



Middle Harbour P&C Association Code of Conduct

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

The principles

The Code of Conduct is based on the following principles:

Respect for the Law

P&C Association members, volunteers and employees are under the jurisdiction of State and Commonwealth laws and are obliged to observe such laws.

Respect for all Persons

P&C Association members, volunteers and employees are expected to treat students, school staff, parents, 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.
- 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 and allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

P&C Association members, volunteers and employees 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
- Management of monies
- Receiving personal financial gain
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

Diligence

P&C Association members, volunteers and employees should carry out their duties in a professional and conscientious manner.

This involves:

- 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.
- 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 P&C Association adheres to the NSW government's Working with Children Check legislation and relevant procedures.

Conflict of Interest

- P&C Association members, volunteers, and employees 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.

Privacy and Confidentiality

P&C Association members, volunteers, and employees must adhere to The Australian Privacy Principles contained in the Privacy Act of 1988.

Recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the P&C Association unless there is a lawful authority for its disclosure.

Take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss, and unauthorised access, and/or disclosure.

Personal and sensitive information must not be viewed, shared, or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C Association.

All personal and sensitive information when no longer required must be disposed of securely.

Breaches

Breaches of this Code of Conduct or other policies of the P&C Association may result in removal from the Middle Harbour Public School P&C Association and any of its affiliated roles.

Middle Harbour Public School P&C Association members, volunteers and employees should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are always observed.