



# Stanmore Public School Parents and Citizens' Association

## Code Of Conduct

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### Introduction

The Code of Conduct applies to all members of Stanmore Public School P&C while acting in their official and/or voluntary capacity.

#### Members

Within this document the usage of the word "members" is intended to mean both paid and/or voluntary personnel of Stanmore Public School P&C and may be used interchangeably with the word "personnel".

### THE PRINCIPLES

The fundamental ethical principles from which the ethical obligations contained in the Stanmore Public School P&C'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

Stanmore Public School's P&C members, in common with all citizens, have an obligation to observe the laws of the State and the Commonwealth.

#### 2. Respect for Persons

Stanmore Public School P&C members are expected to treat students, school staff, P&C members and members of the community equitably and with respect. This involves:

- a. Courtesy and responsiveness in dealing with others;
- b. Fairness in supervising and dealing with other members;
- c. Making decisions that are procedurally fair to people;
- d. Avoiding discrimination on grounds such as gender, sexual orientation, race, disability, cultural background, religion, marital status, age or political conviction;
- e. An awareness of and respect for cultural difference;
- f. Engaging in rational debate and allowing alternative points of view to be expressed.
- g. Adhering to time-limits for discussion to maximise finishing on time and providing a system by which unresolved issues are followed up outside of meeting times with reporting back at the next meeting;
- h. Avoiding behaviour which might reasonably be perceived as harassment, bullying or intimidation.



### 3. Integrity

Members should be honest in carrying out their duties, and avoid conflicts between their private interests and their Stanmore Public School P&C responsibilities with respect to:

- a. Personal relationships;
- b. Financial relationships;
- c. Receipt of gifts;
- d. Outside work;
- e. Use of confidential information obtained in the course of Stanmore Public School P&C duties;
- f. External activities and public comment.

### 4. Diligence

Members should carry out their duties in a professional and conscientious manner. This involves:

- a. Carrying out official decisions and policies faithfully and impartially;
- b. Seeking to attain the highest possible standards of performance;
- c. Exercising care for others in employment related activities;
- d. Ensuring outside extraneous interests do not interfere with a member's official duties or responsibilities;
- e. Adhering to professional codes of conduct where applicable.

Members are encouraged to report fraud or corrupt conduct to appropriate Stanmore Public School P&C or external authorities.

### 5. Economy and Efficiency

- a. Members should use Stanmore Public School P&C resources only for legitimate Stanmore P&C purposes.
- b. Members should avoid waste.
- c. Members should maintain adequate security over Stanmore Public School P&C property, facilities and resources.

Members 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 Stanmore Public School P&C Code of Conduct Policy. Unless disclosed to the P&C Executive, 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 membership.

Print name: ..... Sign: ..... Date: ...../...../.....