



Guidance on Code of Conduct

The Congregation has a responsibility to create and maintain a safe environment for all persons and will take seriously any suspicious or concerns or inappropriate behaviors and respond appropriately.

The Code of Conduct aims to help Congregation provide a positive nurturing and supportive environment for all persons. It intended to

- Provide guidance for all sisters and associated people on good practice in working with children, persons in vulnerable situations and in community where we live.
- Reduce the risk of harm to anyone
- Reduce the risk of complaints or concerns being made against any members of Congregation.

The Code of Conduct relates to all persons who participate in or are affected by Congregation's activities, whether or not they are accompanied by Safeguarding Focal Persons, including

- All Program participants
- Staff or volunteers

The Congregation expects all sisters and associated people to treat every person with the professional standards of respect, care and dignity. However, in contact with children and persons in vulnerable situations, we must also take into account

- **The developmental needs** of children and persons in vulnerable situations when planning activities
- **additional legal requirements or responsibilities** due to the vulnerable person's age. This might include considerations such as the age of consent; drinking alcohol; gaining the consent of a parent or guardian to activities
- Use positive and appropriate language
- Use physical contact carefully
- Avoid being alone with a child or person in vulnerable situation (in tutoring or mentoring situations, meet in open places or leave the office door open if possible).
- Keep healthy boundary in building relationship
- Practice media ethics when in use of internet and any social media.
- Contact without delay to Safeguarding Focal Person/s when a person discloses about abuse concern.