



ORDER OF MALTA
AUSTRALIAN ASSOCIATION
CODE OF CONDUCT

This Code of Conduct sets out the standards of conduct and personal behaviour required of all Personnel of the Australian Association of the Order of Malta Limited (ABN 37 142 209 121) (the "Association") and applies to all personnel of the Association.

1. General Conduct

Whilst employed, engaged or representing the Association,

I will:

- Treat all Children, Young People and Vulnerable Adults ("Children and Vulnerable Persons") with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, property, birth or other status.
- Provide a welcoming, inclusive and safe environment for all Children and Vulnerable Persons, parents/guardians, the Association's personnel and other stakeholders or partners of the Association.
- Not use physical or humiliating punishment on Children and Vulnerable Persons.
- Encourage Children and Vulnerable Persons, parents/guardians, the Association's personnel and other stakeholders of the Association to speak up about issues that affect them.
- Immediately report concerns or allegations for the safety or wellbeing of Children and Vulnerable Persons or breach of this Policy and Code of Conduct in accordance with Children and Vulnerable Persons Protection Reporting Process.
- Comply with the national and international legislation on safeguarding Children and Vulnerable Persons, the relevant requirements of which are referred to in this document.
- Ensure that, whenever possible, another adult is present when I am working with Children and Vulnerable Persons in the Association programs or activities.
- Speak with the Association's personnel who is supervising the activities I'm volunteering in about any concerns I have of my involvement in any situation where my words, actions or behaviour may be misinterpreted or would be likely to have a negative impact on the reputation of the Order.
- Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my

employment/engagement with the Association that relates to Children and Vulnerable Persons' exploitation and abuse.

- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass Children and Vulnerable Persons or access child exploitation materials through any medium.
- Ensure that the parents or guardians of Children and Vulnerable Persons involved in research or consultation for the Association are fully informed of the process, have provided informed consent, and understand that participation is entirely voluntary.

And I will not:

- Use language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with or in the presence of Children and Vulnerable Persons.
- Engage in behaviour to shame, humiliate, belittle or degrade Children and Vulnerable Persons or otherwise emotionally or psychologically abuse Children and Vulnerable Persons, including exposing them to family violence.
- Use social media to contact, access, solicit or befriend a Children and Vulnerable Persons involved in the Association's programs or activities and not place images of those Children and Vulnerable Persons on personal social media sites, unless permitted or authorised by the Association.
- Refrain from spending time with Children or Vulnerable Persons involved in the Association's programs or activities outside the context of those programs, unless I live and work in the same community and interact with them as part of normal family, social, or community life. In such cases, I will continue to uphold the Safeguarding Policy and Code of Conduct, act as a positive role model and mentor, and maintain the confidentiality of any private information related to those Children or Vulnerable Persons outside the Association's activities.
- Show favouritism toward, or discriminate against, particular Children or Vulnerable Persons to the detriment or exclusion of others.
- Employ Children or Vulnerable Persons for domestic or other forms of labour that are inappropriate to their age or developmental stage, that interfere with their education or recreational time, or that expose them to significant risk of harm or injury.
- Perform personal tasks for Children or Vulnerable Persons involved in the Association's programs or activities—such as toileting or changing clothes—that they are capable of doing for themselves.
- Sleep in close proximity to Children or Vulnerable Persons involved in the Association's programs or activities with whom I work or have contact, unless necessary. In such cases, I will inform the Association and, where possible, ensure that another adult is present. This requirement does not apply to my own children.

2. Use of Children and Vulnerable Persons Images

When photographing or filming Children and Vulnerable Persons or using Children and Vulnerable Persons images for the Association's news-related purposes, I must:

- Assess and comply with any restriction for reproducing personal images before photographing or filming Children and Vulnerable Persons.
- Obtain informed consent from the parent or guardian of any Child or Vulnerable Person before taking photographs or filming. I must also clearly explain how the images or footage will be used as part of the consent process.
- Ensure that photographs, videos, or other visual media depict Children and Vulnerable Persons in a dignified and respectful manner. All images must accurately reflect the context and truth of the situation.
- Ensure file labels, meta-data or text descriptions do not reveal identifying information about Children and Vulnerable Persons when sending images electronically or publishing images in any form.

3. Responding to a report of abuse

Upon receiving a report of abuse, I must:

- Assure the person making the complaint that they will be taken seriously.
- Listen to what is being said.
 - a. Stay calm.
 - b. Do not probe for detail.
 - c. Empathise but do not jump to conclusions.
 - d. Do not disturb anything that may be evidence.
 - e. Do not promise complete confidentiality but explain that you have a duty to report the concern to somebody.
 - f. Do not attempt to question the alleged abuser.
 - g. Ensure that the person affected is in a safe environment.
 - h. Inform the Regional Safeguarding Officers ("RSO") appointed in each Region¹.
 - i. Tell all the facts that you have been told or observed. Try not to give your own interpretation.
 - j. Record accurately details of the report. Include the date and the time of the incident, the people involved and details of any observed injuries, as well as the appearance and behaviour of the victim and what they have said.
 - k. Be prepared to co-operate, as requested, in any reasonable way with the subsequent safeguarding enquiry.
- If the complaint involves any of the Association's Personnel, there is a duty to report this concern to the Region's RSO.
- If I think that someone is being abused or that poor standards of care are making for conditions in which there is a risk of abuse, I have a duty to report this by writing down what has been witnessed, including dates, times, places and people involved, and make a report to the NSO as soon as possible.

¹ See section 5 of the Safeguarding Policy Guidelines

4. Contact Details:

National Safeguarding Officer:

Anna Sammut

Email: safeguarding@orderofmalta.org.au

Regional Safeguarding Officers:

North Eastern Region:

Email:

South Eastern Region:

Email:

Central Eastern Region:

Email:

North Central Region:

Email:

Central Southern Region:

Email:

New Zealand :

Email:

Signature:..... Date:.....

Name (printed):.....

Capacity (please check appropriate box):

- Member
- Employee
- Volunteer

Review and Monitoring

This Code of Conduct will be reviewed every three years or sooner if required by legislative changes or organisational needs.

Approved by: Executive Council

Version: 1

Approval Date: 24 September 2025

Next Review: July 2028