



Code of Conduct Policy

August 2025

Our Values

The Uniting Church in Australia (UCASA), Synod of South Australia values each of its employees and recognises that all interactions should be approached through a lens of justice and fairness, care and safety, intentional growth and encouragement and accountability. In this way, UCASA strives for excellence in its stewardship of its people and seeks to value each individual and the unique skills, gifts and talents they possess.

Overview

This Code of Conduct Policy is designed to foster a respectful, collaborative, and high-performing workplace and is based on the Synod's shared team values. This Code guides our behaviour and interactions with others, helping make a safe workplace with a positive culture. The Uniting Church in Australia, Synod of South Australia (UCASA) acknowledges that it is entrusted with the responsibility of caring for its people, and this Code of Conduct supports this responsibility.

Scope

This policy applies to all personnel of the Uniting Church in Australia, Synod of South Australia. All Church Body personnel are encouraged to adopt this policy where applicable, and are to continue to comply with broader Uniting Church's Regulations and Policies with respect to safe church behaviours and codes of conduct for their respective positions within their workplaces.

This policy replaces all previous versions.

Definitions

Term	Meaning
Church Body	As per the definition of Body in the Uniting Church's Constitution, includes council, committee, department, college, board, agency or other institution <u>within</u> the bounds of UCASA: - Synod (Pirie St Office), Synod (Brooklyn Park) College Campus - Yarthu Apinthe, Uniting Venues SA, Uniting Aboriginal and Islander Christian Congress (UAICC), - Presbyteries, Congregations and Faith Communities.
Contractor	Individuals paid to provide services to UCASA, or to the Church body, who are not engaged or employed as Ministry Agents or Employees and are not a Volunteer.
Employee	Any person directly employed by the UCASA, or employed by a Church body on behalf of the Uniting Church in Australia, and remunerated for the work they undertake for their employer. <i>An employment contract, an agreement between an employer and employee in accordance with the Fair Work Act 2009, is provided setting out the terms and conditions of employment, which includes minimum legal entitlements under the National Employment Standards (NES) and complies with any applicable industrial award, enterprise agreement or other registered agreement.</i>
Executive Officer	An individual who is appointed to lead a UCASA ministry centre by the Synod or its Standing Committee, usually a person who has been delegated authority to make decisions on behalf of the UCASA and is accountable for the delivery of outcomes for a department, function or program within their ministry centre, and reports to the General Secretary.
Manager (Leader/Supervisor)	An individual appointed by an employer or governing council of a Church body, temporarily or permanently, to a supervisory role i.e. has work performance and workplace behaviour oversight of other personnel.
Member	For the purposes of this policy, includes any Member, Confirmed Member, Member in Association, or Adherent as defined in the Uniting Church 'Constitution' and 'Regulations'.
Ministry Agent	These are people engaged in specified ministries within the bounds of UCASA - includes (as referenced in the Uniting Church's 'Regulations' and the 'Code of Ethics and Ministry Practice') Candidates, Community Ministers and Chaplains, Deacons, Deaconesses, Interns, Lay Pastors, Ministers of the Word, Ministry of Pastors, Accredited Youth Workers, and Ministers from other denominations serving in approved placements in the UCASA.
Personnel	Any person commissioned, employed and or engaged in, or contributes towards the planning/management/delivery of, and or are involved or participates in any functions, programs or activities associated with a Church body (includes Ministry Agent, Employee, Volunteer, Contractor, Member, Visitor, and Guest).
Uniting Church (the Church)	The Uniting Church in Australia
UCASA (the Synod)	Uniting Church in Australia, Synod of South Australia
Volunteer	Either a formal or informal volunteer.

Formal Volunteer	A formal volunteer, an individual recognised by the governing council of a Church body, who has actual capacity to influence and control, and who willingly provides work or performs a service to benefit the mission and objectives of the Church or Church body and receives no payment as a result of their work. <i>For example, usually associated with long term arrangements that also involve sustained, regular attendance from the volunteer in programs that are structured and supervised, with an emphasis on policies, procedures and quality management of services being delivered. A formal volunteer may also provide leadership and direction or administration to support the governance work of a Church body council.</i>
Informal Volunteer	An informal volunteer may not necessarily fit the definition of 'worker' (but rather 'other person') under the Work Health and Safety Act 2012 (SA) as they may not be performing the work of the Church body but rather working for their own religious purposes or values and for the good of the Church body. Meaning an informal volunteer donates their time to support the activities of their Church body through voluntary acts of helping and kindness in local communities. <i>For example, such as occasionally serving food or refreshments, basic kitchen duties, greeting visitors or newcomers, directing car park traffic flow, attending to basic garden upkeep, preparing or handing out welfare packages etc.</i>
Worker	As per the definition under Section 7 of the Work Health and Safety Act 2012 (SA), a worker is a person who carries out work for the Church body, including work as an employee, a contractor, a subcontractor, a self-employed person, an outworker, an apprentice or trainee, a work experience student, an employee of a labour hire company placed with a 'host employer', or as a (formal) volunteer. By this definition, a Ministry Agent who carries out work in any capacity directly for a Church body entity as a Person Conducting a Business or Undertaking (the PCBU) is considered a worker for that entity for the purposes under the WHS Act. The term 'work' is not defined in the model WHS laws and has its ordinary meaning.
Workplace	A workplace is a place where work is carried out for the Church body and includes any place where a worker goes, or is likely to be, while at work. Generally this means in the context of the Church body, but may not be restricted to: • any place of worship within the bounds of UCASA • any UCASA property used by the Church body • any other property owned by The Uniting Church in Australia Property Trust (S.A.) • any other location or workplace (as defined by Section 8 of the Work Health and Safety Act 2012 – SA) where approved Church body work, activities or functions are being conducted.

Our Values in Action

The Synod Team Values articulate the qualities, characteristics and behaviours that demonstrate our priorities and standards and flow from our Christian ethos. This policy is based on these five values, and the following points describe these values in action.

Respect and Humility

We value the dignity, time, and contributions of every person.

- Listen actively and with openness to colleagues and others.
- Acknowledge and appreciate diverse backgrounds, perspectives skills and giftings.
- Respect the decisions and workflows of others, even when they differ from your own.

- Name your own work pressures and be mindful of those others face.

Honesty and Grace

We approach one another with integrity and empathy.

- Speak truthfully, with kindness and compassion.
- Seek justice and fairness, in the best interests of the workplace.
- Engage thoughtfully in difficult conversations and conflicts with grace and a spirit of cooperation.
- Respond to mistakes—your own and others’—with understanding and a commitment to continuous improvement.
- Offer regular encouragement and appreciation of colleagues.

Excellence and Integrity

We strive to do our best, ethically and consistently.

- Exhibit the highest standards of professional behaviour.
- Seek opportunities to improve, innovate, and grow.
- Learn from setbacks and apply those lessons constructively, building greater competence.
- Deliver quality work with reliability and timeliness.

Teamwork and Ownership

We work together to achieve more than we can alone.

- Collaborate openly and share knowledge, valuing the input and expertise of others.
- Consult with people about matters that impact them.
- Take ownership of responsibilities and follow through on commitments.
- Contribute to a culture of mutual support and transparency, welcoming accountability.

Focus and Fun

We take our work seriously, but not ourselves.

- Stay connected to our shared purpose and priorities.
- Maintain perspective—focus on what matters and let go of what doesn’t.
- Celebrate successes, big and small, and bring positivity to the workplace.
- Make space for joy, connection, and inclusion.

This Code of Conduct outlines the behaviours that bring our values to life, supporting a workplace where everyone can contribute, grow, feel valued and be respected.

Responsibilities

Personnel are expected to:

- Uphold this Code of Conduct in all Synod-related interactions.
- Speak up if behaviour is inconsistent with these values.
- Support a culture where feedback is welcomed and issues are addressed constructively.

Executive Officer, Resources is responsible for:

- approval of, and amending, this policy in consultation with the Manager, Human Resources and Executive Officers;
- ensuring that this policy will be constantly reviewed to maintain its relevance and integrity in line with appropriate legislation;
- ensuring that the contents of this policy are communicated to, and accessible to all employees.

Manager, Human Resources is responsible for:

- periodically assessing compliance with this policy and procedure to ensure consistency of application across all ministry centres.

Managers are responsible for:

- modelling these behaviours and creating an environment where the behaviours are encouraged and reinforced.
- ensuring they and the employees for whom they are responsible are aware of and comply with this policy.

Executive Officers are responsible for:

- being exemplars of the values and behaviours contained in this policy, to create a positive culture and safe environment.

Failure to comply with the policy

Breaches of the Code may be addressed through appropriate internal processes, with a focus on resolution, learning, and accountability. Failure to comply with this policy, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action. Executive Officers who fail to comply with this policy may be subject to greater consequences.

Issue Resolution

Refer to the UCASA Grievance Policy procedures for further information.

- [UCASA Grievance Policy](#)

Dissemination of Policy and Procedure

A copy of this policy and procedure will be made available to all personnel. The intent of this policy and procedure will be explained to each new employee at their induction.

Monitoring and Review

This Code of Conduct will be reviewed periodically to ensure it remains relevant, effective and in accordance with legislation.

Related Policies and Documents

- [Alcohol, Drug and Smoking - Guidance information](#)
- Computer, Email and Internet Policy
- [Privacy Policy](#)
- [Safe Church Policies](#)
- [UCASA Personnel Handbook](#)
- [UCASA Workplace Policies](#)
- [Uniting Church in Australia Constitution & Regulations, and governing Policies, Codes or Guidelines](#)
- [Code of Conduct for Volunteers and lay leaders](#)
- [Ministerial Code of Ethics and Ministry Practice](#)

Approval Authority

Approval and Review	Details
Approval Authority	Executive Officer, Resources
Advisory Committee to Approval Authority	Human Resources and Remuneration Committee
Administrator	Manager, Human Resources
Next Review Date	2027 (2-years)

Feedback

Employees may provide feedback about this Policy and Procedure by emailing resources@sa.uca.org.au or humanresources@sa.uca.org.au

Current Policy Approved: August 2025

Replaces: July 2016

First Issued: February 2013