

8.9 Apply the Code of Conduct

Policy Statement

The Association expects that all employees conduct themselves in a manner consistent with a high standard of professionalism and ethical practice. Employees are expected to demonstrate a positive and professional attitude toward their work, the Association and the children and families in the community. The Code of Conduct provides an illustrated expectation of the standard of behaviour expected of all employees.

Related Policies

- 8.1 – Role and Expectations of Educators
- 8.3 – Recruitment and Employment of Educators
- 8.5 – Volunteers
- 8.10 – Employee Orientation and Induction

Auxiliary Documents

- 8.9.1 – Employee Code of Conduct
- 8.9.2 – Code of Conduct for Interacting with Children and Young People

Roles and Responsibilities

Executive Committee	<ul style="list-style-type: none">• To ensure a Code of Conduct is set for employees.• Ensure provisions are set aside to support employees able to achieve the expectations of the Code of Conduct.• Where the Director of Operations cannot investigate instances where employees have not upheld the Code of Conduct. Conduct an investigation in their place.
Director of Operations	<ul style="list-style-type: none">• To establish a Code of Conduct for employees.• Guide business leaders in monitoring staff behaviour, guide reflection of the Association's expectation for employees and respond in instances where there are concerns about employee conduct.• Model appropriate standards of behaviour.• Advise the Executive Committee of concerns or allegations of employees not meeting the Code of Conduct.
Business managers	<ul style="list-style-type: none">• Orientate staff to the Association Code of Conduct when beginning employment.• Monitor staff behaviour and respond to minor instances of concern about employee conduct.• Advise the Director of Operations of concerns or allegations of employees not meeting the Code of Conduct.• Model appropriate standards of behaviour.
All Staff	<ul style="list-style-type: none">• Monitor the behaviour of peers, and report any concerns identified.• Ensure behaviour is consistent with the expectations of the Code of Conduct.

Procedures

1. Employees will be provided with a copy of the Association Code of Conduct before commencing employment.
2. Employees shall be expected to consistently uphold the agreement during their employment with the service.
3. The Business managers will be responsible for monitoring and immediately addressing minor concerns about staff and volunteer conduct.

4. Business Managers will seek support and pass on issues of complaint and concern to the Director of Operations and guide or take the lead on complex matters of noncompliance towards the code of conduct
5. Issues relating to staff conduct will be notified to the Executive Committee.
6. Staff with concerns about a manager's/ Director of Operations conduct are encouraged to communicate directly with the line manager above that person.
7. Breaches to the Code of Conduct shall be taken seriously. Allegations of breaches of the Code of Conduct by employees will be managed through the disciplinary policy (8.19), which may result in action taken by the Executive Committee up to and including termination.
8. Any updates to the Code of Conduct will be sent to employees via email

Relevant Laws and Provisions

- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Work Health and Safety Act 2011 and Regulations 2011*

Policy Controls			
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