



<b>WORKPLACE BEHAVIOUR POLICY</b>		Document # AOH-HR014	Print Date N/A
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The Archdiocese of Hobart (Archdiocese) aims to create a stimulating, productive and harmonious working environment in which all its workers can contribute to the achievement of the Archdiocesan Mission and goals.

For the purposes of this policy, the term “worker” is inclusive of anyone who is acting in support of the Mission of the Archdiocese and includes both employees and volunteers.

Inappropriate, improper or unlawful behavior can have a serious negative impact on productivity, job satisfaction and the physical and psychological wellbeing of workers, especially if the behaviour is repeated over a period of time.

All Archdiocesan workers have an obligation to ensure their personal conduct and behaviour is at all times professional and lawful and does not reflect adversely on the reputation of the Archdiocese or the Catholic Church more generally.

All workers are required to perform their duties to a high standard and demonstrate impartiality, confidentiality and integrity in fulfilling their roles and meeting their responsibilities. Workers are to ensure there is no real or apparent conflict of interest between their private activities and their official duties.

The obligations of workers in relation to workplace ethics, conduct and behaviour are explained in the document “*Integrity in the Service of the Church*” and all Archdiocesan workers are to acquire a copy of this document and be familiar with its contents.

Disciplinary action may be taken against workers whose behavior is inconsistent with the provisions of “*Integrity in the Service of the Church*”, and penalties may be severe, including dismissal from employment or withdrawal of volunteering status. Supervisors and managers have a responsibility to take action in response to unacceptable behavior.