



STAFF CODE OF CONDUCT

For those involved in a University of Notre Dame Australia (UNDA) degree or course, UNDA Policies and Procedures also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose

The purposes of this Staff Code of Conduct are:

- To give guidance to all Te Kupenga personnel on the standards of conduct required of them by the organisation.
- To define breaches of conduct.
- To describe the consequences of breaches of conduct.
- To give guidance for responding to complaints about conduct.

The policy should be read in conjunction with the staff member's employment agreement and other policies that bear on the employment relationship: Employment; Health and Safety; Disputes, Complaints and Legal Protections; Student Feedback; and Safe Communications.

Scope

This Code is primarily for Te Kupenga staff. However, all those who are engaged to further the work of Te Kupenga, including diocesan employees and volunteers, are expected to abide by the commitments below.

Principles

- Te Kupenga operates in a manner that is worthy of the gospel of Jesus Christ.
- The position of Te Kupenga regarding acceptable and unacceptable conduct is clear.
- Staff and all those connected to Te Kupenga are respected and treated fairly and justly.

Commitments

In agreeing to work for Te Kupenga, staff commit to the following:

[1] Commitment to each other:

- Treat everyone fairly and with respect.
- Provide a safe physical and emotional environment.
- Model cooperative behaviour and peaceful solutions to conflict.
- Honour Te Tiriti o Waitangi.

[2] Commitment to service:

- Do our work in a professional, efficient and effective manner.
- Avoid activities, work or personal, which may harm the reputation of Te Kupenga or the Church.
- Comply with lawful and reasonable requests, instructions and policies.
- Respect the privacy of individuals and use information only for the purposes for which it was intended.

[3] Commitment to integrity:

- Behave in a manner that reflects the values of the Church.
- Neither use, nor allow the use of, Te Kupenga property, resources or funds for other than the authorised purposes.
- Incur no liability on the part of Te Kupenga without proper authorisation.
- Maintain all qualifications necessary for the performance of our duties.
- Decline gifts or benefits that are outside agreed policy, or which place us under any obligation or perceived influence.
- Avoid conflicts of interest.
- Ensure that your personal opinions and media posts are not misrepresented as official communications from Te Kupenga

Breaches of the Staff Code of Conduct

If you believe that someone is breaching the Staff Code of Conduct, please speak up. Initially this should be to your manager, but if you don't feel comfortable doing so, you can either ask for a support person to assist you or speak to a higher-level manager.

A possible breach of the Code may lead to an investigation and disciplinary action, up to and including dismissal. Te Kupenga's response to a breach of the Staff Code of Conduct will be fair and reasonable for the circumstances. Principles of natural justice will apply. When referring to the Te Kupenga community, this may refer to staff, students, volunteers, contractors or visitors associated with Te Kupenga.

Serious misconduct could lead to summary dismissal where the breach is to the level that it deeply impairs or is destructive of the relationship of trust and confidence. This may include, but is not confined to, the examples below:

- Assaulting or threatening behaviour in the workplace.
- Dishonest, illegal or corrupt behaviour in the workplace.
- Bullying, discrimination, intimidation or harassment against any Te Kupenga community member.
- Reporting for duty under the influence of alcohol or drugs that impairs performance or fitness for work.
- Accessing, downloading or sharing inappropriate material.
- Having unauthorised possession of, or removing, property belonging to a member of the Te Kupenga community.
- Wilfully submitting a false claim for expenses, or any other deliberate falsification of a Te Kupenga record.
- Deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to Te Kupenga property.
- Behaviour that is likely to bring Te Kupenga or the Church into disrepute.

Responding to disputes and complaints

Where a dispute is raised between Te Kupenga colleagues, or a complaint is made against a Te Kupenga staff member for actions related to this Code or human rights concerns, reference should be made to the Disputes, Complaints and Legal Protections Policy, and the staff member's Employment Agreement.

The employer may choose to act on a concern, following the processes contained in this Code of Conduct, if they feel a breach has occurred, regardless of whether a third party has raised a complaint.

Review and Approval

The Staff Code of Conduct is subject to the normal three-yearly review by the Governance Board.

Reviewed: 24 March 2023

Next review: March 2026