



Code of Conduct Policy

Policy Number	HR1	Version 2.0
Coverage	Staff and Contractors	
Start Date	January 2017	
Author	HR Coordinator	
Approved by	Management	
Date of review	July 2019	
Expiry date	July 2022	

1 PURPOSE

The aims of this Policy are as far as is reasonably practicable to:

- (a) ensure that Staff and Contractors at the School understand their obligations and do not engage in behaviour in breach of this Policy;
- (b) provide a framework for Staff and Contractors to make decisions and engage in behaviours that are ethical and appropriate for the School;
- (c) reflect the School's commitment to the highest standards of honesty and integrity;
- (d) outline the standards of conduct or behaviour expected at all times relevant to work and responsibilities; and
- (e) recognise that Staff and Contractors are ultimately responsible for their own behaviour.

2 COVERAGE

This Policy covers and applies to Staff and Contractors in relation to:

- (a) behaviour at the School;
- (b) the performance of work for or in connection with the School; and
- (c) conduct outside the School or working hours if the acts or omissions:
 - (i) are likely to cause serious damage to the relationship between the School and a member of Staff, Contractor, Other People at the School or Students;or

- (ii) are incompatible with Staff or a Contractor's duty to the School; or
- (iii) damage or are likely to damage the School's interests or reputation.

3 GENERAL PRINCIPLES

3.1 Acting with honesty and integrity

Acting with honesty and integrity will maintain the respect and confidence in the School. Staff and Contractors must:

- (a) treat Staff, Contractors, the Board, Students and Other People at the School (including visitors and parents) with honesty, respect and courtesy;
- (b) not take improper advantage of their positions in order to obtain a benefit for others or themselves;
- (c) report dishonest, unethical, fraudulent or corrupt behaviour or maladministration by Staff, Contractors, the Board or Other People at the School;
- (d) not seek or accept any type of unauthorised compensation, fee, commission or gratuity from a third party in connection with the operations of the School;
- (e) not offer or accept a gift that creates an obligation or may be reasonably construed as favouritism, discrimination, collusion or other unacceptable practices, or otherwise breaches the Gifts and Gratuities Policy;
- (f) not make any bribes, kickbacks, inducements or other illegal payments of any kind for the benefit of any person or party in connection with obtaining orders or favourable treatment or for any other purpose in connection with the operations of the School; and
- (g) encourage and support good faith reporting of breaches of this Policy without retribution.

3.2 Acting with professionalism

Professionalism is conduct that fosters and preserves reputations as individuals and that of the School. To demonstrate professionalism Staff and Contractors must:

- (a) not engage in or tolerate behaviour in breach of this Policy;
- (b) support, and not publicly criticise, decisions of the School;
- (c) not undermine or bring the School's integrity or reputation into disrepute;
- (d) work co-operatively as a team and treat Staff, Contractors, the Board, Students and Other People at the School with respect and dignity;

- (e) exercise diligence, best endeavours and sound judgment when carrying out their duties or providing services;
- (f) maintain a professional relationship with third parties when engaged as a Staff member;
- (g) provide levels of service that they are competent and authorised to provide; and
- (h) not make unauthorised statements or commitments on behalf of the School.

3.3 Acting in compliance with requirements and obligations

Staff and Contractors should act in the spirit and intent of the Applicable Laws governing the School's activities and strive to be familiar with and comply with all relevant laws and policies and procedures. To demonstrate this commitment Staff and Contractors must:

- (a) respect and abide by all Applicable Laws, policies and procedures;
- (b) act in accordance with the School's Mission Statement;
- (c) comply with all lawful and reasonable directions from authorised persons;
- (d) only act within their authority;
- (e) protect the School property, in particular, take care to avoid or minimise the possibility of theft or misuse of the School property;
- (f) only use the School property for the School purposes and in accordance with appropriate authorisations;
- (g) not use the School property for private purposes unless authorised in writing by the Principal for teaching staff or by the Chief Operating Officer for business services staff; and
- (h) comply with delegations, and other authorisations as directed.

3.4 Declaring and Avoiding Conflicts of Interest

Conflict of Interests are an actual, potential or perceived conflict between duties or work or services provided to the School and private interests of a Staff Member or Contractor, in which the Staff Member or Contractor has private interests which could improperly influence the performance of work, duties or services provided to the School by that Staff member or Contractor.

Conflicts of Interests can be:

- (a) **actual**, where a real conflict exists between the Staff member's or a Contractor's private interests and their work or duties;
- (b) **perceived**, where a reasonable bystander would perceive that a Staff member's

or a Contractor's private interests may have the potential to create a conflict of interest; or

- (c) **potential**, where events arise that may develop into an actual or perceived conflict of interest.

Conflict of Interests can jeopardise confidence in the School. To demonstrate declaration and avoidance Staff and Contractors must:

- (a) not take on personal business or financial or private interests that compete or conflict with the School's interests;
- (b) inform the Principal as soon as they become aware of possible Conflicts of Interest involving themselves or others and provide all reasonable information about the possible Conflict of Interest and comply with any directions;
- (c) reasonably seek approval from the Principal before taking up other employment or engagements outside of their position with the School;
- (d) declare any Conflict of Interest that could occur through share-holdings, ownership of real estate or being the trustee or beneficiary of a trust; and
- (e) not use or take advantage of any School property or information belonging to the School for personal benefit or for the benefit of any other person.

3.5 Respect privacy and do not misuse information

Maintenance of privacy and the proper use of information (public or personal) is critical to build trust and confidence in the School.

Staff and Contractors will:

- (a) not disclose Confidential Information to any person or entity without the prior written consent of the Principal, except where required by the Applicable Laws;
- (b) disclose, if required by Applicable Laws (including mandatory reporting requirements for child welfare matters), Confidential Information (but not more than is necessary to discharge their legal obligations), to the relevant authority in a manner that is accurate and truthful. Before such disclosures are made, and if permitted by Applicable Laws, the Staff member or Contractor must advise, to the extent permitted by Applicable Law, the Principal about the pending disclosure;
- (c) not use Confidential Information for the purpose of directly or indirectly obtaining personal gain or another benefit;
- (d) only access Confidential Information for authorised work-related tasks;
- (e) disclose to the Principal situations that may create a Conflict of Interest before a

- conflict arises, or if one does occur, immediately on becoming aware;
- (f) not encourage others to disclose Confidential Information, personal information under the Privacy Policy or privileged information; and
 - (g) ensure the secure collection, storage and disposal of Confidential Information and personal information regardless of its medium.

3.6 Strive to be good citizens and achieve community respect

The School is committed to achieving excellence and aims to maintain public confidence and respect. To demonstrate this commitment Staff and Contractors must:

- (a) act in a professional and respectful way that enhances their professional reputation and the reputation of the School;
- (b) be aware that the choices they make in business activities may impact on other Staff, Contractors, the Board, Students, Other Persons at the School, the community and the environment and must take this into account when making decisions;
- (c) promote the safety, welfare and well-being of Staff, Contractors, Other Persons at the School and Students in their behaviour;
- (d) commit to taking reasonable care to avoid acts and omissions that may adversely affect themselves, Staff, Contractors, the Board, Students and Other Persons at the School;
- (e) aim to be socially, financially and environmentally responsible in the use of School resources;
- (f) work together to achieve the School's goals and vision;
- (g) perform their duties to the best of their ability and ensure work is carried out efficiently and effectively;
- (h) commit to equality and diversity;
- (i) strive to make a positive contribution to the School, Staff, Contractors, the Board, Students and Other Persons at the School;
- (j) consider the broader impact of their decisions on stakeholders;
- (k) report any corrupt or fraudulent conduct; and
- (l) ensure that their personal appearance and presentation is professional and appropriate for their role and a representative of the School.

3.7 Duty of Care

All staff have a duty of care, particularly Teachers, Teacher Aides and Early Learning Educators with regards to Students, which involves:

- (a) a duty to do everything reasonably practicable to protect Students from foreseeable harm in accordance with the Role of the Teacher Policy; and
- (b) reporting requirements in accordance with the Mandatory Reporting Policy.

3.8 Consideration of actions

If Staff and Contractors are unsure as to compliance then before acting must reasonably consider:

- (a) discussions with other Staff, Contractors, or the relevant manager to get an objective viewpoint;
- (b) what you would do if it was your money, time or equipment;
- (c) being on the 'receiving end' of your decision or action or omission;
- (d) whether you could adequately defend your actions to the School;
- (e) the potential consequences of your behaviours or decisions for other Staff, your family, Students and the School's wider community including whether you would feel comfortable with it reported in the media; and
- (f) who will benefit? Will it be fair to the School, the parties involved and yourself. If Staff or Contractors still have doubts about the correct thing to do, refer the matter to the Principal for advice.

4 INTERPRETATION AND APPLICATION

This Policy must be read in conjunction with *the Application of Workplace Behaviours Policies and Procedures* which provides the meaning of defined (capitalised) terms and sets out how this Policy is to be applied.