



Code of Conduct Policy

Document Number	4609787
Document Type	Policy
Approval Date	10 July 2026
Approved By	CSPD Board
Replaces Document & No.	643132
Owner Service Area	People and Technology
Review Date	July 2029
Audience	Public

1 Introduction and Purpose

This document sets out the obligations, responsibilities and standards of behaviour that Catholic Schools Parramatta Diocese (CSPD) requires of its staff members. All staff are required to uphold a safe, productive and harmonious workplace that supports the integrity and reputation of CSPD.

Staff members have a responsibility to uphold the standards contained in the Code, including upholding the teachings and values of the Catholic Church and to avoid by word, action or public lifestyle, behaviours which are contrary to those teachings and values.

2 Scope

This Code of Conduct applies to all staff members of CSPD. Staff members include permanent, temporary and casual employees, religious, volunteers, contractors or subcontractors (including their employees), employee/s of a labour hire company who have been assigned to work with CSPD, students on work placements, apprentices and trainees.

Staff members are to make themselves familiar with the requirements of this document and ensure they comply with the expected standards of behaviour and obligations outlined within it.

This Code of Conduct applies at all times when staff members are acting in the course of or in connection with their engagement with CSPD, and to conduct outside of work hours where that conduct may affect their engagement. This may include conduct that is undertaken in a private capacity but is inconsistent with the staff member's ability to perform their role with CSPD.

Failure to comply with the responsibilities and obligations outlined in this Code may result in remedial and/or disciplinary action being taken which may include, but is not limited to:

- Further training
- Caution
- Formal written warning
- Demotion
- Transfer to another position or CSPD location
- Dismissal from employment.

It may be appropriate to issue disciplinary action where remedial action has been unsuccessful or where the conduct is serious enough to warrant it.

CSPD may also be required to notify external agencies, including the NSW Education Standards Authority (NESA) and/or NSW Police depending on the conduct.

While religious, volunteers, contractors or subcontractors (including their employees), employee/s of a labour hire company who have been assigned to work with CSPD and students on work placements, apprentices and trainees, are not subject to disciplinary action by CSPD, conduct that is in breach of this Code may result in a review of their engagement which may result in their engagement being terminated.

3 Lawful Compliance

Staff members must act lawfully and comply with all legislative, contractual, and industrial requirements while engaged by CSPD. Staff members must also comply with CSPD's policies, guidelines and procedures and follow all reasonable and lawful directions given by CSPD including by their manager.

The expectations set out in this section do not detract from or limit any other responsibilities or obligations of staff to notify or report certain matters of concern as provided under the *CSPD Code of Conduct when Working with Children and Students* and the *CSPD Safeguarding Procedures* or as required by law.

Offences

A staff member must immediately inform their manager in writing if either of the following occurs:

- if charged with an offence;

- if convicted of an offence (including where found guilty by a court of such an offence but where no conviction is recorded);

where that offence is punishable by 12 months imprisonment or more.

In addition, a staff member must inform their manager in writing of any criminal offence or other offence that may significantly affect a staff member's ability to perform the inherent requirements of their position or that may damage the reputation of CSPD.

For any staff member who holds accreditation with NESA, they must immediately inform their manager in writing if they are charged with any criminal or other offence, and/or if convicted of any criminal or other offence, for which NESA may suspend and/or revoke accreditation.

Bankruptcy

A staff member who is engaged as the Chief Executive Officer, or as an Executive General Manager, Principal, Assistant Principal, School Business Manager, School Senior Finance Officer, finance staff within the CSPD Support Teams Office, or a staff member whose position requires a financial background check prior to engagement, must immediately disclose to their manager in writing if they have been declared or become bankrupt or entered formal arrangements to avoid bankruptcy. They must also provide information about the cause of the bankruptcy or potential bankruptcy in order that CSPD may undertake an assessment of their suitability to perform the inherent requirements of their role and/or where relevant, ensure they are a fit and proper person.

4 Ethical Behaviour

Staff members of CSPD are required to:

- 4.1 respect the dignity, rights and views of others
- 4.2 listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view)
- 4.3 act respectfully and professionally at all times, including respecting cultural, ethnic and religious differences
- 4.4 acknowledge the genuine contributions that others make
- 4.5 express constructive feedback considerately and in a moderate tone

- 4.6 not harass, bully, or discriminate against other staff members, students, or members of the public; or engage in conduct that would incite hatred towards a person or group of persons on the grounds of race
 - 4.7 be courteous, fair, sensitive, and considerate to the needs of others
 - 4.8 be honest and act with integrity at all times
 - 4.9 actively assist in managing workplace conflict that personally affects them or employees under their supervision to create positive and constructive outcomes.
-

5 Professional Behaviour

Staff members of CSPD are required to:

- 5.1 maintain a high standard and quality of work
- 5.2 maintain and develop knowledge and understanding of their area of expertise and participate in relevant professional development and training
- 5.3 continuously seek to improve work performance and bring about improvements in the workplace
- 5.4 work in a collaborative and collegial manner
- 5.5 exercise care, responsibility and sound judgement when carrying out their duties
- 5.6 ensure procedural fairness is followed in all processes
- 5.7 maintain adequate documentation to support any decision making
- 5.8 take reasonable care of their health and safety
- 5.9 take reasonable steps to ensure that their acts/omissions do not adversely affect the health and safety of others
- 5.10 comply and cooperate with any reasonable and lawful instruction, policy, or procedures, including with respect to work health safety matters
- 5.11 not carry out their duties (including driving of any motor vehicle in the course of employment) under the influence of alcohol, any illegal substance, or any medication which impairs work performance or poses a safety risk to themselves or others
- 5.12 not take any illegal drugs or restricted substances within the meaning of section 4 of the *Poisons and Therapeutic Goods Act 1966* (NSW), as amended or replaced, to any CSPD workplace

- 5.13 not use, consume or smoke any tobacco product, non-tobacco smoking product or e-cigarette on CSPD premises or at any related activity where students or children are present
 - 5.14 not ignore work duties or waste time during working hours
 - 5.15 not take or seek to take improper advantage of their position or any information gained in the course of employment
 - 5.16 not allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities
 - 5.17 maintain confidentiality and privacy where required
 - 5.18 report to CSPD any instance where the staff member believes they, or anyone within their workplace, have been treated in a harassing, bullying or discriminatory manner; or been subject to conduct that would incite hatred towards a person or group of persons on the grounds of race.
-

6 Conflict of Interest

A conflict of interest may be an actual, perceived or potential conflict between a CSPD staff member's official duties and responsibilities, and the staff member's private interests. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage. These situations may involve gaining an advantage for oneself, or another person/persons. A conflict of interest may be pecuniary or non-pecuniary.

All CSPD staff must avoid a conflict of interest and staff members are expected to:

- 6.1 restrict the extent to which a private interest could compromise, or be seen to compromise, their impartiality when carrying out their duties
- 6.2 abstain from involvement in official decisions and actions which could be compromised by private interests and affiliations
- 6.3 avoid private action in which they could be seen to have an improper advantage from confidential/privileged information they might have access to because of their duties
- 6.4 not use their position or CSPD resources for private personal gain or gain by others with whom they have a relationship or affiliation
- 6.5 ensure that there can be no perception that they have received an improper benefit that may influence the performance of their duties

- 6.6 not take improper advantage of their position or confidential/privileged information gained in that position when seeking employment outside CSPD or provide such advantage to others with whom they have an association.

Staff members are not to purchase equipment, materials, goods and services from a person or business where it would provide a financial or other tangible benefit to themselves, their spouse, another employee, a colleague, relatives, close associates, or other related organisations/affiliations.

Staff members must take suitable measures to avoid, or appropriately deal with, any situation or relationship they may have where a conflict of interest could, directly or indirectly, compromise, or be seen to compromise, the performance of their duties. This includes where staff undertake volunteer work outside their engagement with CSPD.

For full details regarding CSPD's expectations regarding conflicts of interest, including declaring and managing a conflict of interest, staff are to refer to CSPD's *Conflict of Interest Policy*.

7 Gifts and Benefits

Staff members must not solicit or accept gifts, benefits, or hospitality, which might be reasonably seen to either directly or indirectly compromise or influence their professional duties with CSPD.

For full details regarding CSPD's expectations regarding gifts and benefits, staff members are to refer to CSPD's *Gifts and Benefits Policy*.

8 Secondary Employment

Staff members employed with CSPD on a full-time, part-time or casual basis must seek and obtain written approval from their manager prior to engaging in any secondary employment or business activity, including employment within a family company.

Approval may not be granted if such secondary employment or business activity, in CSPD's view, may result in:

- 8.1 actual, perceived or potential conflicts of interest
- 8.2 work, health and safety concerns

- 8.3 affect CSPD's financial position, services, clients or standing in the community
- 8.4 otherwise adversely impact on the staff member's ability to perform their duties with CSPD.

Approval for secondary employment is still required when staff members are on leave, including periods of leave without pay. Where a staff member is already involved in secondary employment prior to their employment with CSPD, they must provide details of the secondary employment to their manager for consideration.

9 Use and Management of CSPD Resources

Staff members must use CSPD's resources economically and ethically. Such resources include money, facilities, equipment (e.g. sports equipment, electronic devices, phones), vehicles, services (e.g. internet) and any other property which is owned or is the responsibility of CSPD. Staff also have a duty to ensure CSPD resources are used only for their intended purpose, are well maintained, and secured against theft or misuse.

Staff members are fully accountable for the use of CSPD's work time and resources. Staff members should not use CSPD's work time or resources for an outside interest, secondary employment or personal gain, such examples include the development of a new commercial idea or the creation of a new product or service. In such cases, the staff member must seek and obtain approval in writing from their manager.

Staff members have a duty to report any improper use, waste, or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability. Staff members should make reports in accordance with CSPD's *Whistleblower Protection Policy*.

10 Confidentiality

It is expected that staff members both during, and after, their employment (or engagement) with CSPD:

- 10.1 will respect and maintain the confidentiality of information and documents to which they have access in the course of or arising from their employment (or engagement)

- 10.2 treat confidential and personal information about students, their families, or other staff members respectfully
 - 10.3 exercise caution and sound judgement regarding confidential or personal information in the performance of their duties
 - 10.4 comply with relevant laws, regulations and CSPD policy regarding the collection, dissemination, use, sharing and security of all such information
 - 10.5 only use such information for work-related purposes
 - 10.6 only communicate such information to those who need to know to perform their role.
-

11 Work Attire and Personal Appearance

Staff members are expected to present themselves in a manner that upholds the professionalism and values of CSPD. Personal appearance should be neat, respectful, and appropriate to the workplace and the nature of the role performed.

Staff must ensure that their attire:

- 11.1 reflects professionalism and is appropriate for the workplace, students, parents/carers, and the wider community, and supports a positive image of CSPD. Clothing must not contain offensive, discriminatory, or inappropriate images, language, or slogans, must not be ripped clothing of any sort and should not create a distraction or undermine the dignity of the workplace.
 - 11.2 meets safety requirements: Where uniforms, protective clothing, or personal protective equipment (PPE) are prescribed, these must be worn and maintained in accordance with health and safety standards.
-

12 Related Documents

For CSPD Public Facing Documents, please see the [CSPD website](#), for internal only CSPD documents, staff can refer to [Policy Central](#) -

- Managing Conduct and Performance Policy (internal only)
- Code of Conduct when Working with Children and Students
- Conflict of Interest Policy (internal only)
- Gifts and Benefits Policy (internal only)

- Whistleblower Protection Policy
-

13 Further Information

Further information on this policy for CSPD staff members and managers can be directed to the People & Technology Directorate via the [CSPD Help Centre](#).

Further information on this policy for people external to CSPD can be directed to [CSPD Contact Us](#).
