

FIFTH PLENARY COUNCIL OF THE CATHOLIC CHURCH IN AUSTRALIA
FIRST GENERAL ASSEMBLY
Sunday, 3 – Sunday, 10 OCTOBER 2021

Volunteer
CODE OF CONDUCT STATEMENT

Context

This document clarifies the protocols for all volunteers for the Plenary Council, and is applied during the first Assembly, being held on-line using the Microsoft Teams platform, 3-10 October 2021.

It follows on from the experience gained from previous documents, is underpinned by the document ***Media and Communications Protocols during the Plenary Council Assemblies (attached)*** and is approved by the Chair of the Bishops Commission for the Plenary Council.

Application

This Agreement applies to the following (other than those who are Members of the Plenary Council):

- the Steering Team and its Committees;
 - the Steering Committee;
 - the Secretariat;
 - the Canonical Committee;
 - the Drafting Committee;
 - the Facilitators;
 - the Technical Support Personnel;
 - the Periti.
1. All those to whom this Agreement applies are ambassadors for the Plenary Council process. It is understood that your language, behaviour, and conduct should endeavour to communicate the spirit and ethos of the Plenary Council, which is built upon the foundation of the Gospels.
 2. All those whose role is specifically outlined in the Plenary Council Statutes and Regulatory Norms are expected to abide by its directives.

3. This Code of Conduct Statement requires all volunteers to adhere to the standards set out below in their interactions as workers during the first Assembly of the Plenary Council.

All volunteer workers are expected to:

- operate with integrity, honesty, and respect for each other;
 - treat other volunteer workers and Members of the Plenary Council with courtesy;
 - operate in a safe and responsible manner; and
 - preserve the online environment from harm.
4. All volunteers are required to comply with this Code of Conduct Statement and always maintain standards of professional and ethical behaviour. The following provides a guide, but is not limited to, the expected professional and ethical standards of conduct.

You must respect the dignity, rights, and views of others by:

- listening to and seeking to understand different points of view;
 - refraining from all forms of discrimination;
 - not exploiting, harassing, bullying, intimidating, or acting in a way that is contrary to maintaining harmonious relationships;
 - respecting cultural, ethnic, and religious differences;
 - appreciating the genuine contributions that others make;
 - expressing constructive feedback that is considerate and moderate in tone;
 - being honest in communications; and
 - working cooperatively and collaboratively with others.
5. All volunteers will perform any duties associated with your role diligently, impartially, and conscientiously. Volunteers will:
- ensure procedural fairness is followed in all processes; and
 - not take or seek to take improper advantage of any information gained while exercising your role.
6. Preserving confidential information is vital to protect the interests of the Plenary Council and its Members. Such confidential information includes but is not limited to:
- minutes of the daily plenary of the Assembly;
 - interventions made by the Members, shared during the daily plenary;
 - discussion held and decisions made during the work of your Team or Committee;
- and

- any comments made in the chat function of the Teams online environment.
7. Any identified breaches of the Code of Conduct Statement will be managed by the Steering Committee of the Plenary Council.

Acknowledgement and Acceptance

Complete your acknowledgement and acceptance of this statement by completing the short form here ASAP: <https://forms.office.com/r/hS4PdygeaZ>