



Beaumont Road Public School Parents & Citizens' Association

Code of Conduct

Version control

Version number	Description of changes	Date
V1	Draft for consultation	21 Oct 2014
V2	Final for approval	9 Dec 2014

1. **Beaumont Road Public School P&C Association Code of Conduct**

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Beaumont Road Public School P&C Association ('BRPS P&C Association') while undertaking any role or activity related to BRPS P&C Association. BRPS P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

2. **The Principles**

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

2.1. **Respect for the Law**

BRPS 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.

2.2. **Respect for all Persons**

BRPS 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:

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

2.3. **Integrity**

BRPS P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their BRPS 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 BRPS P&C duties
- f) External activities and public comment

2.4. **Diligence**

BRPS P&C Association 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 BRPS P&C related activities
- d) Ensuring outside interests do not interfere with a BRPS P&C member's duties or responsibilities
- e) Adhering to professional codes of conduct where applicable and being encouraged to report fraud or corrupt conduct to an executive officer of BRPS P&C and/or external authorities

3. **Working with Children**

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

4. Conflict of Interest

- 4.1. BRPS P&C Association members must declare any interests which conflict with their BRPS P&C Association duties and activities.
- 4.2. 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. Conflicts of interest may be actual, potential or perceived.
- 4.3. BRPS P&C Association will maintain a Conflicts of Interest Register.

5. Confidentiality

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

6. Grievances, complaints and procedures

- 6.1. Breaches of this Code of Conduct or other policies of the BRPS P&C Association will be addressed by way of the Grievances, Complaints and Procedures policy. Violations may result in removal from the BRPS P&C Association.

7. Enactment

- 7.1. BRPS P&C Association has adopted this Code of Conduct at a general meeting of the members on the 10th day of March, 2015.

Signed
President: Carey Francis NAME: CAREY FRANCIS

Witnessed
Principal: Malcolm McDonald NAME: MALCOLM McDONALD