



## Code of Conduct

### Introduction

The Code of Conduct applies to all staff of Yeo Park Infants School P&C Association while acting in their official and/or voluntary capacity.

### Staff

Within this document the usage of the word “staff” is intended to mean both paid and /or voluntary personnel of Yeo Park Infants School P&C Association and may be used interchangeably with the word “personnel”.

### THE PRINCIPLES

The fundamental ethical principles from which the ethical obligations contained in the Yeo Park Infants School P&C Association 's Code of Conduct are derived, are:

- respect for the law and system of government;
- respect for persons;
- integrity;
- diligence; and
- economy and efficiency.

#### 1. Respect for the Law

- Yeo Park Infants School P&C Association’s personnel, in common with all citizens, have an obligation to observe the laws of the State and the Commonwealth.

#### 2. Respect for Persons

- Yeo Park Infants School P&C Association staff are expected to treat students, other staff and members of the community equitably and with respect. This involves:
  1. Courtesy and responsiveness in dealing with others
  2. Fairness in supervising and dealing with other staff
  3. Making decisions that are procedurally fair to people
  4. Avoiding discrimination on grounds such as gender, sexual orientation, race, disability, cultural background, religion, marital status, age or political conviction
  5. An awareness of and respect for cultural difference
  6. Engaging in rational debate and allowing alternative points of view to be expressed

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7. Avoiding behaviour which might reasonably be perceived as harassment, bullying or intimidation.

### 3. Integrity

- Staff should be honest in carrying out their duties, and avoid conflicts between their private interests and their Yeo Park Infants School P&C Association responsibilities with respect to:
  1. Personal relationships
  2. Financial relationships
  3. Receipt of gifts
  4. Outside work
  5. Use of confidential information obtained in the course of <<insert name of P&C Association>> duties
  6. External activities and public comment.

### 4. Diligence

- Staff should carry out their duties in a professional and conscientious manner. This involves:
  1. Carrying out official decisions and policies faithfully and impartially
  2. Seeking to attain the highest possible standards of performance
  3. Exercising care for others in employment-related activities
  4. Ensuring outside extraneous interests do not interfere with a staff member's official duties or responsibilities
  5. Adhering to professional codes of conduct where applicable.
- Staff are encouraged to report fraud or corrupt conduct to appropriate Yeo Park Infants School P&C Association or external authorities.

### 5. Economy and Efficiency

- Staff should use <<insert name of P&C Association>> resources only for legitimate <<insert name of P&C Association>> purposes.
- Staff should avoid waste.
- Staff should maintain adequate security over <<insert name of P&C Association>> property, facilities, and resources.

Staff should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

## ACKNOWLEDGEMENT

I have received, read, understand and will comply with the Yeo Park Infants School P&C Association's Code of Conduct Policy. Unless disclosed below, I have no knowledge of any violation or potential violation of this policy. I understand that a violation of the Code of Conduct may result in disciplinary action, which may include termination of employment.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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