

8.9.1 Middle Park State School P&C Association Code of Conduct

1. General Principle

Middle Park State School P&C Association expects that all persons engaged with any operations, support or management of Middle Park State School P&C business units will display the highest standards of professional and personal conduct in discharging their duties.

2. Coverage

The Middle Park State School Code of Conduct applies to:

- The P&C Executive
- MPSS Sub-Committee's
- All MPSS employees
- Volunteers engaged with MPSS P&C Association

3. Obligations

The conduct of managers, employees and volunteers (personnel) should uphold the Association's commitment to safety, professionalism and the Association's values in the delivery of our roles. In doing so, all relevant persons should:

- Comply with the organisation and community standards of behaviour in dealing with others within and beyond the organisation.
- Comply with the Associations policies and procedures and legislative requirements and obligations.
- Perform duties in a responsible and professional manner.
- Display sound stewardship of the service's resources and belongings.
- Promote the Association's reputation and values into the broader community.
- For persons working or interacting directly with children – these people must comply with the service *Code of Conduct for Interaction with Children and Young People (8.9.2)*

3. Behaviour Standards

Middle Park State School P&C Association personnel are expected to:

- Treat everyone with courtesy, respect, and consideration throughout their interactions and communication with others.
- Be sensitive and responsive to the dignity and rights of others, refraining from interacting in a manner that impacts on the rights of others, including not engaging in any form of:
 - Harassment;
 - Discrimination (e.g. based on gender, age, race, impairment, disability, religious beliefs, political beliefs, sexual orientation or identity);
 - Gossiping
 - Bullying; or
 - Victimisation.
- Act in good faith and honesty with the responsibility and delegation placed within your position.
- Uphold the professional boundaries of the relationships that develop through your engagement, including acting with transparency and ethical standards.

4. Teamwork

Middle Park State School P&C Association personnel are expected to build cooperation and partnership and should:

- Foster teamwork and collegiality among all internal stakeholders, expressing gratitude to the effort and contribution others bring.
- Consider the impact on your decision and behaviour on the well-being of others – refrain from acting in a manner that would reasonably distress, intimidate, undermine or threaten a colleague, volunteer or stakeholder.
- Display a constructive attitude when navigating conflict and grievances with others.
- Refrain from acting in any way that would unfairly harm the reputation or position of colleagues.

5. Privacy and Confidentiality

Associations personnel are expected to maintain the Association's commitment to privacy and confidentiality, particularly around the Association's sensitive and personal information, and should:

- Not share or disclose information that is not consistent with a fair, just or reasonable purpose.
- Ensure that information collected by the Association is only used for the purpose intended.
- Ensure information security is maintained - as outlined by service policy, procedure and expectations.

6. Stewardship

Middle Park State School P&C Association personnel are expected to protect the resources and finances of the Association and should:

- Use the Associations resources properly and responsibly for legitimate purposes only
- Use resources in a manner that does not contribute to the risk to safety for others, the community or the environment,
- Strive to obtain value for the organisation's purchases and spending.
- Avoid waste and secure Association belongings against theft or fraud.
- Maintain the integrity and security of the Association's intellectual property.

7. Professionalism

Middle Park State School P&C Association personnel are expected to be professional and should:

- Perform duties diligently, conscientiously and with integrity to the best of your ability.
- Maintain knowledge of professional and ethical standards relevant to your area of expertise — engaging in learning and development opportunities to enhance your capacity to perform as required.
- Strive to deliver the highest quality service through Fundraising and our business units for our community.
- Comply with any relevant legislative requirements.

8. Conflicts of Interest

Middle Park State School P&C Association personnel are expected to act ethically for the best interest of the service and should:

- Not take improper advantage of any official information gained during our employment.
- Ensure that financial or non-financial interest does not conflict, or appear to conflict, with or compromise the obligations and requirements of your duties and performance.
- Avoid actual or perceived conflicts of interest through transparent decision-making and declaring potential conflicts of interest for impartial management.

9. Safety and Health

Middle Park State School P&C Association personnel are expected to uphold a safe and healthy environment and should:

- Take responsibility for the health and safety of yourself and others when carrying out your duties.
- Present to your role with adequate fitness, alertness and hygiene to perform the duties.

10. Fairness and Resolution

Middle Park State School P&C Association personnel are expected to deliver a fair and reasonable response to concerns of others and should:

- Facilitate a fair process for responding to compliance, grievances and disputes.
- Respond with integrity and advocacy for the rights of ourselves and others.
- Uphold ethical decision-making to promote fairness, justice and collaborative partnerships for stakeholders.

11. Reputation

Middle Park State School P&C Association personnel are expected to promote the interest and character of the service and should:

- Engage the community with respect for individuals and their diversity.
- Refrain from presenting yourself as a spokesperson or acting on behalf of the organisation unless authorised to do so.
- Refrain from engaging in any activity that may compromise the integrity and reputation of the service.

12. Compliance Breaches

- All personnel must comply with this Code of Conduct and report any breaches to their manager or the Director of Operations, as appropriate.
- All personnel are expected to report any suspected corrupt, criminal or unethical conduct directly to the Director of Operations or P&C Executive Committee
- Any employee who displays conduct inconsistent with the standard outlined in the Middle Park State School P&C Association Code of Conduct will be counselled accordingly, and/or disciplined in accordance with the service's relevant policy and procedure.