and procedures;
 - (c) Not engaging in sexual offences or sexual misconduct with children or young people under the age of 18;
 - (d) Not engaging in any behaviour that is likely to constitute ill-treatment, neglect, emotional abuse or grooming of any child or young person;
 - (e) Disclosing any prior misconduct relating to children;
 - (f) Communicating with children in an age appropriate and realistic manner;
 - (g) Not engaging in any inappropriate, offensive, or sexualised communication with children or young people;
 - (h) Not engaging in one-on-one text, online communication (or similar) with any child or young person except as outlined in the Childrens Ministry Guide or Youth Ministry Guide;
 - (i) Not developing any 'special' relationships with children that could be seen as grooming or favouritism such as the offering of gifts or special treatment;
 - (j) Maintaining clear boundaries about appropriate behaviour between myself and a child;
 - (k) Always being willing to listen and respond appropriately to a child's views and concerns;
 - (l) Responding quickly, fairly and transparently to any complaints made by a child or related to a child.

- 4.9 Not using prohibited substances.
- 4.10 Uphold confidentiality (except where there is a legal or ethical obligation to disclose).
- 4.11 Communicate appropriately, including:
- (a) Not representing the UCA and/or Synod to any third-party media organisation without express permission from the Communications Team;
 - (b) Not using Synod devices for an inappropriate purpose;
 - (c) Complying with all relevant legal requirements;
 - (d) Following all reasonable directions;
 - (e) Raising a concern if I become aware of anyone committing a serious breach of this Code of Conduct.

5. Consequences

- 5.1 I accept that any complaint or allegation made against me will be dealt with in accordance with the relevant Complaints Policy and Complaints Procedure and I commit to participating in any investigative process and being bound by the outcome of such a process even if it includes disciplinary action.
- 5.2 I accept that some complaints or allegations may require that I be stood down or given alternative duties while the matter is investigated and I commit to following the directions of the General Secretary or Moderator (or their delegate) in relation to such matters.

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