



## Conditions of employment

<b>Effective date</b>	1 September 2006
<b>Date reviewed</b>	3 January 2013
<b>Review date</b>	January 2015
<b>Guideline owner</b>	Human Resources
<b>Applies to</b>	All lay Diocesan employees & Volunteers
<b>Related guidelines &amp; procedures</b>	Incorporates all workplace policies.
<b>Headings</b>	Objective Dress code guidelines Children in the workplace Working from home Legislation
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### Objective

The objective of this guideline is to outline the conditions of employment within the Parish.

### Dress Code Guidelines

It is recognised the need for employees to present a professional image on behalf of the Parish. Neatness and personal grooming are an important aspect to achieving this image.

Employees shall present themselves in clothing that is in good repair, clean, pressed, and to a standard that is acceptable to the Parish Priest and Management. Items of clothing that are non-compliant with the Dress Code Guideline (for example items such as tracksuits, sneakers, thongs, jeans, etc.) will be regarded as unacceptable as business style clothing and will be in breach of the guideline.

If a uniform is a requirement of the position, this is to be communicated to the employee along with guidelines on how to obtain it.

### Children in the Workplace

The Children in the Workplace guidelines supports the Parish's commitment to supporting employees with family responsibilities.

The Parish, in promoting equal opportunity in employment, is committed to supporting guidelines and practices for employees with family responsibilities. The Parish recognises the need for children to occasionally be in the workplace, and provides guidance for these occurrences.



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All reasonable attempts must be made to make alternative arrangements. As a last resort employees may need to occasionally bring their children to work for reasons such as the breaking down of normal child care arrangements and where alternative arrangements are not available, such as the relevant flexible work arrangements or practices. Employees must request permission from their Parish Priest/Manager. Such requests will be treated sympathetically where possible, whilst at the same time ensuring that a work location is not disrupted.

## **Limits of Responsibility**

### Parents and guardians

Parents and guardians maintain ultimate responsibility for the safety of children in their care, and are required to have direct and continued supervision of their children when their children are in the workplace and must not allow them to wander into adjoining workplaces. The Parish cannot accept liability for the consequences when children are allowed in the workplace and are not supervised by their parent or guardian.

## **Work Health and Safety**

The Parish recognises its responsibilities for protecting non-employees, including children, from exposure to risks to their health and safety arising out of Parish activities. Given this, children are not allowed in areas which have any identifiable hazards or a potential risk.

Management can refuse permission for parents and guardians to bring a child into any area within the Parish because of concerns related to health and safety issues. Parents and guardians should not expose other team members to health risks by bringing a child with an infectious disease into the workplace.

## **Working from Home**

The opportunity to work from home is not an entitlement or a right, and can only occur by agreement between the Parish Priest/Manager and the employee.

One-off or occasional work from home for a few hours does not require a formal application although approval must be obtained from the employee's Manager. However, the Parish Priest/Manager needs to be mindful that duty of care responsibilities still apply.

The duties to be performed whilst undertaking home-based work need to be clearly detailed and formalised in an agreement prior to commencing such an arrangement. Likewise measurement of output and supervision shall be agreed upon prior to the arrangement being in place. The Parish Priest/Manager should also regularly review the home-based working arrangement to ensure that it is working effectively. A home-based work arrangement is operational and outcome driven, consistent with short term and adhoc projects. Such an arrangement may assist with but is not considered a substitute for ongoing dependent care. The employee must be able to work as efficiently and effectively as an equivalent employee within the Parish Office.

It is a requirement that proposed work site complies with work health and safety requirements at all times. This will be determined by a home based inspection prior to the arrangement commencing.

**Legislation:** Fair Work Act 2009 (Cth), Work Health and Safety Act 2011 (NSW)