



LORETO

Australia & South East Asia

CODE OF CONDUCT

The work of the Loreto Province of Australia and South-East Asia (Loreto) is inspired by our founder, Mary Ward. Through our work, we seek to emulate the Gospel values as expressed through Mary Ward's charism. These values are freedom, justice, sincerity, verity and felicity. These values are at the core of the Loreto mission.

This Code of Conduct sets out the behaviour expected of everyone who works at Loreto: employees, contractors, board members and volunteers. In the workplace, and wherever we are representing Loreto, it is important that our behaviour reflects this Code of Conduct.

We are respectful

We demonstrate respect for our colleagues and members of the community by:

- (i) treating them fairly and with dignity; and
- (ii) maintaining workplaces that are free of unlawful discrimination, harassment and bullying.

We strive for excellence

We strive to achieve excellence in all we do. We demonstrate excellence by:

- (i) working to the best of our abilities and helping our colleagues to do the same; and
- (ii) always seeking to achieve the best outcomes for those we serve.

We have integrity

We demonstrate integrity in our work by:

- (i) being open, truthful and honest;
- (ii) avoiding conflicts of interest; and
- (iii) reporting improper conduct.

We are collaborative

We nurture a collaborative working environment by:

- (i) supporting our colleagues so that they may flourish in their work;
- (ii) sharing what we know and inviting others to do the same;
- (iii) maintaining a positive, 'can-do', approach to our tasks; and
- (iv) being adaptable and open to new ideas.