

Code of Conduct





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Introduction

The Code of Conduct underpins a value-based group identity that stretches across the diversity of programs that Centacare Employment and Training delivers to individuals, groups and communities. Our values remain constant – even though our world is changing. Creating an environment of respect, equity, justice, inclusion, empowerment and integrity with clients, groups, communities and each other is essential to our endeavours.

We are committed to providing high quality learning, teaching and supporting services in our facilities to the communities we serve. This Code of Conduct expresses our intention to fulfil our educational mission in accordance with all applicable laws and relevant codes of practice.

MANDATE

CENTACARE EMPLOYMENT AND TRAINING

(an agency of the Catholic Church)



I, the Roman Catholic Archbishop of Perth, mandate Centacare Employment and Training to assist the Archdiocese in fulfilling its responsibilities in furthering the Mission of the Church in the area of the relief of unemployment through providing education and training in accordance with the beliefs, values, traditions and social teaching of the Catholic Church.

MISSION & PURPOSE

Centacare Employment and Training provides quality individualised employment, training and support services to unemployed job seekers in a manner consistent with our Christian ethos, which encourages clients to regain and sustain their dignity and work towards building economic and social livelihoods for themselves.

BOARD OF MANAGEMENT

The Centacare Employment and Training Board of Management is appointed by me and governed by my endorsement of the Constitution which provides its brief to operate Centacare Employment and Training.

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is appointed by me following a recommendation by the Board of Management. The Board is appointed to manage the day to day affairs of Centacare Employment and Training.

TERM OF MANDATE

This Mandate is given for five years from the first day of December 2017.


Most Rev Timothy Costelloe SDB

4 ARCHBISHOP OF PERTH

21 Dec 2017

Date

Our Vision, Mission and Values

Our vision

To transform lives through education, training and employment.

Our mission

Centacare Employment and Training provides quality individualised employment, training and support services to unemployed jobseekers in a manner consistent with our Christian ethos, which encourages clients to regain and sustain their dignity and work towards building economic and social livelihoods for themselves.

Our values

Respect

Our culture is built on the premise of respect for the dignity, diversity and contribution of each person.

Equity and Justice

We seek to provide equal access and opportunity for all.

Inclusion

We are a community-based organisation, embracing and encouraging a sense of belonging for all our clients;

Empowerment

Optimism, commitment, steady persistence and patience are fundamental traits that we look for in our performance. A clear focus on outcomes based on individualised lesson and programme planning ensures clients achieve to their fullest extent;

Integrity

We are guided by moral principle and a commitment to operating in an environment of honesty, openness and transparency.



Our principles

1. We value our staff and clients

- We treat everyone fairly, courteously and with respect;
- Our clients are the centre of our organisation and meeting their needs and expectations is critical to enhancing the quality of wellbeing in our communities;
- We acknowledge the distinct Aboriginal and Torres Strait Islander cultures in the community and we seek to ensure Indigenous people's value system and cultural traits are supported appropriately;
- We seek to provide equal access and opportunity for all
- We are motivated by clarity of purpose, understanding and the desire to support the aspirations of our clients.

2. We perform our duties in compliance with the law, policies and procedures

- We accept the duty of confidentiality in all its facets across the organisation
- We respond positively to all relevant legislation, policies, standards and work documents
- We comply with all professional codes of practice
- We only act within our authority.

3. We advocate professionalism in the workplace

- Our greatest strengths are our knowledge, skills, cultural diversity and passion for work which we apply in our daily performance We are guided by moral principles and a commitment to operating in an environment of honesty,

openness and transparency;

- We pride ourselves on our social justice, client focus, partnership and responsibility. These values underpin our mission and are upheld through our actions;
- We aim to achieve the highest standards of excellence in all aspects of our performance through carrying out our duties efficiently and with proper consideration, care and attention;
- We encourage a mutually respectful learning environment for the development and discussion of different ideas.

4. We avoid conflict of interests

- We avoid instances where a conflict or a reasonable perception of conflict, may or will occur between professional and private interests;
- We do not participate in any activities which

could interfere with our official duties;

- We do not take decisions or actions under influence of our own interests;
- We disclose any situation or action immediately that may be perceived as cause for the conflict of interests.

5. We respect everyone's safety and wellbeing

- We are committed to creating an environment in which all our clients are treated with respect and understanding at all times;
- We give the priority to the needs and interests of our clients encouraging self-help and self-reliance thus avoiding creating dependency;
- We secure a safe workplace for all people free from discrimination, violence, bullying, vilification and harassment;

- We operate with consideration and the utmost regard for the feelings, wishes, rights and beliefs of all with whom we come into contact;
- We actively support the safety, health and well-being of all at Centacare Employment and Training and others we interact with.

6. We act with conscience and honesty

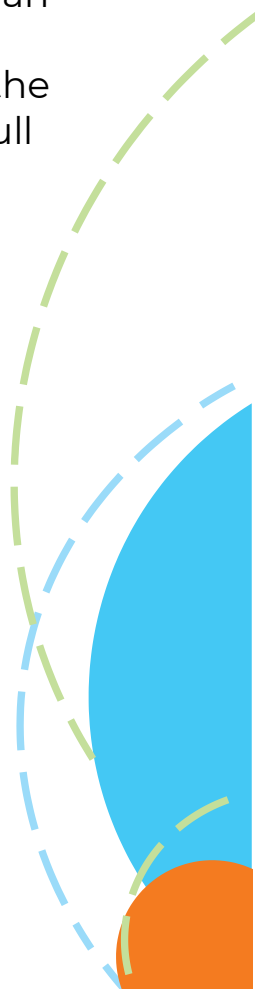
- We respect and actively support equity and diversity in all relationships;
- We exercise the principles of procedural fairness in all aspects of our performance;
- We aspire to create a work environment based on equity and integrity where we can demonstrate our

trustworthiness in carrying out our duties;

- We advocate open communication based on trust and credibility;
- We believe that our values and standards will support us to work through difficult issues and dilemmas;
- We ensure the protection of Centacare Employment and Training's business interests and confidential information.

7. We work as a team

- We treat each other with respect and kindness, promoting an environment that enables everyone in the team to reach their full potential.





**Transforming lives through
education, training and
employment.**

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Contact Us

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