

# CODE OF CONDUCT

<b>Responsible Officer</b>		Chief Operating Officer		
<b>Superseded Documents</b>		Staff Code of Conduct Student Code of Conduct		
<b>Associated Documents</b>		Safeguarding Policy Safeguarding Procedure Faithfulness in Service		
<b>Review Date</b>		September 2029		
<b>Version</b>	<b>Endorsed By</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Effective Date</b>
1.0	The Principal	Governing Board	11/09/2025	11/09/2025

## 1. PREAMBLE

Moore College is a Christian community concerned to provide a safe environment for all College Participants; safeguarding is part of the College's primary duty of care. While all people must be protected from harm, there are additional legislative and scriptural considerations for protecting vulnerable people – it lies at the heart of Scripture.

This Code of Conduct will only be effective if it is widely known and available throughout the College, practised consistently and implemented justly. You must personally be committed to applying this code. This will require an ongoing commitment from you that should deepen and grow as you become more familiar with your role. Applying this code may best be done in consultation with peers and colleagues working with you in your context.

The absence of any reference to a particular conduct in this Code does not imply that it is an acceptable form of behaviour. All College Participants have a responsibility to ensure that personal behaviour and practices that are inconsistent with this Code are neither tolerated nor covered up.

## 2. PURPOSE

The Code of Conduct serves as the standard for the behaviour and practice for our College community.

## 3. SCOPE

This Code of Conduct applies to all College Participants.

## 4. DEFINITIONS

This section sets out definitions for key terms and acronyms referred to in this document.

Term	Definition
Abuse	<p>In relation to an adult means the following conduct:</p> <ul style="list-style-type: none"><li>• Bullying;</li><li>• Emotional abuse;</li><li>• Harassment;</li><li>• Physical abuse;</li><li>• Sexual abuse; or</li><li>• Spiritual abuse.</li></ul>
Bullying	<p>Means behaviour directed to a person or persons which:</p> <ul style="list-style-type: none"><li>• is repeated;</li><li>• is unreasonable (being behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening); and</li><li>• creates a risk to their health and safety.</li></ul> <p>Bullying can include:</p> <ul style="list-style-type: none"><li>• making derogatory, demeaning or belittling comments or jokes about someone's appearance, lifestyle, background or capability;</li><li>• communicating in an abusive manner;</li><li>• spreading rumours or innuendo about someone or undermining in other ways their performance or reputation;</li><li>• dismissing or minimising someone's legitimate concerns or needs;</li><li>• inappropriate ignoring, or excluding someone from information or activities;</li><li>• touching someone threateningly or inappropriately;</li><li>• invading someone's personal space or interfering with their personal property;</li><li>• teasing someone, or playing pranks or practical jokes on someone;</li><li>• displaying or distributing written or visual material that degrades or offends.</li></ul> <p>Bullying does not include lawful conduct of clergy or church workers carried out in a reasonable manner, such as:</p> <ul style="list-style-type: none"><li>• disagreeing with or criticising someone's belief or opinions or actions in an honest and respectful way;</li><li>• giving information about inappropriate behaviour in an objective way to the person or persons concerned and to any other person with a proper reason for having that information;</li><li>• setting reasonable performance goals, standards or deadlines;</li><li>• giving information about unsatisfactory performance in an honest and constructive way;</li><li>• taking legitimate disciplinary action.</li></ul> <p>Cyberbullying is a form of bullying which involves the use of information and communication technologies.</p>
Child	Anyone under the age of 18.
Child abuse	<p>The following conduct in relation to a child:</p> <ul style="list-style-type: none"><li>• bullying;</li><li>• emotional abuse;</li><li>• harassment;</li></ul>

	<ul style="list-style-type: none"> <li>• neglect;</li> <li>• physical abuse;</li> <li>• sexual abuse; or</li> <li>• spiritual abuse.</li> </ul>
Child exploitation material	<p>Material that describes or depicts a person who is or who appears to be a child:</p> <ul style="list-style-type: none"> <li>• engaged in sexual activity; or</li> <li>• in a sexual context; or</li> <li>• as the subject of torture, cruelty or abuse (whether or not in a sexual context)</li> </ul> <p>in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image or any other depiction.</p>
Child pornography	<p>Sexually explicit or suggestive material depicting children. Child pornography is a form of child exploitation material.</p>
Civil authorities	The police and the relevant State or Territory government child protection authority.
College Participants	Includes Board <sup>1</sup> and committee members, faculty, students, staff, contractors and volunteers.
Discrimination	The prejudicial treatment of a person based on factors such as age, disability, race, gender identity, sex, language, religion, politics, national or social origin, property, birth, or other status, except for exemptions allowed to religious bodies.
Domestic abuse	Domestic abuse involves a pattern of behaviour that seeks to coerce, control, intimidate, hurt or frighten a person in an intimate or family relationship. Domestic abuse may include, but is not limited to emotional, verbal, financial, psychological, spiritual, cultural, physical and sexual abuse. It can also include social isolation, stalking, image-based or technology facilitated abuse, and threats to harm other people including children, property or pets.
Emotional abuse	<p>Acts or omissions that have caused, or could cause emotional harm or lead to serious behavioural or cognitive disorders. It includes:</p> <ul style="list-style-type: none"> <li>• subjecting a person to excessive and repeated personal criticism;</li> <li>• ridiculing a person, including the use of insulting or derogatory terms to refer to them;</li> <li>• threatening or intimidating a person;</li> <li>• ignoring a person openly and pointedly; and</li> <li>• behaving in a hostile manner or in any way that could be reasonably result in another person feeling isolated or rejected.</li> </ul>
Financial abuse	When another person manipulates financial decisions, or controls access to money or other property without a person's consent.
Grooming	<p>Actions deliberately undertaken with the aim of engaging and influencing an adult or a child for the purpose of sexual activity. In the case of sexual abuse of a child, an offender may groom not only the child, but also those close to the child, including the child's parents or guardians, other family members, clergy and church workers. Grooming can include providing gifts or favours to the child or their family.</p> <p>In the case of sexual abuse of an adult, an offender may groom not</p>

<sup>1</sup> Refers to the College's governing bodies, including Council and Governing Board.

	only the adult, but also those close to them, including their children, clergy and church workers.
Harassment	<p>Unwelcome conduct, whether intended or not, in relation to another person where the person feels with good reason in all the circumstances offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. It includes:</p> <ul style="list-style-type: none"> <li>• making unwelcome physical contact with a person;</li> <li>• making gestures or using language that could reasonably give offence including continual and unwarranted shouting;</li> <li>• making unjustified or unnecessary comments about a person's capacities or attributes;</li> <li>• putting on open display pictures, posters, graffiti or written materials that could reasonably give offence;</li> <li>• making unwelcome communication with a person in any form (for example, phone calls, email, text messages); and</li> <li>• stalking a person.</li> </ul>
Marriage	Refers to a Christian view of marriage, being an exclusive heterosexual lifelong union, formally solemnised, between a man and a woman.
Neglect	<p>The failure to provide the basic necessities of life where a child's health and development are placed at risk of harm. It includes being deprived of:</p> <ul style="list-style-type: none"> <li>• food;</li> <li>• clothing;</li> <li>• shelter;</li> <li>• hygiene;</li> <li>• education;</li> <li>• supervision and safety;</li> <li>• attachment to and affection from adults; and</li> <li>• medical care.</li> </ul>
ODSM	The Office of The Director of Safe Ministry (ODSM) under the Diocese of Sydney has the responsibility of handling complaints where they have jurisdiction (i.e. the matter concerns a complaint/misconduct involving clergy or church worker, as outlined in the Ministry Standards Ordinance <sup>2</sup> ), as well as to advise on safe ministry and professional standards matters.
Physical abuse	Any intentional or reckless act, use of force or threat to use force causing injury to, or involving unwelcome physical contact with, another person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. An injury may take the form of bruises, cuts, burns or fractures. It does not include lawful discipline by a parent or guardian.
Prohibited material	<ul style="list-style-type: none"> <li>• Publications, films and computer games that have been classified by the Office of Film and Literature Classification as being unsuitable for a child to read, see or play;</li> <li>• Any other images or sounds not subject to classification by the Office of Film and Literature Classification that are considered with good reason within the Church to be unsuitable for a child to see or hear; and</li> </ul>

<sup>2</sup> <https://safeministry.org.au/ordinance-information/>

	<ul style="list-style-type: none"> <li>any substance or product whose supply to or use by children is prohibited by law, such as alcohol, tobacco products, illegal drugs and gambling products.</li> </ul>
Prohibited substance	Any substance banned or prohibited by law for use or consumption by adults.
Restricted material	<ul style="list-style-type: none"> <li>Publications, films, and computer games that have been classified as Category 1 or 2 restricted, X or RC classification by the Office of Film and Literature Classification; and</li> <li>any other images or sounds not subject to classification by the Office of Film and Literature Classification (for example, internet material) that are considered with good reason within the College as being offensive on the grounds of violence, sex, language, drug abuse or nudity.</li> </ul>
Sexual abuse of an adult	Sexual assault, sexual exploitation or sexual harassment of an adult.
Sexual abuse of a child	<p>The use of a child by another person for his or her own sexual stimulation or gratification or for that of others. It includes:</p> <ul style="list-style-type: none"> <li>making sexual advances to a child using any form of communication;</li> <li>exposing oneself indecently to a child;</li> <li>having or attempting to have vaginal or anal intercourse with a child;</li> <li>penetrating or attempting to penetrate a child's vagina or anus with an object or any bodily part;</li> <li>kissing, touching, holding or fondling or attempting to kiss, touch, hold or fondle a child in a sexual manner;</li> <li>staring at or secretly watching a child for the purpose of sexual stimulation or gratification;</li> <li>making any gesture or action of a sexual nature in a child's presence;</li> <li>making sexual references or innuendo in a child's presence using any form of communication;</li> <li>discussing or inquiring about personal matters of a sexual nature with a child;</li> <li>possessing, creating or exposing children to child exploitation material of a sexual nature;</li> <li>exposing a child to any form of sexually explicit or suggestive material including clothing with sexually explicit images or messages;</li> <li>giving goods, money, attention or affection in exchange for sexual activities with a child;</li> <li>giving goods, money, attention or affection in exchange for images of a child for the purpose of sexual gratification of themselves or others; and</li> <li>encouraging, or forcing or attempting to encourage or force a child: <ul style="list-style-type: none"> <li>to sexually touch or fondle another person;</li> <li>to perform oral sex;</li> <li>either to masturbate self or others, or to watch others masturbate; and</li> <li>to engage in or watch any other sexual activity.</li> </ul> </li> </ul> <p>Sexual abuse of a child does not include:</p> <ul style="list-style-type: none"> <li>sex education with the prior consent of a parent or guardian; or</li> </ul>

	<ul style="list-style-type: none"> <li>• age appropriate consensual sexual behaviour between peers (i.e. the same or a similar age).</li> </ul>
Sexual assault	<p>Any intentional or reckless act, use of force or threat to use force involving some form of sexual activity against an adult without their consent. It includes:</p> <ul style="list-style-type: none"> <li>• having or attempting to have vaginal or anal intercourse with a person without their consent;</li> <li>• penetrating or attempting to penetrate another person's vagina or anus with an object or any bodily part without that person's consent;</li> <li>• sexually touching and fondling or attempting to sexually touch or fondle a person without their consent;</li> <li>• kissing or attempting to kiss another person without their consent;</li> <li>• holding or attempting to hold another person in a sexual manner without their consent;</li> <li>• forcing or attempting to force a person to sexually touch or fondle another person; and</li> <li>• forcing or attempting to force a person to perform oral sex.</li> </ul>
Sexual exploitation	<p>Any form of sexual contact or invitation to sexual contact with an adult, with whom there is a pastoral or supervisory relationship, whether or not there is consent and regardless of who initiated the contact or invitation. It does not include such contact or invitation within a marriage.</p>
Sexual harassment	<p>An unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person, or other unwelcome conduct of a sexual nature in relation to the other person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.</p> <p>Such behaviour may consist of a single incident or several incidents over a period of time. It includes:</p> <ul style="list-style-type: none"> <li>• asking a person for sex;</li> <li>• giving a person to understand that you would like sexual favours from them;</li> <li>• making any gesture, action or comment of a sexual nature to a person directly or making a comment of a sexual nature about them in their presence;</li> <li>• making jokes containing sexual references or innuendo using any form of communication;</li> <li>• exposing a person to any form of sexually explicit or suggestive material;</li> <li>• making unwelcome physical contact such as touching, pinching, or patting;</li> <li>• making unwelcome or unnecessary inquiries about or attempts to discuss personal matters of a sexual nature;</li> <li>• deliberately intruding on an individual's personal space;</li> <li>• staring at or secretly watching a person for the purpose of sexual stimulation or gratification; and</li> <li>• stalking a person.</li> </ul>
Spiritual abuse	<p>The mistreatment of a person by actions or threats when justified by appeal to God, faith or religion. It includes:</p> <ul style="list-style-type: none"> <li>• using a position of spiritual authority to dominate or manipulate another person or group;</li> <li>• using a position of spiritual authority to seek inappropriate deference</li> </ul>

	from others; <ul style="list-style-type: none"> <li>• isolating a person from friends and family members; and</li> <li>• using biblical or religious terminology to justify abuse.</li> </ul>
Technological abuse	Encompasses a wide range of behaviours by perpetrators using communications technology to control, abuse, harass, punish and humiliate.
Vilification	Doing something in public based on the race, colour, national or ethnic origin of a person or group of people which is likely to offend, insult, humiliate or intimidate.
Vulnerable person	A child, being an individual under the age of 18 or an individual aged 18 years and above who may be unable to take care of themselves against harm or exploitation by reason of an illness, trauma or disability or any other reason.

## 5. STANDARDS

- 5.1. Abide by all College policies and procedures.
- 5.2. Work collegially, caring for other College Participants, protecting their integrity, and resolving misunderstandings expeditiously.
- 5.3. Be aware of cultural differences and behave respectfully toward others, being careful not to cause offence.
- 5.4. Recognise the limits of your skills and experience. Do not undertake any ministry or role that is beyond your competence or for which you have not been employed or trained. If in doubt seek advice from your supervisor.
- 5.5. Not engage in abuse or harassment of anyone (child or adult). This includes bullying, emotional abuse, harassment, discrimination, sexual harassment, vilification, physical abuse, sexual abuse, sexual grooming, spiritual abuse, domestic abuse, financial abuse, and technological abuse.
- 5.6. Not act violently or intentionally provoke violence: this includes violence if you are engaged in civil disobedience.
- 5.7. Not knowingly make statements that are false, defamatory, misleading, or deceptive.
- 5.8. Uphold confidentiality and respect people's privacy, e.g. do not disclose confidential information received without the consent of the person providing the information, except where the information is known publicly; or as required or allowed by law; or that which is in the public interest (such as to avoid risk of serious injury or harm to any person).
- 5.9. Not inappropriately discriminate between people.
- 5.10. Avoid inappropriate relationships, particularly with children and other vulnerable people.
- 5.11. Not steal property belonging to others, including intellectual property.

5.12. Identify potential conflicts of interest and take steps to disclose and resolve them.

5.13. Communicate with sensitivity and care:

- a. consider the appropriateness and impact of your words and actions in communication;
- b. avoid using language that may be misunderstood or threatens, belittles, humiliates or causes unnecessary offence;
- c. not use derogatory or vulgar language, language that includes inappropriate sexual connotations, or language that denigrates a racial, religious or other group;
- d. when using technology for communication, apply the same principles as you would in any other form of communication. Before communicating ask:
  - i) is this an appropriate way to communicate about this matter?
  - ii) how will the language and images used impact upon the person receiving the communication and any other person who may access it?
  - iii) could the circumstances of the communication suggest your relationship with the other person(s) is inappropriate?

5.14. Act with sexual integrity. This includes but is not limited to:

- a. while on any College premises or using College property, not viewing, possessing, producing or distributing restricted material containing sex or nudity without a legitimate purpose;
- b. not viewing, possessing, producing or distributing any form of child abuse or child exploitation material;

5.15. Be responsible in your use of alcohol and other mind altering or addictive substances or services, considering the effect of such use on you and others. You are not to undertake your role when you are impaired by alcohol or any other mind-altering or addictive substances.

5.16. Not use any prohibited substance, smoke, or vape on any College premises.

5.17. It is not part of your role to minister to children, however, when incidentally interacting with children at College events:

- a. act in the best interests of the child at all times;
- b. listen to and take them seriously when they disclose that they or someone else is at risk of harm, and report it to your supervisor and appropriate civil authorities;
- c. be transparent and accountable in your interactions with children and interact only with the knowledge of the parents/caregiver;
- d. Never be alone with a child and avoid situations where you are alone with a group of children;
- e. take care with your physical touch of a child to ensure this is not confusing to the child and is not able to be misconstrued as being inappropriate, intimate or sexualised touch.



- 5.18. Dress modestly and appropriately to the context. Be sensitive to the effect of your dress on others, respecting cultural customs and norms.
- 5.19. Take responsibility for your debts, including family support obligations, payment of taxes, and for students, the payment of tuition fees and other charges.
- 5.20. Not seek personal advantage or financial gain beyond your agreed salary (if employed at the College) for yourself or your family from your position or role within College.
- 5.21. Disclose and be publicly accountable for all College related monies or other non-private monies which you handle.
- 5.22. Not penalise, discriminate or take action against another College Participant because of any action taken in good faith under this Code and do not procedurally delay or obstruct any process that is related to managing allegations of misconduct against a College Participant.

## **6. ADDITIONAL STANDARDS FOR STUDENTS (ENROLLED IN AN ON-CAMPUS ACCREDITED COURSE OF THE COLLEGE)**

- 6.1. Comply with the expectations of the Student Handbook.
- 6.2. Comply with the requirements of Faithfulness in Service.
- 6.3. Meet the College's attendance requirements for all lectures and participate in other mandatory curricular and co-curricular activities of the College.
- 6.4. Support academic freedom and interact respectfully with others who hold differing personal views.
- 6.5. Engage positively and respectfully in teaching and learning environments, including contributing equitably in collaborative and cooperative learning exercises.
- 6.6. Act with honesty and integrity in all interactions with the College, including upholding principles of academic integrity in all assessments and learning activities.
- 6.7. Act ethically in research and follow all College procedures and processes concerning research ethics.
- 6.8. Act professionally and with integrity during practicums and student ministry placements.
- 6.9. Avoid sexual immorality, including sexual activity outside of marriage and not viewing pornographic material.

## **7. ADDITIONAL STANDARDS FOR FACULTY AND CHAPLAINS**

You are expected to fulfil all your commitments at College, as outlined in the signed declaration on your application form, and, if faculty, in the Faculty Handbook. Recognising

the essentially pastoral nature of the relationship between faculty /chaplains and students of the College, these commitments include but are not limited to:

- 7.1. Comply with Faithfulness in Service.
- 7.2. Always act in the best interests of the students.
- 7.3. Where your interests or other responsibilities are in tension with the interests of students, disclose that conflict of interest to the Principal.
- 7.4. Avoid any behaviour that could give the impression of favouritism or an inappropriately special relationship with a student.
- 7.5. Avoid engaging in any romantic or sexual relationship with a student who is not your spouse.
- 7.6. Avoid any sexual immorality, including not engaging in sexual activity outside of marriage and not viewing pornographic material.
- 7.7. Act ethically in research and publishing.
- 7.8. Support academic freedom and interact respectfully with others who hold differing personal views.

## **8. REPORTING**

All College Participants must, as soon as practicable, report any suspicion that a breach of this Code of Conduct has taken place, may be taking place. Refer to section 7 of the Safeguarding Procedure.

## **9. REVIEW AND HISTORY**

Version	Approved By	Approval Date	Effective Date	Sections modified
1.0	Governing Board	11/09/2025	11/09/2025	N.A.

## CODE OF CONDUCT DECLARATION

I have read and understood Moore Theological College's Code of Conduct and agree to comply with it.

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*Name*

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*Signature*

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*Date*