



# Diocese of Cairns

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## Code of Conduct for Members of Diocesan Councils, Boards and Committees

### **1. Purpose**

- 1.1. It is the policy of The Roman Catholic Trust Corporation for the Diocese of Cairns (the “Diocese”) that council, board and committee members (“Members”) serving on various Diocesan and Parish governance bodies are bound by this Code of Conduct (the “Code”).
- 1.2. Members are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on all governing bodies of the Diocese, in addition to values which they may have.
- 1.3. Members pledge to accept this Code as a minimum guideline for ethical conduct.

### **2. Values**

- 2.1. Members are representatives of the Catholic Church and as such must ensure their behaviour and personal conduct meet the highest ethical standards in line with the Catholic Ethos.
- 2.2. Members are expected to uphold Christian values and behave with integrity by acting in good faith, for a proper purpose and in the best interest of the Diocese.

### **3. Professional Excellence**

- 3.1. Members will maintain a professional level of courtesy, respect, and objectivity in all Diocesan activities.
- 3.2. Members have a duty of loyalty and responsibility to act in good faith and with honesty, integrity, due diligence, and reasonable competence in the best interests of the Diocese.
- 3.3. Members must not engage in conduct likely to bring discredit upon the Diocese and adversely affect its reputation, or take improper advantage of their position as Members.
- 3.4. Members will make attendance at meetings a high priority, and prepare for meetings by reviewing the meeting agenda and supporting materials.
- 3.5. Members must be informed, and have an understanding about the nature of the Mission and Diocesan operations.
- 3.6. Members must understand the responsibilities of their role.

#### **4. Conflicts of interest and the disclosure of pecuniary interests**

- 4.1. Members must not allow personal interests, or the interest of any associated person or representative to conflict with the interest of the Diocese.
- 4.2. Members are required to identify and disclose any conflicts (actual, potential or perceived) to the Chair, prior to, or at the beginning of each meeting.
- 4.3. The Chair will manage the conflict as per the relevant constituent document of the governing body.

#### **5. Confidentiality and Official Information**

- 5.1. Members will not disclose any confidential information belonging to, or obtained through their affiliation with the Diocese, unless the Diocese has authorised disclosure or the disclosure is required by law.
- 5.2. Members are required to demonstrate professionalism, good judgment, and care at all times in handling any information related to the Diocese to avoid unauthorised or improper disclosures of confidential information.
- 5.3. Prior to commencement of their service with the Diocese Members will sign a non-disclosure statement affirming their commitment to confidentiality.

#### **6. Gifts and Benefits**

Members must not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to other organisations, or to individuals.

#### **7. Compliance with the Diocesan Policies**

- 7.1. All Members are bound by publicly available overarching Diocesan policies, such as the Diocesan Code of Conduct.
- 7.2. Members must have a good working knowledge of the Diocesan governing documents pertaining to their role.
- 7.3. Members will act within their powers and for the functions set out in the Diocesan governing documents.

#### **8. Professional Development**

Members will engage with ongoing professional development provided by the Diocese, and will always aim at best practice in governance.

#### **9. Acting Fairly and Impartially**

- 9.1. Members will bring scrutiny, checks and balances, and an independent judgement to decisions.
- 9.2. Members will communicate and discuss decisions in an objective and courteous manner and will avoid bias, discrimination, or self-interest.
- 9.3. Members will demonstrate respect for others by engaging in professional dialogue aimed in the best interest of the Diocese.

#### **10. Suspected Improper Conduct or Misconduct**

- 10.1. Members will report improper conduct or misconduct which has been, or may be occurring by a Member, and report the details to the Chair or, if inappropriate, to the Chancellor or the Bishop.
- 10.2. Members will keep any reports relating to misconduct confidential unless disclosure of such information is required by law.