

# Holy Spirit Province Professional Standards Policy

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## Introduction

This policy sits alongside our Province Policy for Safeguarding Children and Adults at Risk.

At our 2015 Provincial Chapter we made the following statement.

*“We, the Passionists of Holy Spirit Province, gathered in Chapter, commit ourselves once again to act always with the compassion, integrity and accountability required of us by the Gospel and our Rule of Life, and in complete compliance with civil and ecclesiastical law. We are committed to openness, transparency and cooperation in all matters of professional standards.*

*We commit ourselves particularly to the protection of children and adults at risk, and at all times in our relationships to maintain the proper boundaries.*

*For those times when our religious have failed to meet these standards, when boundaries have been crossed or crimes against children or adults at risk have been committed, we express our heartfelt shame and sorrow.*

*We apologise without reservation to those who have been harmed, and with them we will seek ways to provide an appropriate apology and redress.*

*We commit ourselves to establishing and complying with all necessary policies and practices. We acknowledge that regular formation related to these matters and implementation of all that is needed, is necessary for living and ministering with integrity for the sake of the Gospel.*

*Each member of the Province, including those in initial formation, as well as our staff members, co-workers and volunteers will be fully informed of what is required of us, and will participate in annual formation sessions concerning these issues”.*

Each of us is required to be aware of our Province policy and to participate in annual in-service concerning these requirements. This is a requirement for being given approval for ministry.

## **Lifelong Professional Learning**

Holy Spirit Province is committed to the principle of life-long learning as called for by our General legislation. Every professed member and student, as well as those who assist in our ministry as co-workers or employees, needs appropriate updating and relearning and must be encouraged and assisted to achieve this. Each religious and student as well as our staff and lay associates is encouraged to accept responsibility for his or her own renewal and cooperate with the recommendations and requests of legitimate authority and the Province Formation Commission, who will also strive to provide opportunities and funding for appropriate programmes and resources to properly resource members for their life and ministry.

The Province is committed to making it possible for all Province members, our staff and lay associates to be aware of any updated civil or ecclesiastical requirements concerning management issues, work health and safety, as well as new or updated requirements in the area of integrity in ministry and professional standards, and to provide the formation required.

Suitable orientation and formation will be provided for members of the Pacific Asian Passionist Configuration (PASPAC) who come into our Province, and for members who transfer across the Province itself, so that they are familiar with ecclesiastical standards and legal requirements for ministry in any of our four nations.

We recognise our need at local community level to draw on the resources of the Provincial Office to assist us to achieve increased professionalism and transparency, and to enable a more effective ministerial and community life. We must value attaining professional standards and appropriate accreditation and qualifications and consider how we can contribute our resources to the needs of our Province, and the Configuration.

Ministry today requires a body of knowledge, a code of conduct, a process of regulation and a process for dealing with complaints or misconduct. Because ministry is a true profession, ongoing professional development is required along with engaging a mentor or supervisor, undertaking professional reading and talking with others about aspects of ministerial life.

There are professional expectations of ministers, such as being knowledgeable, having good communication skills, having appropriate interpersonal relationships, having a sense of emotional and psychological wellbeing, keeping appropriate records, ensuring proper administration, undertaking spiritual direction and supervision, as well as being aware of relevant legislation that ensures safety and wellbeing for others.

As preachers of the message of God's love revealed in the Passion, we are called to embrace the Passion in our own lives and witness to it by being bearers of compassion and prophets of hope. This calls for us to develop our spiritual, emotional, physical, intellectual and relational potential.

## **Professional behaviour**

We strive to live and work according to the highest standards of personal and professional behaviour. We recognise the complexity of our Province life shared across four nations and the fact that civil and ecclesiastical requirements are constantly changing. This dynamic context necessitates that we have, and abide by, appropriate policies for our members, staff and volunteers regarding all our ministries, and that we update them regularly. This policy establishes what is expected from every member affected by it, in whatever geographical location.

Every person requires personal and physical space in order to feel safe and/or comfortable. These personal boundaries vary between personalities and cultures but must never threaten, intimidate or overpower others. Physical boundaries are breached by an invasion of personal space (e.g. standing too close or leaning in towards someone, sitting too close, going into a private area unnecessarily (e.g. bedroom, bathroom)). They are also breached by unnecessary or inappropriate touch and especially when aimed at eliciting a response. These activities can lead to complaints of indecent or sexual assault or sexual harassment.

Emotional or psychological boundaries can be breached by engaging in personal conversations that are inappropriate for the circumstances, such as asking personal questions about another's personal life, implying or requiring a level of care and/or connection beyond what is reasonable (e.g. seeking favours, special treatment), engaging in intimate self-disclosure or encouraging this from another person.

Professional standards exist around areas of knowledge, competence, behaviour, dress, language, and duty of care. Violations occur when someone presents as having qualifications or expertise which they do not have, or operates outside the limits of their profession. A good precaution is to ask, "Do I continually take shortcuts in professional matters or take unnecessary risks in interpersonal behaviour?"

While ministry is a response to God's call and we must trust God's sustaining grace in our lives. However, we must be aware that dysfunctional behaviour can result from low self-esteem, pathological conditions, the imbalance of power relations, living or working in isolated or non-accountable situations. Unless we can find effective ways to intervene, often more harm is done.

## **Religious sensitivity**

Each of us must be sensitive and respectful of other faith traditions, especially the customs and practices of employees or those we live with. It is our responsibility to ensure our behaviour always matches our beliefs and best practice. Within the Province multi-cultural faith communities enrich our various nations and intolerance and insensitivity can bring much good work undone.

Our best method for expressing respect and sensitivity for other beliefs, is to understand other faith traditions and to avoid any commentary that might cause offence. Given that we belong to an Asian-Pacific Configuration, it is expected that we strive to appreciate something of the cultural philosophy and spirituality of men and women from other entities within the Configuration who are working in our Province.

### **Our community workplace**

The Province is committed to ensuring that the working environment in all Province communities and workplaces is free from discrimination, sexual harassment (intimidation), racial or religious vilification (criticism or insults) and victimisation (punishing or threatening a person). We do not approve of such conduct under any circumstances and disciplinary action will be taken against any member, employee or volunteer who breaches our policy in this regard.

We want all community members, staff, co-workers and volunteers to be treated with dignity, courtesy, and respect by other members of the Passionist family. In order to achieve this, everyone must know their rights and responsibilities and all complaints must be treated in a sensitive, fair, timely, and confidential manner. There must be an effective procedure for complaints, based on the principles of natural justice. We encourage the reporting of any behaviour which breaches our policy, and guarantee protection from any victimisation or reprisals, for those who make complaints.

### **Workplace Health and Safety**

Every community and work place should pay close attention to those matters which put at risk the health and safety of any person who lives, works or visits there. These issues are usually well known and we must demonstrate integrity and care to ensure no person is at risk. A well-known example is when people do not have a safe ladder to reach something at a particular height. Serious damage may result from using unsafe alternatives. Those in formation should never be put at risk by taking shortcuts that avoid full safety compliance.

Every local community should have someone undertake a regular risk assessment of situations or activities that might put people at risk of harm. Having identified these instances, they must be recorded and proper measures must be taken to eliminate or minimize danger, so as to prevent injury, illness or death.

Every community member, employee or volunteer must act responsibly to limit the spread of contagious sicknesses or disease.

## **Children, young people and adults at risk**

It is the responsibility of every person in the Passionist Family to contribute to the creation of a safe and enriching environment for children, young people and adults at risk. Our Province policy on Safeguarding comprehensively outlines our responsibilities. Whenever a person senses neglect or uncertainty about the safety or wellbeing of a child, they must report this immediately to the appropriate authority, keep a written record of the report and follow up what action has been taken.

There are mandated practices to be observed that require us never to be alone with a child and to report suspected abuse or neglect. More than simply conforming to the obligations required, we must always have an attitude of overriding concern to ensure the safety and wellbeing of every child, young person or adult at risk.

Those who join us from cultures where standing up for oneself or being able to say 'No', is not easy to do, must be regarded as adults at risk, even when they have exceeded the age of eighteen. Particular care needs to be exercised so that their rights and wellbeing are respected. Community members must not tolerate behaviour that is inappropriate or harmful to young people or adults at risk and report it to an appropriate authority, when they see it.

## **Sexual harassment**

Sexual harassment is any unwanted, unwelcomed, or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated, or offended. It usually involves an abuse of power or trust and is often directed at someone who is unable to stop it easily. Sexual harassment is against the law of most countries, and legal action can be taken against individuals and employers irrespective of the country in which the sexual harassment occurs.

This behaviour is illegal in any work-related context, including conferences, outings and where employees or volunteers are engaged in work. We strongly oppose any sexual harassment by any professed member, community leader, parish priest, employee, co-worker or volunteer. We are committed to respecting the rights and privileges of people and the highest standards apply to us no matter in what country we are living or working.

The Province also opposes any act which is reasonably likely to offend, insult, humiliate or intimidate another person because of the race, colour, or national or ethnic origin of that other person. All professed members, staff, co-workers and volunteers have a responsibility to report any incident of discrimination, sexual harassment, racial or religious vilification or victimisation, including incidents between religious or between religious and lay staff or volunteers.

Professed members, employees, volunteers, or those who belong to the Passionist Family, may feel uncomfortable, embarrassed or fearful about reporting an incident which has caused them distress, but this should not prevent them from doing so. This is particularly important in cultural contexts where authority figures are given special status. Those with genuine complaints, including students, must be guaranteed protection from reprisals. Disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of discrimination or sexual harassment.

## **Bullying**

Professed members, students, employees and volunteers, regardless of their work location, are entitled to feel safe and be able to work in an environment free of workplace bullying. Bullying is repeated, unreasonable behaviour directed towards a person that creates a risk to their safety, and/or mental or physical health and wellbeing. Appropriate behaviour should not threaten, humiliate, harass, embarrass, victimise or undermine a person. Continual correction or put downs of a person can cause embarrassment, shame and fear.

Reporting bullying behaviour allows the Province to assess the effectiveness of measures already adopted and to provide immediate assistance to anyone who has been involved in incidents of bullying. Consideration should be given to those factors which may discourage staff, volunteers or Province members from reporting, so that this can be addressed.

Community leaders and Parish Priests in particular, have specific responsibilities and must implement measures that ensure a precautionary approach to workplace bullying is put in place.

## **Responding to complaints**

In each State of Australia, in New Zealand, Papua New Guinea and Vietnam, a Province Equal Opportunity Officer (EEO) has been appointed, whose role is to:

- a) assist anyone with a complaint to clarify whether the offending behaviour constitutes harassment, according to the definition and description in our policy;
- b) determine what the complainant wants, and provide them with the available options and assistance in order to resolve the complaint. This will include setting out clearly the options that are appropriate for different circumstances.
- c) offer support to the complainant in his/her attempt to resolve the matter informally, such as accompanying her/him to see the alleged harasser; (Note, if asked by the complainant to accompany, it is not the role of the Province Equal Opportunity Officer to speak for the complainant).

d) follow up and monitor the situation to ensure that agreements remain in place and resolution is sustained.

The Equal Opportunity Officer is normally responsible for conducting or arranging a formal investigation of complaints of bullying and for reporting to the Province Professional Standards Coordinator and the Provincial. If necessary, the Province Equal Opportunity Officer can be requested to conduct an investigation into a local complaint.

Any person against whom an allegation of bullying has been made, is entitled to know the details of complaints made against them, including the name of the person raising the complaint and the specific details of the complaint. It is unprofessional and a denial of natural justice for the name of the complainant and the details of the complaint to be withheld.

Those against whom an allegation has been made should be given the opportunity to respond prior to any action being taken in response to the complaint. The withholding of information does not provide them an appropriate and adequate opportunity to do this. There is no place for reprisals against anyone who has made a complaint, unless it is established to be false and malicious.

### **Social Media (*Refer to the full policy at the end of this document*)**

The Province recognises that social media has huge potential for outreach to young people, however there are well known cautions that need to be observed. Professed members, students, employees, volunteers or those who consider themselves part of the Passionist Family must comply with our Social Media Policy which applies to all types of social media platforms and communication tools, whether they exist now or will be created in the future.

### **Social Media Guiding Principles**

Our Province requires prior approval from the appropriate authority for professed members, those in formation, employees or volunteers to participate in external social media on behalf of Passionists. This includes a restriction on posting photos, videos or articles or speaking on behalf of the Passionists without explicit permission to do so. Modern social communication (e.g. Skype, phone calls, computer screens) makes it possible for private information to be heard or seen by others. Every professed member, employee or volunteer must protect all confidential information of the Passionists. If something is not public information, or if permission has not been given by the appropriate person, it must not be shared.

Our policy asks that photos or videos showing a display of the Passionist sign either on clothing or in clear footage, not be posted if it is likely to reflect negatively on a person, on his or her role, or on the Passionist Family.



Likewise, before posting photos of members of the Passionist Family, permission should be gained from those persons appearing in the photo.

All care should be taken not to post photos that can portray a person in an unkind light or convey an undesirable image of the Passionists. It is vital to remember that inappropriate content posted on social media forums may be viewed by minors (those under 18 years of age).

It is expected that no person will use anything that belongs to someone else, including photographs, trademarks, copyrighted music, photos, videos or news articles, without the appropriate permission. Whenever including someone else's work in a posting, such as a quotation from an article or book, it must first be assured that a person has the right to use and publish this and then they must provide acknowledgement and/or copyright of the work.

### **Caution**

Online behaviour (viewing, posting, commenting etc) should reflect the offline behaviour expected of one who represents the Passionist Family either officially or unofficially. We need to promote awareness that downloading some images is a criminal act. An important principle is 'Never alter your beliefs or practice, just because you are online'.

It is easy for others to forward (by text or email) or to post material (e.g. inappropriate videos, jokes or messages) that have been sent privately, or to forward what others have sent privately. Professed members, employees and volunteers are advised not to engage in this without consideration for others and to post only what they want the world to see!

In a similar way, before posting, texting or discussing something on social media it is advised that persons remember it will probably be there for your lifetime. If in doubt, check it out! Many generic email messages are forwarded, that claim as fact what often is totally inaccurate. Persons are advised to refer to Snopes.com to avoid passing on incorrect information.

### **Social Media and Professional Standards**

Those who have a professional or pastoral relationship with young people should not accept anyone under eighteen years of age as 'friends' on their own social network sites nor interact with them on any social networking sites. Discretion is advised before accepting ex-students or parents of current students as 'friends'.

Chaplains must not discuss students or co-workers or publicly criticise school policies or personnel on social networking sites or post images that include students, on social networking sites.

Those who have regular contact with young people should have all privacy settings set to 'only friends'. Do not use 'Friends of Friends' and 'Networks and Friends', as these open content to a large group of unknown people.

Appropriate boundaries should always be observed, especially in communication with or about young people. If communicating with a person under 18 years of age, it is recommended that his or her parents or a responsible adult person, receives a copy of any messages you send.

In order to avoid inappropriate content being viewed, arrangements can be made to filter or block access to certain internet sites. This can be a wise precaution against serious misuse of the internet which could reflect upon the Passionist Congregation.

## **Responsibilities**

The Catholic Church in many countries has suffered significant public criticism in recent years, not only for the damaging or criminal behaviour of some clergy and members of religious congregations, but also the failure of authorities to protect those most at risk, especially children. While such criticism may not have yet occurred in many PASPAC countries, those visiting our Province from other entities in the Configuration are required to accept our Province policy and those of any diocese in which they minister.

In previous times if complaints were made about the misconduct of religious, it was usual for the Provincial to deal with these complaints himself. Nowadays each Provincial or his delegate is expected to have an advisory Committee which includes competent professionals who should make recommendations to the Provincial regarding any complaints that are received and updates Province policy.

In some cultures where the priest is held in high esteem, there can be strong pressure on individuals not to make complaints about abuse of any kind. Likewise, in cultures where sexual matters may not be much talked about, transgressions can remain secret and uncovered. We have learned this from the experience of Western countries in recent years. We are committed to transparency and support for any victims. Our twin responsibilities are to do our best to ensure professional standards are in the forefront of the minds of our religious, employees and volunteers, and to stand by those who suffer any abuse, ensuring compassionate and genuine assistance. Further, we recognise that any complaints of criminal acts brought to our attention must be reported to the police.

## **Reporting**

If someone wishes to make a complaint about one of our religious, employees or volunteers, whoever receives that initial complaint should do so with courtesy and concern. It is important not to seek details about the complaint.

The person should be assured that the complaint will be treated with great seriousness and encouraged to make contact either with the local contact person and make the official complaint to him or contact the Provincial Office (0285775600) and ask to speak with the Provincial or the Province Equal Opportunity Officer.

The person should be advised that if their complaint concerns a minor (someone under 18 years of age) that this must be reported to the police by us immediately. They should be advised to go to the police themselves, but this cannot be demanded of them, unless they are obliged by mandatory reporting legislation.

The conversation must then be reported to the local Contact Office if that is who they will speak with, or the Provincial and the (Professional Standards Committee Chair). It is important to keep a record for yourself of the steps that you have taken. It is imperative to avoid discussing details of the complaint with others, in accord with our Professional Standards policy

If the complaint concerns a criminal matter, the Provincial will take responsibility for reporting it to the police. There are circumstances where a victim's name can be withheld, but the perpetrator will be named to the police.

## **Summary**

It is necessary that those affected by this policy (professed members, students, employees, co-workers and volunteers) receive annual in-service about these matters. The Province Formation Commission provides this in-service and local community leaders, parish priests and other Province leaders (e.g. PCLG and PFGM) are responsible for ensuring attendance at in-service opportunities. Each year the Provincial Office staff and every local community, together with its employees and volunteers will review its implementation of all Province policies.

Those members living outside of community and members of the Passionist Family who do not have a direct relationship with a Local Community (e.g. PFGM Directors, representatives of the Passionist Companions) are also required to have annual formation regarding relevant Province policies.

The Province policy should be seen as a positive opportunity to increase our commitment to integrity and competence, rather than a restriction of particular behaviours.

## **Appendix A: Definitions**

### **What is Sexual Harassment?**

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material, or other behaviour which creates a sexually hostile working environment.

Uninvited touching; uninvited kisses or embraces; smutty jokes or comments; making promises or threats in return for sexual favours; repeated invitations after prior refusal; displays of sexually graphic material including posters, pin-ups, cartoons, graffiti or messages left on notice boards, desks, or common areas; sexual gestures; sex-based insults, taunts, teasing or name-calling; unwelcomed physical contact, such as massaging a person without invitation, or deliberately brushing up against them; staring or leering at a person or at parts of their body; touching or fiddling with a person's clothing, e.g. lifting up skirts or shirts, flicking bra straps, or putting hands in a person's pocket; requests for sex; sexually explicit conversation; persistent questions or insinuation about a person's private life; offensive or unwanted phone calls, texts or letters; stalking; offensive e-mail messages or computer screen savers.

### **Sexual harassment is against the law**

Sexual harassment is a form of discrimination based on sex and is therefore unlawful pursuant to Federal as well as State legislation. It is prohibited in recruitment for employment, selection for a promotion during the course of employment, and in termination of employment.

Sexual harassment is against the law of most countries, and legal action can be taken against individuals and employers where sexual harassment occurs irrespective of the State or Country in which the sexual harassment occurs. If an act of sexual harassment is perpetrated by any community members, staff or volunteers outside of Australia but in a context such that there is some connection with Australia, that act of sexual harassment will be dealt with under this Policy.

In Australia the legislation covering sexual harassment includes the *Sex Discrimination Act 1984 (Commonwealth)*. *New Zealand and each State and Territory of Australia has its own similar anti-discrimination Legislation.*

*In Australia and New Zealand, and in most other States and Countries in which the Province has a presence, persons who sexually harass another, are personally liable at law, and further, that person's employer may be vicariously liable for the actions of the harasser.*

## **What sexual harassment is not!**

Sexual harassment is any unwanted or uninvited sexual behaviour that is offensive, intimidating or humiliating. It has nothing to do with behaviour which is based on mutual attraction, friendship, and respect. If the interaction is consensual, welcomed, and reciprocated, it is not sexual harassment.

## **When can sexual harassment occur?**

A person can be sexually harassed by any professed member or student, community leader, parish priest, employee, co-worker, volunteer or service provider. Other examples may include one religious harassing another; a community leader harassing a community member, a parish priest harassing a parishioner, a community leader or formator harassing a student etc.

Sexual harassment is not just unlawful during working hours or in the workplace itself, it is also unlawful at meetings or work associated gatherings either on or off Province property. The behaviour is illegal in any work-related context, including conferences, work functions, office parties and outings or their equivalent.

## **Discrimination**

The Province is committed to ensuring that the workplace is free from prohibited discrimination. Discrimination means direct or indirect discrimination on the basis of any of the following attributes: Age; Breastfeeding; Gender identity; Impairment; Industrial activity; Lawful sexual activity; Marital status; Physical features; Political belief or activity; Pregnancy; Race; Religious belief or activity; Sex; Sexual orientation; Parental status or status as a carer; Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

Discrimination can be direct or indirect. Direct discrimination occurs if a person treats or proposes to treat someone with one of the above attributes, less favourably than they would treat someone without that attribute, or with a different attribute, in the same or similar circumstances. Indirect discrimination can occur if a person imposes or seeks to impose a requirement, condition, or practice on someone who cannot comply.

Indirect discrimination can also occur if a higher proportion of people without a particular attribute, or with a different attribute, cannot comply, or it is unreasonable to expect them to do so in all circumstances. For example, setting a height requirement for a person when this would have no bearing on their capacity to fulfil the requirements of the position. In determining whether or not a person discriminates, that person's motive is irrelevant.

## **When is discrimination prohibited?**

Discrimination relating to one of the above attributes is prohibited in a whole range of circumstances including in employment, both against job applicants and existing employees, and in the provision of goods and services.

Discrimination is illegal pursuant to the provisions of a range of Legislation enacted by the Commonwealth Parliament of Australia, including the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Disability Discrimination Act 1992, the Equal Opportunity for Women in the Workplace Act 1999, the Age Discrimination Act and the Human Rights and Equal Opportunity Commission Act 1986. New Zealand and each State or Territory of the Commonwealth of Australia have enacted similar anti-discrimination legislation.

The Constitution of Papua New Guinea entered into force on the 16 September 1975. It is one of the few unique constitutions around the world that contains almost all the rights and freedoms enshrined the United Nations Charter and the Universal Declaration of Human Rights 1948. Additionally, anti-discrimination legislation applies in Vietnam and in many of the other countries in which the Province has a presence or in which members of the Province might visit.

Behaviour consistent with anti-discrimination legislation is expected of all Province members, employees, volunteers and associates even in such areas where no formal legislation may exist.

## **What is vilification and victimisation?**

The Commonwealth *Racial Discrimination Act* 1975 makes it unlawful to do an act (otherwise than in private) which is reasonably likely to offend, insult, humiliate or intimidate another because of the race, colour, or national or ethnic origin of that other person. New Zealand and each State or Territory of the Commonwealth of Australia have similar legislation which makes it unlawful to perpetrate racial or religious vilification such that a person on the ground of the race of, or religious belief of a another person or class of persons engages in conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of that other person or class of persons.

Victimisation is where a person subjects or threatens to subject the other person to any detriment because the other person, or a person associated, has for example under the legislation referred to in this policy, made a complaint or brought proceedings against any person. This also applies where someone has given evidence or information in connection with any conduct or proceeding, or has otherwise done anything in accordance with the legislation or has alleged that any person has contravened the legislation unless the allegation is false and has not been made in good faith.

If a community member, staff member or volunteer of the Province, whilst working under the auspices of the Province, perpetrates an act of vilification or victimisation while overseas, and if that community member, staff member or volunteer has a connection with Australia, then all matters arising with respect to that act of vilification/victimisation will be dealt with under this policy.

### **Vilification is against the law**

Racial and religious vilification is against the law and legal action can be taken against individuals and employers where such conduct occurs. Persons who vilify are personally liable at law, and further, their employer may be vicariously liable for the actions of the harasser.

### **Responsibilities of management and staff in relation to sexual harassment, discrimination, vilification and victimisation**

The Province has a legal responsibility to prevent discrimination, sexual harassment, racial or religious vilification and victimisation. The Province can be held liable for the behaviour of its members, employees and volunteers. Those who exercise leadership roles, including community leaders and parish priests share responsibility in this area.

- To comply with this policy;
- To ensure staff and volunteers are aware of and comply with this policy;
- To ensure that all staff and volunteers are treated fairly and are not subject to discrimination, sexual harassment, racial or religious vilification or victimisation;
- To ensure that effective procedures are in place if there is an incident of discrimination, sexual harassment, racial or religious vilification or victimisation occur;
- To investigate thoroughly and without prejudice any allegations. This will be done sympathetically, confidentially and thoroughly;
- To ensure that any incident is dealt with quickly and fairly;
- To take disciplinary action against any person found guilty of discriminating against, sexually harassing, vilifying on racial or religious grounds or victimising an employee;
- To monitor the working environment to ensure acceptable standards of conduct are observed at all times;

- To model appropriate behaviour themselves;
- To refer complaints to another officer if they do not feel they are the best person to deal with the complaint.

***Staff and Volunteers have a responsibility:***

- To comply with this policy;
- To treat fellow workers and everyone they deal with fairly and with respect;
- To report any incident of discrimination, sexual harassment, racial or religious vilification or victimisation by another employee or from an external person with whom they have had contact because of work.
- "Silence is not golden". In fact, silence might be interpreted as consent. It must be acknowledged that nothing can be done to solve problems if they are not reported.
- Any incident of discrimination, sexual harassment, racial or religious vilification or victimisation by employees, community leaders or parish priests against an employee, manager or supervisor should be reported promptly. This includes incidents between religious or between religious and lay staff or volunteers.
- Employees, volunteers, professed members of the Province, students or those who belong to the Passionist Family, may feel uncomfortable, embarrassed or fearful about reporting an incident which has caused them distress, but this should not prevent them from doing so.
- It is necessary to maintain complete confidentiality if they provide information during the investigation of a complaint.

Each staff member, volunteer or member of the religious community must appreciate that the spreading of gossip or rumours may expose them personally to a defamation action.

**What are the consequences of breaching this policy?**

The Province takes discrimination, sexual harassment, racial or religious vilification or victimisation very seriously and, depending on the severity of the case, consequences can include the call for an apology, counselling, suspension, transfer, dismissal, demotion, or other forms of disciplinary action. Disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of discrimination or sexual harassment.



### **Where can individuals get help, advice, or make a complaint?**

Persons who feel that they have been discriminated against, sexually harassed, racially or religiously vilified or victimised, should be aware that there are a range of different ways that such conduct can be addressed. These options include taking informal action, such as confronting the person involved (but only if the individual feels confident enough to do so), making a formal complaint to the parish priest or community leader or following the Province's complaints procedures (see Appendix B).

Employees can also approach the relevant Equal Opportunity Commission, or the Human Rights and Equal Opportunity Commission in their State.

## **Appendix B Complaints Procedures (Discrimination, Sexual harassment & Vilification)**

### **Resolution Procedures**

#### **Policy Context**

The Province is committed to providing a working environment which preserves and nurtures each person's innate dignity and which is free from sexual harassment.

Any report of harassment or vilification will be treated seriously, sympathetically and confidentially by the Province. All employees of the Province and other persons working in the Province workplace have the right to set their own personal space and to have their personal boundaries respected.

Internal resolution procedures are characterised by justice, fairness and charity at all times in order to preserve the rights of all parties.

The **Aims** of the internal resolution procedures are that:

- any offending behaviour ceases;
- there are no reprisals for having brought forward a complaint;
- where disadvantage has occurred, it is redressed;
- the emphasis lies in the satisfactory **resolution** of the complaint and on future behaviour rather than in **retribution** for the past.

#### **Guiding Principles**

**The principle of confidentiality** holds particular significance in these procedures. All persons should recognise the need for confidentiality so that the rights of all parties are respected in the course of the complaint resolution process. It is important to remember that a lack of confidentiality incurs the risk of defamation.

Other guiding principles which underpin these procedures are:

- the right of all individuals to be treated with respect;
- observance of justice and fairness to all parties;
- acceptance of the legitimacy of the complainant's feelings;
- support and protection for all parties concerned;
- empowerment of complainants;
- preservation of a non-judgmental and non-adversarial approach by the Equal Opportunity Officer and any mediators.

## Province Equal Opportunity Officer (PEOO)

The Province is responsible for appointing an appropriate person to conduct any formal investigations of complaints of bullying and for reporting to the Provincial and the Professional Standards Committee Coordinator. Ms Maria Kirkwood is appointed for this task by the Provincial. Her role is described earlier in this policy (Pages 6-7).

## The Internal Complaint Resolution Process

**Note:** *A complainant may, at any time, choose to contact outside organisations such as the Police, the relevant Equal Opportunity Commission in their State or an independent conciliation consultant.*

The internal complaint resolution process may be informal, formal or a combination of both. The complainant retains the right to determine which resolution processes will be instituted.

**The informal resolution process** may include:

- contact by the complainant with the Province Equal Opportunity Officer for an initial confidential advisory meeting;
- following the initial advisory meeting, an attempt by the complainant to resolve the matter personally. Alternatively, the complainant may attempt a resolution with assistance from the Province Equal Opportunity Officer.

**The formal resolution process** may include:

- mediation and/or conciliation with assistance from an outside mediator if requested by the complainant or respondent;
- investigation and formal determination in cases where mediation and/or conciliation have not been successful;
- disciplinary action by the Provincial, if warranted.

In formal procedures, all matters related to the complaint and the resolution process will be documented. The records will be kept confidential and their access strictly limited to those Officers involved in the resolution process.

Internal resolution of complaints is not appropriate in cases of sexual assault or rape. When such cases are reported, outside intervention will be recommended, including but not limited to, notification to the relevant police body.

The Provincial must be informed if:

- there is no satisfactory outcome to the internal resolution process;
- owing to the nature of the complaint it is necessary for the complainant to consult an outside organisation.

## **Appendix C: Workplace Bullying Policy & Procedures**

### **Rationale**

A Christian approach to the issue of workplace bullying is grounded in the Scriptures and in the Church's living tradition and social teaching. The opening chapter of Genesis reveals that human beings are made in the image and likeness of God. (Gen 1: 27).

Professed members and Staff of the Province are obliged by law and called by God, to foster caring, respectful and just relationships, and to live in and nurture communities which are free from corrupt or abusive attitudes and behaviours. The Province is committed to meeting its obligations under Commonwealth and State Legislation. This policy and the accompanying information about complaints and resolution procedures apply to all employees of the Passionists. This policy also applies to any other persons who work within the physical locations where Passionist life and ministry occurs.

The Province staff regardless of their work location, are entitled to feel safe and be able to work in an environment free of workplace bullying. When these obligations are not realised and when unacceptable and injurious behaviour occurs, the Church, along with the wider society, insists on the right of people to be protected from further or recurring behaviour. All Province members staff, volunteers and visitors to Province property will observe the principles and procedures outlined in this policy.

This policy aims to ensure that the Province is a safe workplace free from bullying, where the rights of all Province members, employees and volunteers to work in an environment free from bullying are respected and where legal requirements are adhered to as outlined in relevant legislation.

### **Definition**

Bullying is repeated, unreasonable behaviour directed towards a person that creates a risk to their safety, and/or mental or physical health and wellbeing. Within this definition, 'unreasonable behaviour' means repeated behaviour that would threaten, humiliate, harass, embarrass, victimise or undermine a person.

### **Principles**

The principles of Restorative Justice underpin the Province's response to alleged incidents of bullying. Restorative Justice represents a philosophy and a process that acknowledges that when a person does harm, it affects the person(s) they hurt, the community and themselves.

## **Accountability and Responsibility**

Parish Priests, community leaders and other supervisors of staff have a particular responsibility in this area including the dissemination of and adherence to policy and procedures. However all staff are required to ensure that volunteers, visitors and fellow staff are treated fairly and equitably and are not subject to bullying.

## **Effective and Fair Management of Complaints**

Any report of workplace bullying will be treated seriously and will be investigated thoroughly and confidentially by the Province. The procedures for investigating complaints of bullying are outlined in the section following, 'Dealing with Workplace Bullying'. They are to be observed by all people who are involved either directly or indirectly in a dispute, including witnesses.

Staff will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint of bullying. All persons should recognise and adhere to the principle of confidentiality so that the rights of all parties are respected during and after the complaint resolution process.

## **Dealing with Workplace Bullying**

Holy Spirit Province endorses the provisions of the Victorian Government Code of Practice for the Prevention of Bullying and Violence in the Workplace (April 2002). Each State and Territory has relevant Occupational Health and Safety legislation which covers the prohibition of bullying and harassment in the workplace. Relevant legislation and supporting documentation needs to be considered in each Province jurisdiction, including New Zealand, Papua New Guinea and Vietnam.

## **General Principles**

Workplace bullying is defined as repeated unreasonable behaviour directed toward a staff or volunteer, that creates a risk to health and safety. Behaviour, in this definition, refers to actions that a reasonable person, having regard to all the circumstances, would expect to use in order to victimise, humiliate, undermine or threaten.

Examples of Workplace Bullying:

- Unreasonable criticism or unfounded accusations
- Humiliating and demeaning conduct, especially in front of others
- Offensive, insulting or abusive language
- Sending inappropriate emails or communications
- Repeated jokes about a person
- Inappropriate joke-telling

- Criticism or exclusion
- Loud and aggressive behaviour
- Inappropriate comments about a person's appearance
- Exclusion from meetings or gatherings
- Undermining work performance of a colleague (e.g. by withholding information)
- Blocking promotion or advancement by inappropriate use of authority
- A wilful, conscious desire to intimidate or frighten
- Physical or verbal threats
- Rude gestures

## **Reporting**

Evidence-based research indicates that workplace bullying does not go away if simply ignored. Silence and lack of action create a perception that the behaviour is condoned and accepted. The Province strongly encourages anyone who experiences bullying, or witnesses bullying, to report it to one of the nominated Province Workplace Bullying Contact Officers.

A worker who reasonably believes they are the subject of workplace bullying, can bypass internal (Province) processes and lodge a complaint directly with the Fair Work Commission.

## **Documentation and Record Keeping**

When a complaint of bullying is alleged, relevant documentation related to the investigation, action taken and resolution of the complaint will be retained confidentially in accordance with Provincial Office procedures.

## **Prevention of Bullying from within the Workplace**

Community Leaders and Parish Priests have specific responsibilities for Work, Health and Safety. The following steps of implementing a universal precautionary approach to workplace bullying are recommended.

### **Step 1: Create Awareness**

All staff and volunteers in the workplace will receive in-service advice as the first step in ensuring the workplace is free of bullying. Everyone in the workplace should be aware of what bullying is, the indicators of bullying, the possible effects of bullying and that such behaviour is not tolerated in the workplace.

Information about policy and procedures should be provided by way of documentation to each professed member, staff member and volunteer, and in-service training and information sessions for all staff and volunteers should be provided. Induction programmes will be conducted regularly for new staff and volunteers. Posters and literature related to workplace bullying should be prominently displayed in all Province work locations, including on the Province website.

## **Step 2: Look for Warning Signs**

Bullying could occur in any workplace. Bullying behaviour should be challenged and monitored. All Province members, staff and volunteers should be vigilant in identifying warning signs.

Warning signs could include:

- high levels or increases in staff and volunteer turnover
- inappropriate use of industrial agreements and laws
- work system factors such as poorly defined roles, excessive workloads, lack of policy, inadequate consultation or lack of work supervision
- new staff and volunteers resigning suddenly without explanation
- high levels or increases in absenteeism
- negative feedback from staff and volunteers who leave (via exit interviews)
- an increase in grievances or complaints about work organisation
- deterioration of relationships between Province members or between Province members and staff or between staff and/or volunteers
- withdrawn or isolated staff and volunteers
- formal complaints about bullying
- incident reports

A survey or checklist is one method the Province may use to identify warning signs of bullying.

## **Step 3: Encourage Reporting**

The Province should encourage all members of the workplace to report incidents of bullying and to identify warning signs. Reporting incidents enables the Province members, staff and volunteers to attain a more accurate knowledge of the nature and extent of bullying and to take appropriate action in respect to those issues being reported. Reporting allows the Province to assess the effectiveness of measures already adopted and to provide immediate assistance to those Province members, staff and volunteers who have been involved in incidents of bullying. Those factors which may be discourage staff, volunteers, students or Province members from reporting must be addressed.



Procedures for resolving allegations of bullying may be formal or informal.

The targeted person may deal with the issue themselves in the first instance.

The targeted person may approach one of the Workplace Bullying Contact Officers, another member of staff, volunteer or Province member to seek assistance in resolving the matter. A decision can then be taken by the targeted person regarding what action he/she wishes to take in respect of the bullying behaviour.

An informal process should make clear:

- that discussion between the parties is confidential and informal at this stage
- how the bullying behaviour is impacting on the complainant
- that bullying behaviour is in breach of the workplace 'no bullying' policy
- that behaviour must comply with the standards set out in the workplace 'no bullying' policy
- how bullying behaviour impacts upon other staff and volunteers in the workplace
- that all staff and volunteers have a responsibility to desist from bullying behaviour
- any situation of alleged bullying will be investigated and monitored
- what the consequences will be if bullying behaviour does not cease.

**Please Note:** no recriminations towards the complainant, witnesses or the Workplace Bullying Contact Officer will be tolerated by the Province.

### **Contact Officers**

The following persons have been appointed by the Provincial as Contact officers

Kevin Dance:	New South Wales
Brian Traynor:	Victoria
Ray Sanchez:	Queensland
Denis Travers:	South Australia
Peter Addicoat:	Tasmania
John Curtis:	Papua New Guinea
Paul Darbyshire::	New Zealand
Tring Cong Tue:	Vietnam

Staff wishing to make a complaint of bullying may contact one of the Province Workplace Bullying Contact Officers. They are the first point of contact or information for Staff and volunteers. They have been appointed to assist staff and volunteers to clarify an issue or concern and consider options. They are also risk management owners for their designated area.

### **Informal Process**

In responding to a complaint, if appropriate, the local Contact Officer can offer an informal resolution by meeting with both parties, or arranging for an independent mediator to do this. In arranging such a meeting, he would advise both parties that they may bring a support person to the meeting. The support person's role would be clarified as ensuring the person they 'represent' is not disadvantaged. It is not the support person's place to speak to the other party unless invited. He/she would do so to establish clarity or to address the facilitator so as to protect the rights of the person he/she is supporting.

The essential details of the relevant section of our current Province policy would be given to both parties before the meeting.

A starting and finishing time would be proposed, together with a suitable and venue.

The meeting would begin with a brief prayer.

There needs to be agreement that the essential content of the discussion remain confidential in the spirit of the Province policy. Gossip and the damaging of another's reputation are not part of appropriate behaviour for religious, employees or volunteers of the Passionists.

Both parties should be advised to speak in a non-adversarial and respectful manner. This informal process suggests the complainant is seeking resolution, so the primary interest of the conversation should be the future, not the past. However, some detail of (past) behaviour will need to be raised, spoken about and responded to.

Usually the complainant wants

- the effects of the behaviour he/she is complaining about to be known and admitted
- if appropriate to receive an apology
- an assurance that the behaviour will not be repeated.

The Contact Office or mediator will write up a summary of the meeting after it is completed and retain it for his records. He will also send a copy to both parties and to the Professional Standards Committee Coordinator. If there has been resolution this will be noted. If further action needs to be taken, the PSCC will contact the Equal Opportunity Officer and the Provincial.

## **Process for Internal Resolution of Bullying Complaints**

Dealing with complaints and allegations of bullying requires confidentiality, sensitivity and speed. Lengthy, extended complaints handling processes may expose the targeted person to more bullying. Investigation of incidents should occur as promptly and efficiently as possible.

Persons against whom an allegation of bullying has been made are entitled to know the details of complaints against them, including the name of the person raising the complaint and the specific details of the complaint. It is unprofessional and a denial of natural justice for the name of the complainant and the details of the complaint to be withheld.

Those against whom an allegation has been made should be given the opportunity to respond prior to any action being taken in response to the complaint. The withholding of information does not afford them an appropriate and adequate opportunity to do this.

All persons who are alleged to have committed a bullying offence must be treated as innocent until proven otherwise.

All staff, volunteers and Province members have equal rights of representation. The Province upholds the right of all staff and volunteers to be afforded the principles of natural justice and representation during any investigation of alleged bullying.

If accusations of bullying are substantiated, then disciplinary action will be taken.

## **Formal Process**

The targeted person may wish to make an immediate written complaint or may wish to do so because the informal process has failed to resolve the matter successfully.

Formal complaints should be made to the Equal Opportunity Officer. In order to this, the complainant needs to be assisted either by the Contact Officer or other suitable person.

The formal process should clearly establish:

- the manner in which allegations of bullying are to be investigated and by whom
- the timeline for conducting such an investigation
- the nature of any disciplinary action to be invoked
- the rights of all parties to be represented by the relevant union

- the procedures for appealing the findings of any investigation
- the requirement for confidentiality
- the right to pursue grievance procedures
- that records are kept in accordance with the Province protocols for confidential filing.

## **Grievances**

In the event any Province member, staff or volunteer believes the processes of handling complaints of bullying have been unfair and/or inappropriate, they shall have the right to pursue grievance procedures contained within the relevant Award or Certified Agreement.

## **Prevention of Bullying from Outside the Workplace**

Bullying from sources outside the workplace focuses upon those persons who have a secondary relationship to the workplace. The alleged perpetrators of bullying in such an instance are not within the direct control of the Province. The Province has a responsibility under the Occupational Health and Safety Act 1985 to adopt a risk management approach to prevent bullying from sources outside the workplace. The following steps for the implementation of a risk management approach are required:

### **Step 1: Identify Hazards**

This is the process of identifying the circumstances that are likely to expose staff and volunteers to the risk of bullying from persons outside the workplace. All situations where there is a potential for bullying should be identified. A variety of sources should be used to identify situations where bullying may occur. Some of the following actions may be taken.

- checklists to identify issues associated with security, access to the workplace by non-Province staff and volunteers, physical layout of the workplace, training received by staff and volunteers for dealing with difficult or aggressive behaviours
- inspect areas of the workplace where bullying may be a problem
- observe how work is conducted and establish a system which encourages Province members, staff and volunteers to report incidents of bullying.

- consultation with staff and volunteers and Work Health and Safety (WHS) representatives and others who have experience with workplace bullying to identify potentially hazardous situations
- confidential surveys of staff and volunteers about situations that have caused anxiety or discomfort but not resulted in bullying
- examine accident and incident reports to identify past incidents of bullying

## **Step 2: Assess Risks**

The purpose of risk assessment is to determine which risks need to be controlled and to assist the Province in making decisions about the most appropriate measures to control risk. Risk assessment requires the Province to assess the likelihood and consequences of bullying occurring from sources outside the workplace. This is the process of identifying how serious the risk is from the hazards identified at Step 1. If a situation is high risk it should be dealt with immediately.

In assessing the likelihood and consequences of the risk of bullying from sources outside the workplace, the following points must be considered:

- what is the likelihood an incident of bullying will occur?
- what is the likely severity of an outcome of such an incident?
- how many Province members staff and volunteers would be affected and how often are they exposed to risk of injury from bullying?
- is information available regarding incidents of bullying from sources outside the workplace?
- what control measures are currently in place and are they adequate to protect the health and safety of staff, volunteers and Province members?
- can the risk of bullying be eliminated completely? If not, what steps can be taken to reduce as much as practicable, the risk that bullying will occur?

## **Step 3: Risk Control**

The Province has a duty to eliminate any risk to health and safety caused by bullying. If the risk cannot be eliminated, it should be controlled in so far as is practicable. The Province should implement control measures that are appropriate to the circumstances of the individual workplace. In many instances, a combination of measures will be required to control or eliminate the risk.

The Province should adopt the hierarchy of control approach to risk control. This is a process of focusing upon elimination of the risk as the preferred method of control. A suggested hierarchy of control is set out below:

**1. Eliminate or reduce the opportunities for bullying. Examples of elimination are set out below:**

- ensure workplace policies and procedures for bullying are available, effectively communicated, understood and managed
- remove the opportunity for the bully and the complainant to interact
- withdraw or limit the level of service provided to aggressive or bullying persons
- ensure staff and volunteer skills training is available to help staff and volunteers to manage difficult people and behaviours
- ensure the working environment does not promote bullying due to matters such as overcrowding, excessive noise, poor temperature control
- make public the measures adopted in the workplace to increase the detection of bullying

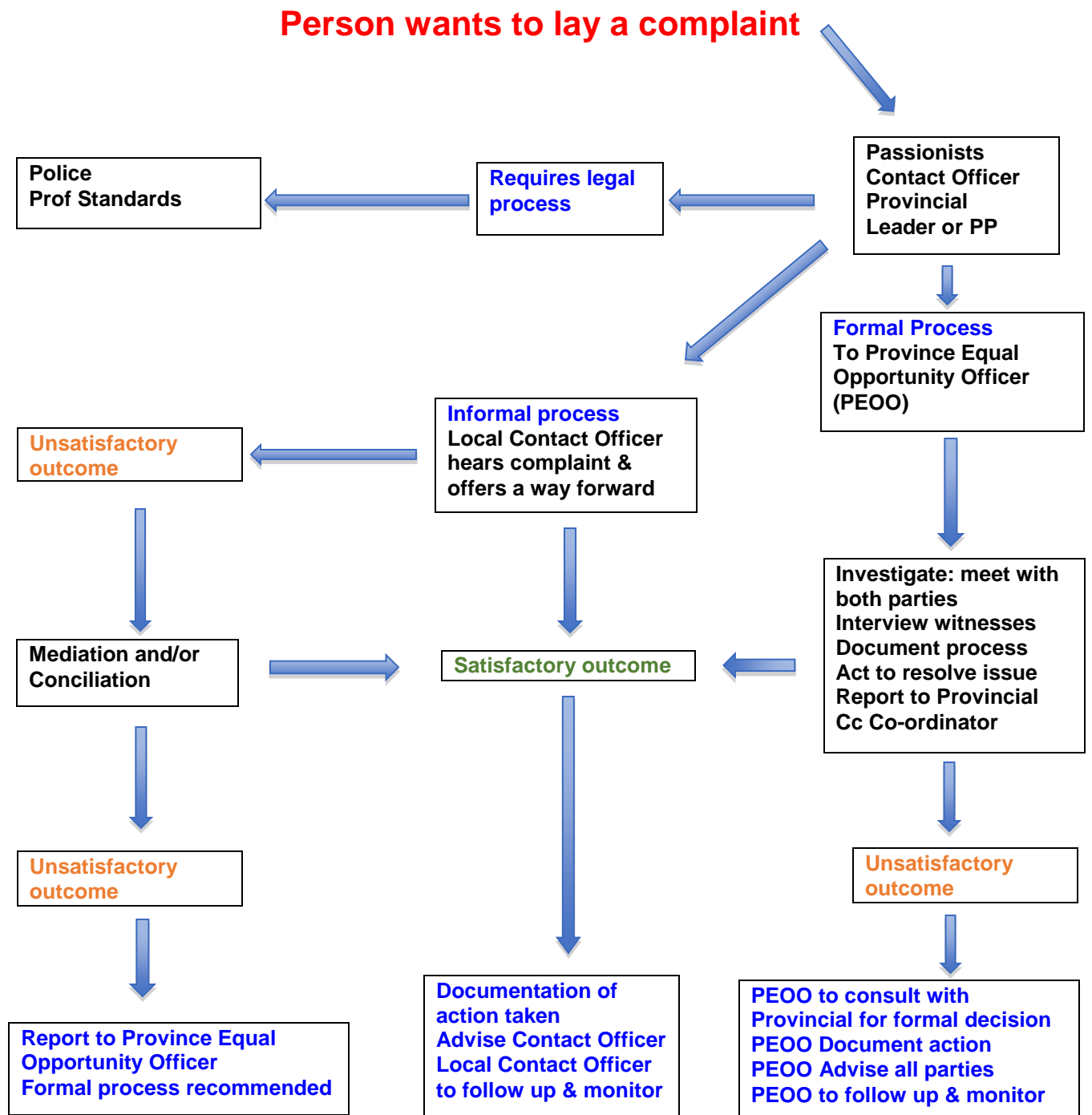
**2. Eliminate or reduce the opportunities for interaction between the bully and the employee. Examples are:**

- change and monitor the method of contact among Province members, staff and volunteers and persons who bully through the use of medium such as telephone contact and written communication
- ensure workplace procedures are effective in assisting all staff and volunteers to be aware of, and capable of, protecting their own health and safety.

**References**

*Workplace Relations Act 1996 (Commonwealth)*  
*Equal Opportunity Act 1995 (Victoria)*  
*Disability Discrimination Act 1992 (Commonwealth)*  
*Human Rights and Equal Opportunity Act 1986 (Commonwealth)*  
*Occupational Health and Safety Act 1985 (Commonwealth)*  
*Sex Discrimination Act 1984 (Commonwealth)*  
*Racial Discrimination Act 1975 (Commonwealth)*  
*Crimes Act 1958 (Victoria)*

**Diagram representing the Process for Internal Resolution of Workplace Bullying Complaints**



**Note:** PEEO = Province Equal Opportunity Officer

## **Appendix D: Full details of Province Social Media Policy**

***Never alter your beliefs or practice, just because you are online***

Professed members, students, representatives, employees, volunteers or those who consider themselves part of the Passionist Family must comply with our Social Media Policy which applies to all types of social media platforms and communication tools, whether they exist now or will be created in the future. These include:

Personal blogs Wikis (e.g. Learning Zone and external sites such as Wikipedia and other similar sites where text can be posted); Multimedia or user-generated media sites (e.g. You Tube); Social networks (e.g. Facebook, Instagram Twitter, Ning, LinkedIn etc); Virtual worlds (e.g. Second Life); Text messaging and mobile device communications; Skype and other internet voice phone services

### **Guiding Principles**

1. The Passionists reflect a particular set of beliefs, values and customs. Ensure that postings respect these, as well as the principles and workplace policies that the Passionists espouse.
2. Online behaviour (viewing, posting, commenting etc) should reflect the offline behaviour expected of one who represents the Passionist Family either officially or unofficially.
3. Think before you post – you must own the consequences of your behaviour. Criminal acts can occur as a result of downloading images.

### **Protect Province information...and yourself**

1. You must obtain prior approval from the appropriate authority to participate in external social media on behalf of Passionists.
2. Do not claim or leave the impression that you are speaking on behalf of Passionists unless you have explicit permission to do so.
3. Protect all confidential and proprietary information of the Passionists. If something is not public information, you must not share it.
4. Do not publish, post, text or discuss any events, conversations or materials that are meant to be private, confidential or internal to the Passionists.
5. Be mindful that modern social communication (e.g. Skype, phone calls, computer



monitors) makes it possible for private information to be heard or seen by others. You must avoid disclosure of private information in this way.

6. Observe the absolute prohibition from publishing, posting, texting or discussing the following information of Passionists anywhere:
  - i) financial or operational information that has not been publicly disclosed.  
any personal information – (names, telephone numbers, addresses, relationships, medical information) about professed members, employees, volunteers or associates without their permission.
  - ii) information to do with any legal case or issue or the lawyers engaged by Passionists.
  - iii) if you make a mistake, admit it and correct it promptly

### **Personal practice and the Passionists**

1. If you have permission to participate on behalf of the Passionists, you must use your real name and correctly state your current position or relationship with the Passionists.
2. If you mention that you are an employee of the Passionists or acting (e.g. ministering) in their name, you must include a statement in an external social media posting that the views expressed are your own.
3. Always be clear in identifying what is your personal opinion, rather than suggesting it is that of the Passionists.
4. If the media or a blogger contacts you about a posting that concerns the Passionists, be mindful of your responsibility and refer appropriate enquiries to the Provincial Office.
5. Do not post photos or videos showing a display of the Passionist sign or the PFGM logo, either on your clothing or in clear footage, if that could reflect negatively on yourself, your role, the Passionists or our associates.
6. Do not post photos, videos or articles unless you have explicit permission from the Provincial or the Province Internet Committee.
7. Do not use any Passionist signs or logos to promote advertising of products
8. Post your own creations. Do not use anything that belongs to someone else, including photographs, trademarks, copyrighted music, photos, videos or news articles) without the appropriate permission.

9. Whenever you include someone else's work in your posting, such as a quotation from an article or book, make sure you have the right to use and publish it and provide acknowledgement of the work.
10. You are expected to display responsibility in restricting your personal media activities during business hours.

### **The consequences of publishing or posting information**

1. Post only what you want the world to see. It is easy for others to forward (by email) or to post material (e.g. inappropriate videos, jokes or messages) you have sent privately or for you to forward what others have sent you privately.
2. Anything you publish will be publicly available for a long time – possibly forever. Reflect on the consequences of what you propose to say before you post, text or discuss something on social media. If in doubt, check it out!
3. Social media is not the place for spreading gossip, especially about those in the Passionist Family. If you wonder about something you heard or learned about – social media is not the appropriate forum for a discussion about it!
4. Do not make fun of, denigrate or defame professed members, those within the Passionist Family or those with whom we officially and unofficially associate.
5. Do not use commentary that could be deemed to be defamatory, obscene, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, derogatory remarks, legal conclusions or copyrighted materials.
6. Consider the context of any written material, photos or videos that you propose to publish or recommend. You could use the 'smell test' judgment by asking if this might cause embarrassment to you or others if it appeared on the front page of a daily newspaper? If the likely answer is 'yes', then do not post it.
7. Many generic email messages are forwarded that claim as fact what often is totally inaccurate. A quick referral to Snopes.com can help prevent you passing on incorrect information.

## **Social Media and Professional Standards**

1. Those who have a professional or pastoral relationship with young people should not accept those under 18 years of age as 'friends' on their own social network sites nor interact with them on any social networking sites.
2. For those exercising chaplaincy roles, professional discretion is advised before accepting ex-students or parents of current students as friends.
3. Chaplains must not discuss students or co-workers or publicly criticise school policies or personnel on social networking sites.
4. Chaplains or those associated with ministry to youth must not post images that include students on social networking sites.
5. Those who have regular contact with young people should have all privacy settings set to 'only friends'. Do not use 'Friends of Friends' and 'Networks and Friends', as these open content to a large group of unknown people.
6. Appropriate boundaries should always be observed, especially in communication with or about young people. It is vital to remember that inappropriate content posted on social media forums may be viewed by minors.
7. In order to avoid inappropriate content being viewed, access to certain internet sites may be occasionally monitored and/or blocked. External postings may also be monitored and internal postings reviewed in order to assure compliance with this policy. Any violations will be reported to the appropriate authorities.
8. Those who violate this policy or damage the Passionist name, could be disciplined, terminated, face litigation, be sued or face criminal charges.
9. All Province workplace policies apply to personal conduct and must be complied with.
10. If you believe you have a genuine grievance or complaint, follow the Province guidelines in reporting it, and do not record it on social media.
11. You are required to read, understand and follow this policy. Failure to comply may result in disciplinary action, including termination of your employment or restriction of your association.