

# **BPS P+C Association Code of Conduct 2018**

## **Balmain Public School P+C Association Code of Conduct**

The Code of Conduct applies to all financial members, volunteers and employees ('Members') of Balmain Public School ('BPS') P+C Association while undertaking any role or activity related to the BPS P+C Association.

### **The Principles**

The Code of Conduct is based on the following fundamental ethical principles:

#### **Respect for the Law**

BPS P+C Association Members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

#### **Respect for all Persons**

BPS P+C Association Members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

#### **Integrity**

BPS P+C Association Members should be honest in carrying out their duties and avoid conflicts between their private interests and their P+C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P+C duties
- External activities and public comment

### Diligence

BPS P+C Association Members should carry out their duties in a professional and conscientious manner. This involves, but is not limited to, the following:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P+C related activities
- Ensuring outside interests do not interfere with a P+C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P+C and/or external authorities

### Working with Children

The BPS P+C Association adheres to the government's Working with Children Check legislation and relevant procedures

### Conflict of Interest

- BPS P+C Association Members must declare interests which conflict, either perceived or actual, with your P+C Association duties and activities.
- A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests

### Confidentiality

- Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure
- Documents and information of the P+C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

### Grievances, complaints and procedures

- Breaches of this Code of Conduct or other policies of the P+C Association will be addressed by way of the Grievances, complaints and procedures policy.
- Violations may result in removal from the BPS P+C Association.

BPS P+C Association Members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

As adopted by the BPS P+C Association General Meeting, **INSERT DATE.**

Signed President: \_\_\_\_\_ NAME: \_\_\_\_\_

Witnessed Principal: \_\_\_\_\_ NAME: \_\_\_\_\_