Catholic Archdiocese of Adelaide

Archdiocesan

Code of Conduct

Approved by: + Pat O'Regan **Date: July, 2026**

Archbishop of Adelaide

Policy Number: HRPOLI001 **Review Date: July, 2029**

CODE OF CONDUCT

Policy Vision Statement of the Archdiocese of Adelaide
The Archdiocese of Adelaide is a community of believers drawing on our rich tradition and celebrating our diversity, striving for fullness of life in God. We seek to build a family-centred Church, strengthening community and spreading the good news of Jesus Christ, with a particular concern for those who are poor and disadvantaged.

The Archdiocese is a child safe organisation, which reflects Gospel values in providing children, families and individuals with a welcoming, nurturing, child-friendly environment, free from risk of harm. The Archdiocese aims to provide safe environments for all.

Vision Statement

The Catholic Archdiocese of Adelaide strives to be a welcoming, Christ-centred community of believers serving others. As missionary disciples, we are committed to building up the Body of Christ by listening, discerning and growing in the Spirit, journey.

Mission Statement

As followers of Jesus Christ, loved by God, nurtured and formed in community we are called to be:

- Sharers of faith, hope and love
- Builders of bridges
- Healers of broken relationships
- Agents of transformation in our world.

Statement

The Catholic Archdiocese of Adelaide (**CAA**) is committed to a Code of Conduct to be observed by all clergy, religious, employees, contractors and volunteers working in the Archdiocese.

The aim of this Code of Conduct is to maintain the expected ethical levels of respect and care for all people and to provide guidance to all church personnel on appropriate and expected standards of behaviour.

All clergy, religious, employees, contractors and volunteers engaged by or working on behalf of the CAA are required to comply with this Code of Conduct.

For personnel within Catholic Schools, an additional South Australian Commission for Catholic Schools (SACCS)/Catholic Education South Australia Code of Conduct is applicable in a school context.

For personnel within Centacare Catholic Community Services, an additional Centacare Code of Conduct is applicable.

For clergy and those exercising pastoral ministry, an additional National Code of Conduct '*Integrity in Our Common Mission' is applicable.*

The manner in which this Code is enforced may differ depending on the nature of the person's role (employee, volunteer, contractor, religious or clergy) and the applicable legal framework.

In the performance of their duties, CAA clergy, religious, employees, contractors and volunteers are expected to support the policies and procedures, vision, purpose, values and service delivery principles that underpin the CAA.

Respect and Inclusivity

All individuals should be treated with respect and dignity, regardless of their background, race, gender, age, or social status. We embrace inclusivity and welcome everyone into our community and aim to consider the needs of all children and adults at risk, including:

- Aboriginal and Torres Strait Islander peoples;
- Individuals who are living with disability or illness;
- Individuals from culturally and linguistically diverse backgrounds;
- Children in out of home care, or those who are homeless; and
- Children and adults of diverse sexuality.

Code of Conduct

All clergy, religious, employees, contractors and volunteers working within the CAA are required to:

- Act honestly and with integrity in the course of the duties they conduct for the CAA, and comply with standards of behaviour in line with *Integrity in Our Common Mission*.

- Act with due care and diligence in the course of their role and responsibilities.

- Treat everyone with respect and courtesy and not engage in any bullying, harassment (including sexual harassment), unlawful discrimination or victimisation of any kind.

- Follow the grievance process outlined in the *Archdiocesan Grievance Policy* when addressing any conflicts which may arise in the workplace.

- Comply with the requirements of all policies and procedures which contribute to and ensure a respectful and safe environment for all people, including those determined by the *Archdiocesan Safe Environment for All* framework.

- Act in a manner that will not discredit or bring into disrepute the Archdiocese or individuals within the CAA by refraining from making negative or inappropriate comments or engaging in inappropriate behaviour.

- Comply with the Work Health and Safety requirements and policies and procedures of the CAA, including the requirement to ensure, so far as is reasonably practicable, that their acts and/or omissions do not adversely impact their own safety and that of others.

- Comply with the *Information and Communication Technology Policy* with specific reference to social media, internet and appropriate mobile phone usage.

- Comply with any lawful and reasonable direction given by a person who has the authority to give the direction.

- Comply with the confidentiality requirements of the CAA by safeguarding the confidentiality of sensitive information.

- We will not engage in or condone the use of illegal drugs or the abuse of alcohol within our community.

- Respect the property and resources of the CAA, using them responsibly and not for personal gain.

- Commit to being good stewards of God's creation and will strive to minimise our impact on the environment.

- Report any violations of this Code of Conduct to your direct line Manager, or the Executive Director Human Resources.

- Not at any time act in a manner that a reasonable person would view as bringing them, the CAA or the church into disrepute; or that is otherwise improper or disgraceful.
- Treat other persons with respect and courtesy at all times.
- Not be absent from duty without authority or proper explanation or excuse.
- Be diligent in the discharge of their role and duties and not act in a way that is negligent.
- Not access or attempt to access official information other than in connection with the performance of their duties and/or as authorised.
- Not disclose confidential information acquired through the course of their employment or role other than is required by law or where appropriately authorised by the CAA.
- Maintain the integrity and security of confidential information for which they are responsible. Personnel will also ensure that the privacy of individuals is maintained and will only release information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Responsibilities to Children, Young People, and Adults at Risk:
The CAA is committed to the care, wellbeing and protection of children, young people and the vulnerable.

We recognise the dignity of each individual within the CAA and that their care, wellbeing and protection is a shared responsibility with their families, statutory authorities, and the broader community.

The CAA's message is that safeguarding children, young people and the vulnerable is the **responsibility of every adult.**

The **Safe Environments for All framework (SEFA)** strengthens the CAA's commitment to its responsibility in safeguarding children, young people and adults at risk, within parishes and multicultural Catholic communities.

We are committed to the safety and well-being of children, young people, and adults at risk and will:

- Ensure all individuals who work with children, young people and adults at risk undergo required background checks and training in accordance with the requirements of the *Children and Young People (Safety and Support) Act 2025* (SA).
- Comply with legislative requirements to report any suspicions, formed during the course of carrying out your role, that a child or young person has been harmed or is at risk of harm to the Department for Child Protection's Child Abuse Report Line 13 14 78 and/or SA Police on 13 14 44 or in an Emergency call 000. Following reporting to statutory authorities report this concern/suspicion to the Archdiocesan Integrity & Professional Standards Team on 8210 8510 (option 3) or receptionprofstandards@adelaide.catholic.org.au
- Report concerns that an adult is being abused or harmed to the Adult Safeguarding Unit (SA Health) 1800 372 310 or to SA Police 13 44 44.
- Create and maintain safe environments for children, young people, and adults at risk free from harm.

All clergy, religious, employees, contractors and volunteers who perform work with children, young people and/or adults at risk have a responsibility to:

- Be familiar with and comply with the Best Practice Guidelines for Archdiocesan Clergy, Religious, Employees and Volunteers Interacting with Children, Young People and Adults at Risk and maintain clear boundaries about appropriate behaviour with children, young people and adults at risk.
- Create a safe environment which values, supports and nurtures the wellbeing of all people.
- Comply with all safeguarding policies and procedures to take the necessary steps if it is suspected a person has engaged in any inappropriate conduct with a child, young person or adult at risk.

Any breach of this Code of Conduct may be managed in accordance with Human Resource and/or other relevant processes and procedures of the CAA. Failure to report concerns as required may constitute an offence under South Australian law and may result in the imposition of criminal penalties against CAA and/or the individual involved.

Additional Requirements for Clergy and Religious:

- In accordance with the National Catholic Safeguarding Standards (5.3.3), clergy and religious are required to participate in ongoing integrated formation that addresses both the canonical and civil safeguarding requirements.
- For priests, this would include supporting their fidelity to the Church's teaching regarding the Sacrament of Reconciliation and the inviolability of the Sacramental Seal of Confession.
- This requirement means learning how to balance and uphold both civil and canonical safeguarding obligations.

Power Imbalances:
It is acknowledged that inherent power imbalances exist between clergy/church personnel and parishioners/community members. Church personnel with roles that carry power/authority are expected to be accountable for their conduct, acknowledge their power, maintain strict professional boundaries, and use their position responsibly.

Procedure
The Code of Conduct requires that all Archdiocesan clergy, religious, employees, contractors and volunteers read the above Statement, ensure that they understand the purpose and content of the document and sign it at the time of commencing in their role for the CAA.

This document is not intended to impose any employment obligations on non-employee workers of the CAA, including contractors, volunteers, clergy and religious.

By signing this document, you agree that you have read, understood and have agreed to comply with the Code of Conduct. A signed copy of the Archdiocesan Code of Conduct will be kept on your personnel file.

Signed: ……..……..……..……

Name in Full: ……..……..……

Role: ……Date:…..…../……/…….

Signature of Witness: ……..…..…….…….

Name of Witness: …… Date: / /2026