

SALESIANS OF DON BOSCO

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Code of Conduct

All employees of the Salesians of Don Bosco are expected to observe the highest standards of ethical behaviour and integrity in their conduct. The Salesian's Code of Conduct sets out our key values and how they should be applied within our workplace and in our dealings with those outside of our organisation. The Salesian's Code of Conduct applies to all directors, officers and employees of the the Salesians.

This Code of Conduct is an important management tool which can positively shape our culture.

Introduction from the Provincial

The Salesians will only succeed in achieving our objectives where we have the respect of our stakeholders and the communities in which we operate. Our reputation is dependent on a culture where every one of us acts with the highest level of integrity and honesty and takes responsibility for their actions. Our Provincial Council is committed to ensuring the Salesians operate with the highest level of integrity and expects all employees to do likewise.

The Salesians Code of Conduct sets out the ethical behaviour expected of us. It will assist every employee in solving ethical dilemmas they may face in their working environment.

Commitment to an ethical culture within our organisation involves us capturing opportunities to increase the awareness of the Salesians Code of Conduct and making it part of our daily business decisions and actions. It is up to all of us to ensure the Code of Conduct becomes part of the operational fabric of our organisation. Successfully implemented, this Code of Conduct will result in:

- (a) More effective compliance with relevant laws;
- (b) More effective management; and
- (c) Maintenance of the integrity and reputation of the Salesians.

The Code of Conduct outlines our key values and our expectations of you in our workplace environment. We expect every person within our organisation to uphold the key values and expectations of this Code of Conduct when acting on behalf of, or representing the Salesians.

Yours Sincerely,

Fr Will Matthews SDB
Provincial

Our Key Values

The Salesians of Don Bosco Code of Conduct is underpinned by our overriding philosophy.

The Salesians of Don Bosco minister to young people, especially the poor and disadvantaged and guide them to becoming good Christians and honest citizens.

The Salesians of Don Bosco philosophy is based on religion, reason and loving kindness and relies on an active, caring presence of educators with the young.

From this philosophy we derive our key values of:

- . a safe and satisfying working environment where all staff are treated fairly and with respect,
- . supportive of a policy of zero tolerance towards any type of abuse including physical, sexual, mental harassment or any other bullying of employees,
- . maintenance of the highest ethical standards in our everyday work dealings with young people, colleagues, Salesian entities and outside bodies,
- . maintain confidentiality in our work, and
- . ensure that our dealings with young people are of the highest standard and in full compliance with Commonwealth, State and Territory laws.

This Code of Conduct provides guidance on the responsibilities of our organisation, our employees and any third party acting on our behalf.

Responsibility in this context means that each individual takes responsibility for their actions. High ethical standards flow from the concept of us being “responsible” for our actions. Each individual who is a part of our organisation is expected to take responsibility for their own actions. This is a key part of our operational process.

There is no right way to do the wrong thing. Behaving in an ethical manner and in accordance with our key values is vital to the Salesians success. Applying this Code of Conduct ensures our organisation maintains a high ethical standard which reinforces one of our key assets, our reputation.

Our Working Environment

The Salesians are committed to providing a safe and satisfying working environment in which everyone is treated fairly, with respect and where employment decisions are based on merit. The organisation has established various workplace standards so that it can meet these commitments.

The organisation's key commitments to our employees are to:

- Provide clear and fair terms of employment
- Provide clean, healthy and safe working conditions
- Remunerate fairly
- Abide by our **Equal Opportunity Policy** which aims to ensure equality and diversity for all present and potential employees and not to discriminate on the grounds of disability, colour, ethnic origin, gender, sexual orientation, age, religion, political or other opinions.
- Encourage employees to develop skills and progress in their careers
- Abide by our zero tolerance of any sexual, physical or mental harassment or any other **bullying** of our employees.

The organisation expects all employees to:

- Act with care and diligence in fulfilling the requirements of their job
- Act in a professional and respectful manner
- Act in accordance with our values

- Not engage in any behaviour which involves harassing, bullying or discriminating against another person
- Provide a role model for young people
- Promote the safety, welfare and well-being of young people, their families and other employees
- Deliver high quality services to young people and others
- Take responsibility for and support official decisions
- Maintain standards in personal appearance and hygiene
- Comply with the letter and spirit of the law
- Maintain strict observance of organisation policies, rules and procedures including the reporting of improper or unethical behaviours (including any breach of this Code)
- Declare conflicts of interest and not let business dealings on behalf of the organisation be influenced, or appear to be influenced, by personal or family interests
- Respect ownership of all organisation equipment, supplies, books, records and proprietary information, including manuals and any other material
- Not accept outside employment unless approved by the organisation
- Not use information or authority derived from employment with the organisation for personal gain
- Preserve confidential organisation information including personal information of young people, parents and other key stakeholders, plans and decisions, information about employees and any other information that is not public knowledge. Confidential information must not be used for personal benefit and must only be used in the ordinary course of business
- Report to management any possible violation of any law or regulations.

Our Duty of Care to Young People

The organisation, its governors and each employee owes a duty of care to take reasonable steps to protect young people from any injury or harm that may be reasonably foreseen. This requires everyone not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury or harm.

The organisation is committed to:

- Establishing and effectively implementing a comprehensive range of care and child protection policies and procedures (Refer to our [Duty of Care Policies](#))
- Making these policies and procedures readily available to all staff
- Providing training to staff with respect to safety and child protection issues
- Regularly reviewing safety policies and procedures to ensure that they remain fit for purpose
- Capturing data with respect to injuries as well as child protection and safety incidents
- Implementing safety and child protection control measures as appropriate

The organisation expects all employees to:

- Promote the safety, welfare and well-being of young people
- Abide by our safety and child protection policies and procedures
- Be vigilant as to safety and child protection issues
- Report to management any concerns arising with respect to safety issues
- Not engage in inappropriate relationships with young people

- Not engage in any form of sexual misconduct directed to or involving a young person
- Not engage in any form of bullying or harassment or physical conduct that may cause harm or injury to a young person
- Not engage in any form of discriminatory conduct with respect to a young person

Our Business Dealings

We are all responsible for the organisation maintaining the highest standards of ethical business conduct.

The organisation's key commitments to our young people and their parents are to:

- Act honestly and fairly in our relationships with young people and their parents/caregivers
- Provide services to the standards that have been agreed
- Take all reasonable steps to ensure the safety of services we provide
- Not engage in bribery or corruption in relation to our young people or their parents

The organisation's key commitments to our suppliers and contractors are to:

- Act honestly and fairly in our relationships
- Not engage in bribery or corruption
- Encourage suppliers and contractors to abide by the principles of our Code of Conduct
- Endeavour to procure goods and services from those organisations demonstrating good ethical practice.

The Community & Environment

The organisation aspires to support our community and the environment. Our goal is to provide lasting social, environmental and economic benefits to society. We strive towards the implementation and maintenance of management systems for sustainable development that drive continual improvement.

The Salesians key commitments to our community and the environment include:

- Contributing to making the communities, in which the organisation operates, better places to live and do business
- Being sensitive to local communities' cultural, social and economic needs
- Endeavouring to support ethical trade in our purchasing practices
- Protecting the environment in terms of the organisation's use of resources and minimisation of waste and pollution.

Implementation

The Provincial Council and managers are responsible for promoting compliance with this Code of Conduct and monitoring its applicability and effectiveness. *name, position* will report to the *name of Audit or Risk & Compliance committee* so they can review the effectiveness of the Code of Conduct on an annual basis.

Awareness and Training

This Code of Conduct is available on the Salesians intranet site. It is also available to the wider Salesian community through the organisation's public website. All employees are required to read and understand this Code of Conduct as part of their induction process.

Ethical awareness will be maintained by regular training sessions, and where necessary, workshops in which relevant issues will be discussed.

Compliance with The Law

All employees must be familiar with the basic legal requirements that apply to their duties and responsibilities. The organisation will provide resources to assist employees to become familiar with their legal obligations.

Reporting Unethical Behaviour

It is important that we all take responsibility for ensuring that the standards contained in this Code of Conduct are translated into action. This means that if a violation comes to your attention you are required to take some action, since turning a blind eye is a way of contributing to an unethical situation. Therefore, we each have a responsibility to report unethical behaviour.

Employees must bring the matter to the attention of the appropriate manager/head of department. There may be occasions where it may be inappropriate to make a report to a manager/head of department or there may be concerns about reprisals if an allegation is made. In these circumstances the matter should be reported to the *Code of Conduct Report* or if the matter involves the *Code of Conduct Report* to the *Code of Conduct Report Alternative*.

Breach of Code of Conduct

Where a staff member breaches this Code of Conduct the Salesians of Don Bosco may take disciplinary action, including in the case of serious breaches, summary dismissal.