

# Code of Conduct Policy

## 1. Purpose

The purpose of the Code of Conduct is to set clear expectations for MACSEYE staff. It outlines positive and child safe behaviours that we encourage and expect. It also identifies unacceptable behaviours and how to report and manage a breach of these expectations.

By making sure that all staff are aware of and follow these standards, we create safe and nurturing environments for children where they are cared for, respected and safe.

Following the Code of Conduct helps us to build a positive, non-discriminatory and respectful workplace. It is a commitment to achieving our vision that all children in our services are inspired and enabled to enrich the world.

Our MACSEYE Code of Conduct recognises the significant responsibility we all have as adults for the education and wellbeing of the children in our care.

## 2. Scope

This policy applies to all individuals who interact with a MACSEYE service, our Central Support Office (CSO) and organisation, including:

- Management
- The nominated supervisor
- Permanent, casual and fixed-term employees
- Agency and contract workers,
- The board and committee
- Volunteers
- Visitors of the service
- Any other representatives of MACSEYE.

For the purpose of this document, staff refers to all of the above.

## 3. Background

MACSEYE has been set up as a subsidiary of MACS to support young children and their families, helping them to grow in faith, hope, and love. Like MACS, MACSEYE staff are committed to:

**Shaping lives:** we aim to help children grow into well-rounded people, supporting every part of their development – not just their learning, but also their character and sense of humanity.

**Faith, hope, and love:** We teach more than just knowledge and skills. We help children grow in the virtues they need to make a positive difference in the world. Through strong relationships and a focus on both faith and learning, children are prepared for life.

MACSEYE staff and communities are made up of varied and diverse people who all have a right to be safe and respected. Each role within the organisation has different levels of interaction with children, staff and community members, but we all share a responsibility to act appropriately to create a safe environment.

The Code establishes clear expectations for behaviour and guides our actions, including each person's responsibility to uphold the teachings of the Catholic Church, ensuring responsible and ethical conduct while also modelling these optimal actions for children and all members of the MACSEYE community.

Equitable and child safe practices are both a legal requirement and a core part of MACSEYE's values and practice. We embed and build on:

- Australian Employment Law, including the Fair Work Act 2009,
- Victorian Child Safe Standards,
- National Quality Framework
- Equal Employment Opportunity principles, and
- relevant awards such as the Children's Services Award (CSA), the Victorian Early Education Agreement (VEEA) and the Victorian Early Childhood Teachers and Educators Agreement (VECTEA) 2020.

Engaging in unacceptable behaviour is a breach of this Code of Conduct and may result in managerial or disciplinary action, including termination of employment. At times, it may require notification to the relevant authorities.

The Code of Conduct is expected to be followed alongside all MACSEYE policies, including but not limited to:

- Child Safety and Wellbeing Policy
- Health, Safety and Wellbeing Policy
- Interacting with Children Policy
- Participation of Volunteers and Students Policy
- Responsible Persons Policy
- Staffing Arrangements Policy

## 4. Principles

### MACSEYE is committed to:

- Representing the rights and best interests of children, at all times, in every decision.
- Continually learning how to be inclusive and respectful, and maintaining a zero-tolerance stance on discrimination.
- Providing an open, welcoming environment in which everyone's contribution is valued and respected.
- Ensuring the safety and wellbeing of our staff, children, families and community, and catering to individuals' needs.
- Maintaining a duty of care towards all children at the service and taking reasonable steps to protect them from abuse and harm.
- Acknowledging the vulnerability of Aboriginal children, children from culturally and linguistically diverse backgrounds, and children with disabilities and additional needs.
- Upholding the principles of Catholic Social Teaching, including human dignity, the common good, and care for the most vulnerable, in all aspects of our service.

## 5. Policy

### 5.1 Proper employee conduct

#### 5.1.1 Values and inclusion

Inspired by values of the Catholic Church — love, compassion, dignity, and justice — we are committed to fostering a community where every person is welcomed, respected, and valued.

We uphold the cultural dignity, safety, and empowerment of Aboriginal and Torres Strait Islander children, and of children from culturally and linguistically diverse backgrounds, supporting them in expressing and celebrating their cultural identity and heritage in ways that honour their God-given dignity.

As a staff member of MACSEYE, you are a steward of a safe and respectful environment, where we are committed to the care and protection of all. We stand firmly against any behaviour that undermines the inherent dignity of others, including bullying, harassment, or discrimination. We also commit to protecting staff and community members from harm. Bullying, harassing or insulting behaviour is against the law, Catholic Social Teachings and completely unacceptable, this type of behaviour will not be tolerated.

### MACSEYE staff will:

- Treat everyone fairly and with dignity.
- Communicate openly and respectfully with staff, children, families and communities.
- Ensure zero tolerance of racism towards children, families and colleagues, both through their own actions and by contributing to a culture of anti-racism.
- Promote the safety, participation and empowerment of children with a disability.
- Accommodate for sensitivities which may exist due to culture, disability, personal circumstances, or religious beliefs.

#### **MACSEYE staff will not:**

- Use abusive, derogatory or offensive language.
- Act in any way that is violent, abusive, offensive, malicious, threatening, intimidating, or is an abuse of power.
- Harass, discriminate against, victimise, or humiliate another individual, either in person or online.
- Discriminate against any individual, both within the service and across the organisation, because of culture, race, ethnicity or disability.
- Engage in any action which may be classed as sexual harassment, including:
  - inappropriate jokes or suggestive comments, either in person or online,
  - unwanted physical contact, such as patting, hugging, touching or unnecessary familiarity,
  - demands of sexual favours or unwanted comments about a person's sex life, or
  - leering, wolf whistles, cat calls and obscene gestures.
- Stand by and watch or encourage any of the above behaviours.

*Note that harassment and discrimination is covered in the workplace when it happens:*

- *at work,*
- *at work-related events,*
- *between people sharing the same workplace, and*
- *between colleagues outside of work or on social media platforms.*

### **5.1.2 Carrying out duties**

Everyone's role at MACSEYE is important; we must all understand and carry out our duties to create a safe and effective workplace. It is each individual's responsibility to seek out the information they need to do their job well, and to keep confidential information secure. We must also all remain alert and aware of hazards to protect ourselves and one another.

#### **MACSEYE staff will:**

- Participate in an induction program offered when commencing employment.
- Maintain the relevant documentation, certifications and training for their role, as set by MACSEYE.
- Undertake any training as instructed by Learning and Development or management.
- Seek assistance immediately if they do not have, or understand, the information required to carry out their duties.
- Report any actual or potential hazards and stop or not commence work that is unsafe.
- Maintain full, accurate, and honest records of their work, as required by Education and Care Services National regulations.
- Ensure that unauthorised people do not access confidential information, and that documents are stored appropriately.

#### **MACSEYE staff will not:**

- Present for work in a state that may cause harm to themselves or others.
- Ignore hazards or unsafe acts by others.
- Make false entries or alter records, nor improperly record or fail to record important information.
- Disclose to others, or use any confidential information, unless authorised to do so by legislation, or appropriate approval (including written approval as required) has been provided.

### **5.1.3 Alcohol, drugs, tobacco and vaping**

Attending work in any way that prevents you from doing your job safely or effectively causes risk to yourself and others. Possessing or using alcohol, drugs, tobacco or vapes as a representative of MACSEYE can put children in unsafe situations. We must all hold each other accountable for being positive role models for children and each other.

This is a serious matter: No employee will be allowed to work under the influence of drugs or alcohol, and if an employee is found smoking/vaping on the premises, their employment may be terminated.

For more information see the *Tobacco, Drugs and Alcohol-Free Policy*. Our service is also bound by the Education and Care Services National Regulations, the [Smoke Free Environment Act 2000](#), and adopts Red Nose Safe Sleep Recommendations where relevant.

#### MACSEYE staff will:

- Present to work in a manner that is fit and able to carry out their duties.
- Inform their manager immediately if they suspect a staff member to be affected by drugs or alcohol.
- Inform their manager immediately if they see a staff member using tobacco, vaping or other substances at or near the workplace.
- Report to their manager if they are undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties. Consideration will be given as to whether the medication affects the person's capacity to provide education and care for children, and/or carry out other duties.

#### MACSEYE staff will not:

- Smoke or vape on work premises, in or around the service.
- Bring alcohol or any illegal drugs onto the premises.
- Consume alcohol or drugs, nor be under the influence of alcohol or drugs, while working.
- Drive a vehicle having consumed alcohol or suffering from the effects of illegal substances.
- Attend work with the odour of cigarette smoke detectable on their clothing.

### 5.1.4 Personal advantage

Equity and integrity are core to the way we work, as well as how we build our teams. Conflicts of interest can compromise decision-making and lead to unfair or biased outcomes. It is important to keep personal and professional interests separate so that we can all enjoy a fair workplace that is working towards common goals.

#### MACSEYE staff will:

- Disclose any actual or perceived conflicts of interest to management, as soon as they become aware of them.
- Remove themselves from any situation where they cannot make a fair and impartial decision, then pass this responsibility on to an appropriate colleague.
- Prioritise children's and the organisation's best interest over personal gain.
- Keep any personal work, work for organisations other than MACSEYE, or interests they have in other companies, separate from their work at MACSEYE.

#### MACSEYE staff will not:

- Seek or accept a bribe in any form including money, items, promotion, or any other outcome.
- Accept an offer of money other than their approved wages and benefits, regardless of the amount.
- Acquire personal profit or advantage because of their position or confidential information they have access to.
- Exchange any property of the service for their own, or others' use, unless properly authorised.
- Use MACSEYE locations or assets for any personal matters or matters relating to other businesses, including allowing personal mail or deliveries to be directed to the service.

### 5.1.5 Dress code

Our staff represent MACSEYE in communities all around Melbourne; the appearance of our employees reflects our organisation and shapes how we are viewed by families. Uniforms or clothing guidance will be provided dependent on a person's role. This makes sure we all attend work in safe and suitable attire and appear as a cohesive team.

#### MACSEYE staff will:

- Dress appropriately for their duties.

- Display their name badge while at work.
- Maintain personal hygiene appropriate for working near children and other adults.

**In addition, when in service, MACSEYE staff will:**

- Wear their provided uniform, and clothes suitable for free movement, active play, and messy play.
- Wear enclosed toe shoes (strictly no high heels, thongs, or wedges).
- Keep jewellery and nail length at a minimum, for safety.

**MACSEYE staff will not:**

- Display offensive logos or political statements on clothing or tattoos.
- Display inappropriate behaviour whilst wearing uniform, even during activities out of hours.
- Attend work in unclean or unpresentable attire.

### **5.1.6 Use of media and devices**

Media and technology can help us connect and work efficiently, and we also recognise that staff may engage in digital platforms outside of work. We need to make sure these resources are used appropriately to ensure confidentiality, security, and to protect children from harm.

In service, it is particularly important that devices do not act as a distraction to staff, so that they can provide children with their full attention and supervision at all times.

Full guidelines on social media and the use of digital devices are outlined in our *Safe Use of Digital Devices and Online Environment policy*, which all staff must adhere to.

**MACSEYE staff will:**

- Make sure that any content that is publicly viewable on their social media profiles or online presence is appropriate for an education professional.
- Engage respectfully with others online.
- Take reasonable steps to ensure their MACSEYE devices are secure.
- Be aware that their service or company email account may be accessed by management at any time.

**In addition, when in service, MACSEYE staff will:**

- Keep mobile phones and other personal electronic devices in their bags in a secure location.
- Use their personal devices only during break times, when they are free from work and supervision duties, if they wish. This must be done outside the general sight of children, unless in an emergency.

**MACSEYE staff will not, at any time:**

- Request to friend, follow or engage with families from the service on social media, or use their personal email or other accounts to correspond with families.
- Use personal devices to take photos of children or store information about families or any other confidential information.
- Post any negative comments relating to the service, children, colleagues, or families online.
- Post photographs or videos of a MACSEYE environment or any other MACSEYE staff without consent and approval from management.
- Speak to the public or media on any matter to do with, or on behalf of, MACSEYE, unless they are authorised to do so.
- Use personal devices to access MACSEYE emails or platforms, unless with prior approval from senior management.
- Use their MACSEYE email, phone or other devices for private communications.
- Use MACSEYE IT systems, computers or networks to access, receive or transmit material that is inappropriate, illegal or may violate any of our policies.

**In addition, when in service, MACSEYE staff will not:**

- Use, check or have a personal phone, smart watch or other personal electronic device on their person while working with children, unless a written exemption has been granted by senior management.

- Use their personal phones or devices within sight of children (even when on break) unless in an emergency.
- Give children access to their personal devices.
- Use the service's phones for personal reasons, unless in case of an emergency, or with clear permission from management.

### 5.1.7 Leaders and management

Leaders and managers are expected to uphold the highest standards of conduct, consistently demonstrating the behaviours expected of all staff and guiding others through their example and leadership. As an organisation spread across many sites, it is important that all leaders understand the important role they play in ensuring accountability from other staff and reporting improper conduct.

Leaders include those with and without direct reports, including Coordinators, Area Managers, Team Leaders and Executives.

#### MACSEYE leaders will:

- Promote a collaborative and interconnected workplace by supporting all staff to contribute, and consulting staff in appropriate decision-making.
- Keep staff informed about essential information and make all documents readily accessible to them.
- Give encouragement and constructive feedback to staff, respecting the value of different professional approaches.
- Model and provide guidance to staff to ensure compliance with a zero tolerance of racism and discrimination within the organisation.
- Provide flexible opportunities to ensure all staff can participate in staff meetings and professional development.

#### MACSEYE leaders will not:

- Single out, put down, or display favouritism to a particular staff member.
- Use their position of power inappropriately, or for personal gain.
- Actively ignore or fail to follow up on any harmful behaviour, or potential breaches of the Code of Conduct or any other MACSEYE policy.

## 5.2 Child safeguarding

Children deserve to be safe, nurtured and protected within our organisation. We are committed to ensuring all children and their families feel welcomed in our services, and that they are confident to raise concerns about their own, and others' safety.

Building a child safe organisation is an ongoing process of learning, monitoring and reviewing. MACSEYE will engage in critical reflection to inform individual and collective decision making to ensure continual improvement on matters relating to child safety.

### 5.2.1 Interactions with children and families

People at all levels of the organisation have a role to play in child safety, empowerment and respecting children's rights. Appropriate and respectful interaction with children and families allows us to play a positive role in children's development.

#### MACSEYE staff will:

- Uphold the rights of children, treating them with dignity and ensuring their best interests are prioritised in decision making.
- Listen to the voice of children, and value and respect their opinions and ideas.
- Promote the wellbeing and safety of children and take all reasonable steps to protect children from abuse.
- Immediately report any concerns, suspicions or allegations, relating to a child at risk of harm or abuse.
- Respond with care and kindness, especially when children verbally or non-verbally communicate that they do not feel safe or well.

- Exercise sound judgment and adhere to professional boundaries in relationships with children and families.
- Be courteous and responsive when dealing with children and families.
- Respect the confidential nature of information gained about each child participating in the program, including matters relating to child protection, health, inclusion and diversity.
- Display respectful behaviour and consider children's agency, before engaging in physical activities such as personal care and physical comfort with children. Promote empowerment, agency and dignity, relevant to their individual needs, age and development.

#### **MACSEYE staff will not:**

- Use offensive language in the presence of children – swearing, using racial, cultural, homophobic or sexist slurs.
- Criticise and/or denigrate a child, speak to a child with disrespect, verbally assault a child or create a climate of fear.
- Act in a manner which may be intimidating to a child, such as a raised voice, moving into another person's personal space, or talking over the top of others.
- Use physical restraint, force or seclusion as a form of discipline or control.
- Condone or participate in illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming.
- Refuse food or play, make threats, or expose children to inappropriate language or material (movies, internet, photos).
- Use sexual language or gestures in the presence of children.
- Share details of a personal nature with a child, including sexual or relationship experiences.
- Engage, or attempt to engage with a child in a private setting, either in person, by phone or online.
- Exchange personal details, such as phone numbers or social networking accounts.
- Exaggerate or trivialise child abuse or issues relating to child harm.
- Put children at risk of harm or abuse, including engaging in any behaviour which may be defined as grooming.
- Show preferential behaviour or favouritism towards any child, which may include, providing a child with gifts or other special treatment.
- Engage in unnecessary, unwarranted, uninvited, nonconsensual and/or inappropriate touching involving a child.
- Undertake a task of a personal nature for a child if they can do it for themselves, such as changing clothes, feeding, personal grooming or toileting, unless otherwise required due to their age or development.
- Be alone with a child when there is no professional reason for doing so.

### **5.2.2 Duty of care and mandatory reporting**

All MACSEYE staff have a duty of care which includes both the physical and psychological wellbeing of individuals. Certain roles will have additional legal obligations outlined in their position description. As a child safe organisation, we hold a shared responsibility to actively protect children from harm and create a safe environment for them.

#### **MACSEYE staff will:**

- Ensure they are aware of their roles and responsibilities in relation to Child Safe practices and Child Protection reporting obligations.
- Understand their legal responsibility as mandatory reporters for any allegation of child abuse, neglect or possible risk of harm.
- Understand their legal responsibility to report to management any inappropriate action of any other employee that involves children, as part of the Reportable Conduct Scheme.
- Take a child seriously if they disclose that they are feeling unsafe or that they may have been subjected to harm or abuse.
- Listen and respond to the views and concerns of children, particularly if they are sharing that they or another child has been abused, or they are worried about their safety or the safety of another.
- Ensure lawful sharing of information with other parties to promote the wellbeing or safety of children and adhere to guidelines under Child Information Sharing Scheme and Family Violence Information Sharing Schemes.

#### **MACSEYE staff will not:**

- Fail to report information to management or the authorities if they have any concern that a child has been abused or is at risk of harm.
- Cause harm by omission, neglecting the needs of children within a MACSEYE service or in their broader community.
- Fail to respond to the needs of a child, where failing has, or could have, a detrimental impact to a child's health, development safety or wellbeing.
- Withhold information about any current criminal convictions, charges or civil proceedings relating to child abuse, either when they join MACSEYE or arising during the time of their employment.

### **5.2.3 Contact outside of hours, including online contact**

MACSEYE does not permit contact between staff and recipients of a MACSEYE service outside of usual operating hours. This is to help create clear boundaries which keep everyone in the community safe. MACSEYE prohibits employees from connecting with children or families via social media.

In this policy, when we refer to children and families, this includes any child or family member who a MACSEYE staff member has interacted with through their employment or involvement at a MACSEYE service, MACS school, or as part of their MACSEYE relationship.

#### **MACSEYE staff will:**

- Maintain appropriate boundaries with children and families, always adhering to a strictly professional relationship, even when interactions are initiated by children or families.
- Recognise when any professional boundary may be compromised or could be perceived as being compromised. Discuss these instances with management as soon as practicable.

#### **MACSEYE staff will not:**

- Contact, or try to contact, children or families for personal reasons.
- Contact children or families, including social media platforms and online gaming.
- Engage in babysitting, mentoring or tutoring of children.
- Attend private celebrations of children and families, such as birthday parties or other events.
- Transport a child in a personal vehicle.

Any exception to this may be considered only in the event of a preexisting relationship and requires written approval by the Director, Services.

## **5.3 Managing breaches**

### **5.3.1 Reporting a breach**

MACSEYE aims to create a safe environment where all staff can raise concerns without fear. By reporting and investigating concerns as soon as possible, we ensure that the safety and rights of all staff and children are prioritised. Throughout this process, we put checks in place to protect the confidentiality of reporters and those being investigated.

#### **MACSEYE staff will:**

- Raise concerns with management if a risk to child safety has been identified, including cultural, environmental and operational risks. If, for any reason, their manager is not appropriate to handle the concern, report to any senior manager, the People team or the Safety and Compliance Team.
- Report and act on any concerns or observed breaches of this Code of Conduct or any other MACSEYE policy.
- Disclose all relevant information in a complete and truthful manner.
- Cooperate fully with management throughout the course of an investigation.
- Maintain confidentiality of all people involved.

#### **In addition, MACSEYE leaders will:**

- Be responsive and address a possible breach of the code of conduct by any employee as soon as they are aware of the breach, including taking any necessary actions to reduce risk to children.
- Investigate all allegations fairly, consistently and transparently by considering all relevant facts.

- Adopt a trauma-informed approach to sensitive matters.
- Promptly enact relevant disciplinary actions ranging from caution to dismissal.
- Appropriately escalate the content of a breach to relevant authorities if necessary.

**MACSEYE staff will not:**

- Stand by, support, or actively ignore a breach or concerning behaviour.
- Discourage others from reporting a breach.
- Discuss details relating to a breach or investigation with any person except relevant management, People Services, lawful authorities or investigative personnel.
- Subject any person to unfair treatment as a result of raising concerns.

**5.3.2 Failure to Report**

It is every person’s responsibility to report concerning conduct or any breach of this policy, as soon as practicable. Failure to do so may result in disciplinary action. If a person is unsure, they should always seek advice from their manager or People Services.

In addition, there are legal ramifications for individuals for not reporting a sexual offence against a child, or protecting a child from sexual abuse, which may result in criminal charges against them.

If any person within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence by a MACSEYE representative (for example, an employee, contractor or volunteer), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take appropriate action to address the risk may be charged with the criminal offence of ‘failing to protect’, which may result in criminal charges against an individual employee.

If a staff member reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report the matter. Failure to disclose the information may be a criminal offence.

**6. Roles and Responsibilities**

Role	Responsibilities
<b>Director - Quality, Safety and Compliance</b>	Ensuring this policy complies with state and federal regulations.
<b>People services</b>	Ensuring all staff receive and acknowledge this document prior to commencing. Investigating any reports of breaches or concerns.
<b>All managers and leaders</b>	Supporting their teams to comply with this policy.
<b>Area Managers</b>	Supporting service teams to comply with this policy.
<b>All staff</b>	Reading, understanding and adhering to this policy.

**7. Child Safety**

This Code of Conduct champions child safety, acknowledging the important and impactful role that each MACSEYE staff member plays in this. We also recognise that creating a child safe organisation is a dynamic and ongoing process of learning, monitoring and review and commit to continuous improvement. When all levels of the organisation work together to protect children from harm, children are safer, valued, and more likely to thrive in their educational learning.

The Child Safe Standards particularly relevant to this Policy are:

Child Safe Standards	
<b>Standard 1</b>	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
<b>Standard 3</b>	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Child Safe Standards	
<b>Standard 4</b>	Families and communities are informed and involved in promoting child safety and wellbeing.
<b>Standard 5</b>	Equity is upheld and diverse needs respected in policy and practice.
<b>Standard 7</b>	Processes for complaints and concerns are child focused.
<b>Standard 8</b>	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
<b>Standard 9</b>	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
<b>Standard 11</b>	Policies and procedures document how the organisation is safe for children and young people.

## 8. Induction and ongoing training

All staff will be required to read and acknowledge the Code of Conduct prior to commencing work with MACSEYE. It will also be accessible to all staff via the intranet and InfoHub. Training will be provided to all relevant staff at implementation and as needed. All line managers are responsible for ensuring their staff are aware of and understand this policy and attend the required induction and ongoing training. All staff are responsible for understanding and complying with this policy.

## 9. Monitoring, evaluation and review

Monitoring of compliance with this policy and the related procedure will be overseen by the policy owner. The review process for this policy will be facilitated by the Policy Officer, will begin eight (8) weeks prior to the scheduled review date and include a consultation period with management and staff.

All staff will receive communication about any changes in or review of the policy or procedure. Training will be provided where required to ensure an understanding of the changes. Staff will be notified of any changes prior to implementation. Breaches of this policy will be dealt with in line with the MACSEYE Code of Conduct.

## 10. Related documents

- Child Safety and Wellbeing Policy
- Conflict of Interest Policy
- Dealing with Complaints Policy
- Health Safety and Wellbeing Policy
- Interacting with Children Policy
- Modern Slavery Policy
- Participation of Students and Volunteers Policy
- Privacy Policy
- Responsible Persons Policy
- Safe use of Digital Technologies and Online Environments Policy
- Position Descriptions

## 11. Legislative requirements

- ACECQA guidelines
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- National Quality Framework
- Occupational Health and Safety Act 2004

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984 (Cth)
- Victorian Child Safe Standards,
- Relevant awards such as the Children’s Services Award (CSA), the Victorian Early Education Agreement (VEEA) and the Victorian Early Childhood Teachers and Educators Agreement (VECTEA) 2020

## 12. Definitions

**Authorised Representative:** permanent or temporary staff member employed by MACSEYE and appointed to a specific role or group of roles (e.g. Service Coordinators) that reports directly or indirectly to a Delegate and has been authorised by that Delegate to incur expenditure on their behalf in accordance with their delegated authority and this policy.

**Bullying:** repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

**Duty of care:** a common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

**Discrimination:** happens when there is an “adverse action” such as not giving an employee legal entitlements such as pay or leave, treating an employee differently than others or not hiring someone, because of a person’s characteristics such as their race, skin colour, age, gender, sexuality, religion, political opinions, membership or non-membership of a trade union, pregnancy etc.

**Harassment:** involves unwelcome behaviour that intimidates, offends, or humiliates someone because of a personal characteristic, such as - age, race, or gender. Unlike bullying, discrimination and harassment does not have to be repeated, it can be a one-off occurrence.

**MACSEYE:** Melbourne Archdiocese Catholic Schools Early Years Educations Ltd.

**MACSEYE service:** an early childhood education and/or care service which is owned, operated and governed by MACSEYE.

**Sexual harassment:** is any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated or intimidated. It has nothing to do with mutual attraction or consensual behaviour. Sexual harassment is against the law.

## 13. Policy information

Policy information			
Policy title:	Code of Conduct	Version:	2.0
Authorised Executive:	Director, People Services	Responsible Manager:	Director, People Services
Approving authority:	MACSEYE Board	Approval date:	09/08/2024
Effective date:	09/08/2024	Review date:	08/2025
Review approval date:	29/10/2025	Next review date:	29/10/2026

Version control		
Version	Date	Changes
1.0	09/08/2024	Policy developed

1.1	11/09/2025	Policy rewritten
2.0	29/10/2025	Policy approved by MACSEYE Board