



Catholic
Education
Commission
Tasmania

Code of Conduct

TABLE OF CONTENTS

1	PURPOSE	3
2	WHO DOES THIS POLICY APPLY TO	3
3	REQUIREMENTS.....	3
4	RESPONSIBILITIES	5
5	COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS).....	6
6	DEFINED TERMS	7
7	FURTHER INFORMATION AND ASSISTANCE	7
8	REVIEW OF THIS CODE	7

Document:	Date of commencement:	Page Reference:
Code of Conduct	12 March 2025	Page 2 of 7

1 PURPOSE

The Code of Conduct (the Code) provides a set of ethical principles which provide guidance on the standards of conduct and behaviour expected of all members of the Catholic Education Community. It aims to reinforce standards of conduct and behaviour in keeping with the Catholic Ethos of the school, the Vision and Mission of Catholic Education Tasmania and relevant legislation.

2 WHO DOES THIS POLICY APPLY TO

- 2.1** The Code applies to all Catholic Schools operating in the Archdiocese of Hobart, the Tasmanian Catholic Education Office (TCEO) and all persons involved in any Catholic Education Tasmania (CET) activity (CET Activity).
- 2.2** For the purposes of this Code, a CET Activity includes any Catholic School or TCEO activity held or occurring:
- (a) In a CET Workplace.
 - (b) In a CET School Environment; or
 - (c) On an external site, such as attendance at a work-related or social function or activity at which other members of the Catholic Education Community are present.

3 REQUIREMENTS

- 3.1** Members of the CET Community, whether engaged as an employee, an independent contractor, a volunteer, or under a service agreement or instrument of appointment, are bound by the Code and its terms.
- 3.2** Without limiting the responsibilities of CET Community members, all CET Community members are required to:
- (a) treat others with respect, dignity, integrity, and honesty.
 - (b) comply with all lawful and reasonable management directions.
 - (c) comply with all CET Child Safety policies and guidelines including but not limited to mandatory reporting obligations.
 - (d) meet duty of care obligations to protect others, including students, from foreseeable harm and to support students who have been harmed.
 - (e) avoid behaviour which a reasonable person would consider to be unreasonable, offensive, intimidating, humiliating, vilifying, aggressive or threatening, whether that behaviour is directed towards a student, work colleague, a member of the CET community, or a member

Document:	Date of commencement:	Page Reference:
Code of Conduct	12 March 2025	Page 3 of 7

of the public. Such behaviour can include but is not limited to bullying, sexual harassment, victimisation and indirect or direct discrimination.

- (f) not behave in a way that brings CET or Catholic education into disrepute.
- (g) engage in appropriate behaviour when in the presence of students and/or other members of the Catholic community.
- (h) work collaboratively and positively with other members of the CET community.
- (i) undertake all mandatory training.
- (j) maintain all required accreditations, registrations, and licenses.
- (k) comply with all CET policies, guidelines and procedures including information posted on school websites or in staff/volunteer handbooks.
- (l) comply with all applicable Commonwealth and State legislation.
- (m) comply with professional standards and guidelines except those in breach of Catholic Education policy. For teachers, this includes adherence to the Code of Ethics and Professional Boundaries Guidelines issued by the Teachers Registration Board Tasmania.
- (n) meet all duties and obligations specified in the contract of employment or letter/terms of engagement or similar.
- (o) Disclose to CET any matter which may affect their ongoing employment or engagement, or which may bring the Catholic community into disrepute. This includes but is not limited to criminal and/or civil charges, investigations, or proceedings that have commenced or which the CET Community member is aware are reasonably likely to commence.
- (p) maintain the currency of their professional competence through appropriate professional development or learning experiences.
- (q) promote and ensure the safety of self and others within the work environment in accordance with relevant employment and workplace health and safety legislation.
- (r) perform their work duties competently and responsibly, including the delivery and/or support of high-quality education services to students and/or the delivery of high-quality services to other internal or external CET clients.
- (s) maintain the accuracy, integrity and appropriate confidentiality of all information that is acquired or used by them in the course of their employment or engagement, or which is accessible to them by virtue of that role. All such information remains the property of CET

Document:	Date of commencement:	Page Reference:
Code of Conduct	12 March 2025	Page 4 of 7

and must not be accessed, copied, downloaded, distributed, or used for any purpose other than related to their role.

- (t) ensure CET resources are not used improperly. Resources include but are not limited to financial, ICT, and material resources including vehicles as well as intellectual, information, system and knowledge resources related to the work of CET.
- (u) perform their duties with care and diligence.
- (v) ensure all absences from work are submitted and approved through formal leave application processes.
- (w) ensure their personal appearance and presentation is appropriate for their work role in accordance with the expectations of the school or workplace.
- (x) declare a conflict of interest where their private interests or personal views, whether actual, potential, or perceived, have the potential to interfere with the proper performance of their duties and/or which may be contrary to the best interest of CET.
- (y) not use, be in possession of, be under the influence of, or provide others with, alcohol or illegal drugs, except where the provision of alcohol is at a CET sanctioned event.
- (z) not smoke/vape tobacco or other substances on any CET workplace.
- (aa) only take images, video, and/or audio recordings of students using electronic devices provided by CET for that purpose and where the taking of such images, video and/or audio recordings is for an approved purpose.

4 RESPONSIBILITIES

- 4.1** For CET to achieve compliance with this Code the following people must fulfil the responsibilities that have been allocated to them.

<i>People who are:</i>	<i>Must</i>
<i>Directors</i>	(a) Ensure compliance with the Code
<i>CET Workplace Manager</i>	(b) Ensure any breach of the Code is actioned as soon as the breach is identified (subject to the principles of procedural fairness and natural justice)

Document:	Date of commencement:	Page Reference:
Code of Conduct	12 March 2025	Page 5 of 7

CET Community members	(c) Engage in conduct and behaviour consistent with the Code.
------------------------------	---

4.2 Sanctions for breaching the Code, to be applied by the relevant governing body may include one or more of the following:

- (a) Caution
- (b) Warning
- (c) Counselling/Mediation
- (d) Demotion
- (e) Suspension
- (f) Dismissal
- (g) Termination of engagement
- (d) Commencement of civil proceedings
- (e) Reports, notifications, or complaints to relevant regulatory bodies or law enforcement agencies.

5 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)

5.1 Applicable regulatory instruments containing overarching obligations include but are not limited to:

Tasmania legislation*

- (a) [Anti-Discrimination Act 1988](#)
- (b) [Registration to Work with Vulnerable People Act 2013](#) and [Regulations 2014](#)
- (c) [Tasmanian Education Act 2016 \(Tas\)](#)
- (d) [Teachers Registration Act 2000](#)
- (e) [Work Health and Safety Act 2012](#) and [Regulations 2012](#)

Commonwealth legislation*

- (f) [Age Discrimination Act 2004](#)
- (g) [Disability Discrimination Act 1992](#)
- (h) [Fair Work Act 2009](#) (and [Regulations 2009](#))
- (i) [Privacy Act 1988](#) and the [Australian Privacy Principles](#)

Document:	Date of commencement:	Page Reference:
Code of Conduct	12 March 2025	Page 6 of 7

- (j) [Racial Discrimination Act 1975](#)
- (k) [Sex Discrimination Act 1984](#)

Other*

- (l) [CET Adult Behaviour Policy](#)
- (m) [CET Child Safety Policy](#)
- (n) [CET Child Safety Code of Conduct](#)
- (o) *CET Child Safe Behaviours and Boundaries*
- (p) [CET Fraud Policy](#)
- (q) [CET Volunteer Policy](#)
- (r) [CET Workplace Behaviour Policy](#)

For a full list of Legislation, Regulations and Standards applicable to CET, see the CECT Terms and Definitions document on the CET Website.

6 DEFINED TERMS

- 6.1** Refer to the CECT Terms and Definitions document available on the CET Website.

7 FURTHER INFORMATION AND ASSISTANCE

- 7.1** For further information and assistance in relation to this Policy please contact Advisor: Governance Policy and Research policy@catholic.tas.edu.au

8 REVIEW OF THIS CODE

- 8.1** The Code will be reviewed every four years.
- 8.2** Updated versions of the Code will be available on the CET website and on request.

Document:	Date of commencement:	Page Reference:
Code of Conduct	12 March 2025	Page 7 of 7